



Becoming financially responsible

 **BARCLAYS** | LifeSkills



Module overview

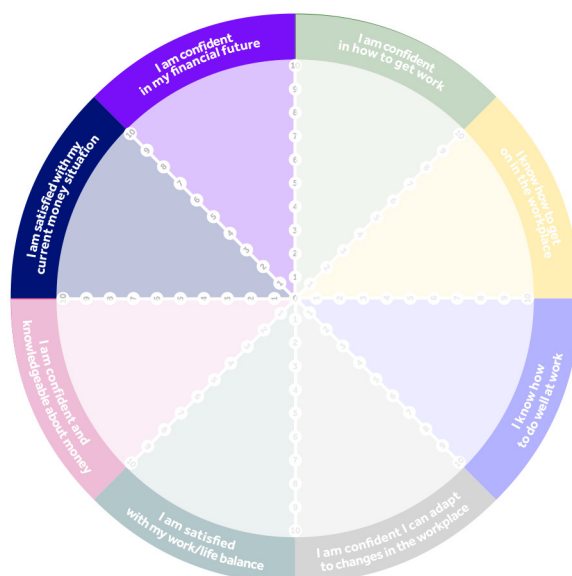
This module is designed for individuals who find themselves taking over sole financial responsibility due to a change in their circumstances.

Time	Key learning outcomes	Which will lead to
30 mins	At the end of the module learners will be able to: <ul style="list-style-type: none"> Understand how being the sole income earner affects them Avoid becoming overwhelmed when taking on this role 	<ul style="list-style-type: none"> Improved financial capability and money management in line with modern day influences, for example unpredictable income

Important

Introduce the activity and theme and remind your learner of the coaching-based approach. Agree the desired outcome of the session with your learner.

Throughout the activity, we have included 'do now', 'do soon' and 'do later' actions which may help your learner to think about the next steps they could take. Alternatively, you could use the 'do now', 'do soon' and 'do later' headings to help your learner come up with their own actions.



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Introduction

Time	Educator guidance	Expected outcome
⌚ 2-3 mins	<p>Start the session by referring to your learner's LifeSkills wheel and discuss how they scored themselves in the relevant area.</p> <p>Discuss what they need to know/do to be able to increase how they rate their satisfaction with this area.</p>	<ul style="list-style-type: none"> Learners are reminded of where they are now and what they need to do to reach a higher satisfaction score in this area
⌚ 3-5 mins	<p>Explain to your learner that this module is about financial independence and being/becoming the sole income earner. This could be following changes in life circumstances.</p> <p>These changes in life circumstances could be as a result of a breakdown in relationship, a bereavement or moving out for the first time.</p> <p>Sensitively establish your learner's circumstances and find out if this is a new situation.</p> <p>If relevant, start with the question:</p> <p>Who will need to be notified following a change in life circumstances?</p> <p>Possible answers are: the local council: council tax, the electoral roll; any benefits department; your bank; credit card and loan companies; utility companies; insurances; TV licence (these will depend on why there has been a change in circumstances).</p>	<ul style="list-style-type: none"> Learners should have an understanding that relevant agencies/people will need to be notified following a change in circumstances

Core activity one

Different kinds of financial responsibility

Time	Educator guidance	Expected outcome
 7-10 mins (Longer if sharing video on financial independence)	<p>Explain to your learner that there are many situations that result in financial independence. Share the Financial responsibility situations handout with the learner and ask them to put the considerations into the relevant columns. Some will overlap, so use the overlaps to prompt discussion. Ask your learner to explain why they are putting each statement in each column.</p> <p>Depending on your learner's situation, go through each part depending on relevance.</p> <p>Ask your learner what they think the key considerations might be in their situation. Discuss and feedback.</p> <p>Relationship breakdown</p> <p>Explain that in the event of a relationship ending, it is important to try to resolve joint money, including any joint debt.</p> <p>Key considerations:</p> <ul style="list-style-type: none"> • Be honest and communicate about finances • Use mediation via an impartial third party if communication breaks down • Take practical steps to protect yourself against financial losses, such as checking your credit score, contacting banks and building societies, designating or changing names on accounts • Review your spending and saving habits or plan • Make or update your will • Seek further advice such as Citizens Advice and Direct Gov. <p>Bereavement</p> <p>Explain that often if someone has lost a partner who they depended on to manage the household finances, they may suddenly find themselves having to take on a host of financial responsibilities they've not had before.</p> <p>Key considerations:</p> <ul style="list-style-type: none"> • Deal with correspondence about financial arrangements your partner put in place, including bank accounts, pensions and investments • Change names on accounts to reflect your name • Review your spending and saving habits or plan • Address any joint debts • Make or update your will • Be aware of financial scams so you can ensure your money is protected 	<ul style="list-style-type: none"> • Learners should gain an understanding of key considerations for financial responsibility relevant to their situation

