

## **Session Plan: Introduction to the myGov app**

### **Delivery mode:**

Face to face

### **Session overview:**

This session will focus on how to download and sign into the myGov app.

### **Learning objectives:**

At the end of this session, learners will be able to:

- Understand where to safely download the myGov app
- Sign in to their myGov app

### **Suggested session length:**

This session should run for approximately 70 minutes with a 5 minute break. The facilitator to schedule additional breaks as required.

## Prior knowledge

This session is designed for learners who:

- Have have a myGov account already set up
- Have some foundational understanding of how their smart phone works
- Have some foundational knowledge about myGov, including what it is and what to use it for

## Facilitator tip:

- Set up a projector ahead of time
- Ahead of the session, ask your learners to bring their own smart phones

## Session Plan: Introduction to the myGov app

| Topic                  | Timing  | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Assessment          | Resources                                                                                    |
|------------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------|
| Introduction & welcome | 15 mins | <p>Facilitator to:</p> <ul style="list-style-type: none"> <li>• Introduce themselves</li> <li>• Learners to introduce themselves</li> </ul> <p><u><a href="#">“Thumbs up if” Icebreaker:</a></u> This is a great opportunity to get an understanding of your learners digital skills. Ask your learners yes or no questions like:</p> <ul style="list-style-type: none"> <li>• Have you downloaded an app from your phone's official app store?</li> <li>• Who knows what an official app store is?</li> <li>• Who knows what myGov is?</li> <li>• Who knows what you can do on myGov?</li> </ul> <p>Introduce the session.</p> | All learners engage | <p>Refreshments</p> <p>Laptop / PC</p> <p>Notepad / Pens</p> <p>Whiteboard / marker pens</p> |

| Topic                                       | Timing  | Activity                                                                                                                                                                                                                                                                      | Assessment                                  | Resources                                                                 |
|---------------------------------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------------------------------------|
| Discussion                                  | 15 mins | <p>Project the <a href="#">Introduction to the myGov app video</a>.</p> <p>Ask your learners if they have any questions.</p> <p>Remind your learners about keeping their passwords and pins safe!</p>                                                                         | Learners engage in the discussion.          | Be Connected video: <a href="#">Introduction to the myGov app video</a> . |
| <b>Break</b>                                | 5 mins  | <p>Take a break.</p> <p>Prompt your learners to get a drink, stretch their legs or use the bathroom.</p>                                                                                                                                                                      |                                             |                                                                           |
| Online activity:<br>Download the myGov app. | 25 mins | <p>It's time to download the myGov app!</p> <p>Project the <a href="#">Introduction to the myGov app video</a> again, but this time pause after certain points so your learners can follow along. Remind your learners to only download the app from official app stores.</p> | Learners engage as a group or individually. | Laptop/PC<br>Projector<br>Be Connected                                    |

| Topic                | Timing  | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                | Assessment                                                                                                    | Resources |
|----------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------|
|                      |         | <p>Facilitator to walk around the room while the video is paused check in on your learners.</p> <p><b>Safety tip:</b> When it is time for your learners to log in to the myGov app, remind them to never share their login information or pin with anyone, including digital mentors!</p> <p><b>Tip:</b> Some learners may need extra support with the online activity. Remember to always ask if they have any questions or need more information.</p> |                                                                                                               |           |
| Reflection and close | 10 mins | <p>Recap the key points.</p> <p>Ask the learners if they have any questions.</p> <p>End the session.</p>                                                                                                                                                                                                                                                                                                                                                | <p>All learners participate</p> <p>Asking questions will demonstrate their understanding of the material.</p> |           |