Core activity one

Different kinds of financial responsibility (cont'd)

Time	Educator guidance	Expected outcome
	<p>Moving out for the first time</p> <p>Explain that in order to manage finances, it's important to know how to live within your budget and when to expect bills to arrive.</p> <p>Key considerations:</p> <ul style="list-style-type: none"> Identify the types of bills to expect and when to pay them Understand your income vs outgoings Prioritise bills and other expenses Build up a 'rainy day' fund for emergencies Understand how insurance can help protect you against unforeseen loss Note down all your costs, bills and expenses. Highlight which of these costs are unavoidable and which are optional. Which should you prioritise if you can't afford to pay them all? <p>If relevant, signpost to other modules including:</p> <ul style="list-style-type: none"> Managing your debt How to save more money Planning your personal budget Keeping safe against cybercrime <p>If there is time, share this video on independent living.</p> <p>Do now: Write down the top things you need to consider in order of priority, starting with the one which is the most urgent. Are there any you are concerned about? Are there any organisations or individuals you need to get in contact with?</p> <p>Do soon: Set aside time to address each of these considerations, starting with the most urgent</p> <p>Do later: Complete the Planning your personal budget module and/or the How to save more money module to further improve your money management</p>	<ul style="list-style-type: none"> Learners should gain an understanding of key considerations for financial responsibility relevant to their situation

Core activity two

How to be financially responsible

Time	Educator guidance	Expected outcome
⌚ 5-7mins	<p>Explain to your learner that as well as specific changes in life circumstances, it is important to bear in mind financial responsibility generally.</p> <p>Ask your learner what tips they feel may be relevant generally. Ask your learner to mind map as many as possible. Discuss and feedback.</p> <p>General information:</p> <p>Share top tips on staying financially responsible with your learner, for example:</p> <ul style="list-style-type: none"> • Try to avoid relying on friends/relatives for financial support, especially if you aren't sure if/when you will be able to pay them back • Cut living expenses where possible, for example write a shopping list and stick to it when buying groceries • Avoid using a credit card if you can't pay off the balance in full every month • Set money aside each month <p>An additional activity you could consider if you have time is Ways to save.</p>	<ul style="list-style-type: none"> • Learners should have an understanding of the general importance of financial responsibility and ways in which to ensure this

Core activity three

What financial responsibility means for your situation

Time	Educator guidance	Expected outcome
⌚ 7-10 mins	<p>Together with your learner, discuss the Financial considerations scenarios provided for each of the situations discussed earlier, choosing the one that is most relevant to their circumstances.</p> <p>Discuss the steps the individual in each scenario should take and reflect on their own situation, using the Financial consideration scenarios – prompts where required. Use this to create a list of action points to take away with them.</p> <p>Signpost to the following modules:</p> <ul style="list-style-type: none"> • Planning your personal budget • Taking control of your income • How to save more money • Managing your debt • Understanding bank accounts & your statements • Understanding banks & money management • Keeping safe against cybercrime 	<ul style="list-style-type: none"> • Learners should be able to reflect on their own circumstances with regards to financial responsibility • Learners will be aware of other modules available to them

Wrap up

Time	Educator guidance	Expected outcome
⌚ 5-7 mins	<p>Ask your learner:</p> <p>Thinking about what you have covered in this session, what steps can you take next to move forward in this area?</p> <p>Agree an action or next step that your learner can take to consolidate what has been covered in the session, for example:</p> <ul style="list-style-type: none"> • A list of agencies to contact • Other Barclays LifeSkills modules they could use <p>Discuss any gaps that your learner feels they have in knowledge, skills or confidence in the area of financial responsibility and agree how these might be addressed.</p> <p>Refer your learner back to the LifeSkills wheel and check if they are closer to achieving their desired score.</p>	<ul style="list-style-type: none"> • Learners are able to identify an action or next step to move forward in this area • Learners should feel more confident in discussing gaps in their knowledge when it comes to financial responsibility and have a plan to address this

Optional extension

Time	Educator guidance	Expected outcome
⌚ 10-20 mins	<p>Explain that if they ever feel overwhelmed, there are people and services available to assist them with their change in life circumstances. Ask your learner to mind map where they may need additional support or assistance and where they might access this.</p> <p>Possible answers include:</p> <ul style="list-style-type: none"> • Their bank • Citizen's Advice Bureau • Local benefits office • Local council • StepChange Debt Charity • National Debtline • Christians Against Poverty • PayPlan • Mind • Samaritans • My Credit Union • Money Helper • Young Enterprise <p>Ask your learner to mind map some money saving tips and share how they think they would help. Some ideas to discuss are meal planning to help with food shopping costs, shopping around, using cashback sites for online purchases and contacting utilities to obtain better deals.</p> <p>Do now: List where you need extra support and agencies to contact</p> <p>Do soon: Contact the relevant people and agencies for support</p> <p>Do later: Review your existing spending plan and attend additional Barclays LifeSkills sessions that focus on finance</p>	<ul style="list-style-type: none"> • Learners will have an awareness of the support that is available to them should they need it • Learners will be able to identify some possible tips that may assist them with managing their money

Becoming financially responsible

Financial responsibility situations

Considerations	Relationship breakdown	Bereavement	Moving out for the first time
Honesty and communication about finances			
Making or updating a will			
Addressing any joint debts			
Building up a 'rainy day' fund for emergencies			
Dealing with correspondence about financial arrangements their partner put in place, including bank accounts, pensions and investments			
Researching and understanding the types of bills to expect and when to pay them			
Researching how insurance can help protect you against unforeseen loss			
Practical steps to take to protect yourself against financial losses, such as checking your credit score, contacting banks and building societies, designating or changing names on accounts			
Changing names on accounts to reflect your name			
Understanding income vs outgoings			
Taking out insurances			
Reviewing their spending and saving habits or plan			
Notifying relevant agencies of a change in circumstances			
Prioritising bills and other expenses			
Notifying relevant agencies to set up accounts			

Becoming financially responsible

Financial considerations scenarios

Scenario 1: Relationship breakdown



Charlie and Bruce have decided to separate due to their relationship breaking down. They have two children aged five and seven. Charlie works part-time and Bruce works full-time. They were jointly renting their accommodation and have joint debts.

Scenario 2: Moving out for the first time



Samira is 25 and is now established in her first job. She is moving into a shared house and will be renting a room. This is her first experience of financial independence.

Scenario 3: Bereavement



Maggie's husband recently passed away. She now lives alone in rented accommodation with one child aged 17. Her husband had dealt with all of the finances while he was alive and now Maggie has got to take them on alone. She works full time and lives in rented accommodation. She has some credit card debt.

Scenario 4: New relationship



Laura and David have been in a relationship for the past year and have decided to move in together into rented accommodation. They were both previously living at home with parents. David works part time due to illness and Laura works full-time.

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Financial considerations scenarios – prompts

Scenario 1: Relationship breakdown



What do they need to consider?

Possible things to consider: informing the relevant agencies/council. Council tax single person discount. Eligibility of benefit assistance. Coming up with a plan. Contacting debt agencies for assistance. Discussions around finance.

Scenario 2: Moving out for the first time



What does she need to consider?

Possible things to consider: checklist of things to set up. Creating a budget and coming up with a plan. Saving for a rental deposit.

Scenario 3: Bereavement



What does she need to consider?

Possible things to consider: informing the relevant agencies/council. Council tax single person discount. Eligibility of benefit assistance. Coming up with a plan. Contacting debt agencies for assistance. Emotional support.

Scenario 4: New relationship



What do they need to consider?

Possible things to consider: checklist of things to set up. Creating a budget and coming up with a plan. Saving for a rental deposit.

It's important to discuss how to sort out the household finances. Your partner might have different ideas to you about how to pay the bills and manage the money. You might want to take control of the finances. It's better to agree how the bills will be split. Consider loans and debts, joint accounts, a living together agreement. Discuss money and habits. Be upfront about financial independence. Informing the relevant agencies if you're in receipt of benefits.