

Spend Less Achieve More

A Guide To Managing Your Money and Achieving Your Goals



DUBLIN COLLEGE
FURTHER EDUCATION
AND TRAINING
BLANCHARDSTOWN



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Átha Cliath agus Dhún Laoghaire Education and Training Board

Introduction

I am delighted to introduce this financial literacy resource, developed by the dedicated team at Dublin College Blanchardstown. This publication has been created in alignment with both the Adult Literacy for Life (ALL) Strategy and the National Financial Literacy Strategy. It reflects the objectives of these strategies and demonstrates our commitment to providing practical, accessible, and empowering educational tools that help learners manage money effectively and achieve their goals.

This resource is based on extensive research, carried out both locally and nationally. Taking on board quantitative and qualitative feedback to identify financial literacy needs. It has been designed to enable learners to make informed financial decisions and aid them in developing financial resilience.

I would like to extend my sincere thanks to Josephine Jewell and Nuala Nedjati, our Adult Literacy Organisers, whose insight, expertise, and enthusiasm were central to shaping this resource. Their unwavering commitment to learner centred practice and expanding educational opportunities shines through on every page.

My thanks to Mary Mitchell, whose research and inclusive approach using plain English, combined with her creative development and commitment to Universal Design, have brought this material to life, making it both engaging and easy to use.

This book represents a significant collaborative achievement, combining the strengths of our staff, partners, and learners. It is designed to support people in building the confidence and skills needed to navigate everyday financial decisions, an essential part of wellbeing, independence, and lifelong learning.

I hope that this resource will be a valuable support to tutors and learners alike, and that it will continue to inspire confidence, curiosity, and meaningful learning experiences.

Sharon Hennessy

Adult Education Officer

Dublin College Blanchardstown



A special thank you to our collaboration partners:

Financial Institutions who were instrumental in the development of this initiative:

MABS, Community Credit Union, An Post, Bank of Ireland, and AIB.

The ALL Programme Office, supporting us through accessing the Collaboration and Innovation Fund.

Blanchardstown Library, collaborating on delivery of the Digital Financial Literacy initiative.

Revenue, Decision Support Services, Irish National Organisation of the Unemployed INOU, and Health Service Executive HSE for their expertise provided at our local workshops.

Department of Finance for their collaboration and provision of networking opportunities.

To all our Community Partners thank you for your collaboration and continued support.



How to use this book with your phone.

How to Use a QR Code

QR codes (Quick Response codes) are square-shaped barcodes that can be scanned using your smartphone to quickly access websites, download apps, or view information.



Steps to Scan a QR Code

1. Open the camera app on your smartphone.
2. Point the camera at the QR code. Make sure the entire code is visible on your screen.
3. Wait for a notification or link to appear on your screen.
4. Tap the notification or link to open the website or app store page.

Tips and Troubleshooting.

- ✓ Make sure your phone has internet access to open the link.
- ✓ Clean your camera lens if the code isn't scanning properly.

Activity

Practice using this QR code:



How to Download an App on Your Smartphone

Downloading an app is easy and only takes a few steps. Here's how you can do it on both iPhone and Android phones.

For iPhone Users:



1. Unlock your iPhone and open the App Store.
2. Tap the search bar at the bottom of the screen.
3. Type the name of the app you want to download.
4. Tap 'Get' next to the app, then confirm with Face ID, Touch ID, or your Apple ID password.
5. The app will download and appear on your home screen



For Android Users:



1. Unlock your phone and open the Google Play Store.
2. Tap the search bar at the top of the screen.
3. Type the name of the app you want to download.
4. Tap 'Install' next to the app.
5. The app will download and appear in your app drawer or home screen



That's it! You're ready to use your new app.

What You Will Learn in Each Unit

unit 1 Understanding Money and Financial Literacy

- Learn what financial literacy means and why it matters.
- Explore how to earn, save, spend, and borrow wisely.
- Understand emotional intelligence and how feelings affect money decisions.
- Reflect on childhood experiences and how they shape your financial habits.
- Discover how emotions like stress or happiness influence spending.

unit 2 Banking and Financial Services

- Understand how banks work and the services they offer (accounts, cards, loans).
- Learn about online banking, money transfers, and business banking.
- Explore rules for using bank accounts safely and legally.
- Understand money laundering laws and how to avoid becoming a “money mule.”
- Learn about the Central Bank of Ireland and its role in regulating banks.
- Discover inflation and how it affects your money.
- Learn about IBAN, BIC, sort codes, and PINs.



unit 3 Building Societies

- Understand what building societies are and how they differ from banks.
- Learn about the services they offer (mortgages, savings, insurance).
- Explore how they are regulated and governed under Irish law.

unit 4 Credit Unions

- Discover how credit unions operate and serve local communities.
- Learn about savings, loans, current accounts, and other services.
- Understand the benefits and safety of using a credit union.

unit 5 An Post and Irish State Savings

- Learn about An Post's financial services including banking, loans, and savings.
- Understand how An Post Money is regulated.
- Explore Irish State Savings products and their benefits.

unit 6 BPFİ & IBCB

- Understand the role of the Banking & Payments Federation Ireland (BPFİ).
- Learn how the Irish Banking Culture Board (IBCB) promotes fairness and trust in banking.



unit 7 Fintech in Ireland

- Discover what fintech is and how it is changing financial services.
- Learn about digital banks, money transfer apps, and e-commerce platforms.
- Understand the pros and cons of digital banking and buy-now-pay-later services.
- Learn how to use financial apps safely and effectively.

unit 8 Cryptocurrency

- Understand what cryptocurrency is and how it works.
- Learn about the risks, scams, and lack of protection associated with crypto.
- Get advice on what to consider before investing in crypto.

unit 9 Financial Fraud

- Learn about different types of financial fraud (phishing, smishing, vishing).
- Understand how to protect yourself from scams.
- Discover the role of the Competition and Consumer Protection Commission (CCPC).



unit 10 MABS – Money Advice and Budgeting Service

- Learn how MABS helps people with budgeting and debt.
- Discover tools and support available for managing money and planning for the future.

unit 11: Budgeting

- Understand the difference between wants and needs.
- Learn how to create and manage a personal budget.
- Explore budgeting tools and tips for saving money on groceries, clothes, and bills.
- What is a Circular Economy?
- Understand payslips and electricity bills to better manage your income and expenses.

unit 12 Revenue Related Services

- What is My GovID
- Basic Account
- Verified Account



unit 1 Understanding Money and Financial Literacy

When we talk about money, another word often used is finance. Finance means managing our money. You might also hear the term financial literacy in the media and in government plans.



Financial literacy means having the skills to manage money, make informed financial decisions, use online banking, and have control over our money. It is important to manage our money so we can live well and make good choices.

These skills include knowing how to:



Earn



Save



Spend



Borrow

Talking about money should not be a taboo. Everyone uses money and needs to understand how to manage it. By talking openly about money, we can learn from each other and make better financial decisions.

In **2025** the government launched the **National Financial Literacy Strategy** to help improve financial literacy in Ireland. This plan aims to support people in learning money management skills and becoming more confident in managing their finances.



Understanding Banking

How can financial services help us?

- Financial services include banks, building societies, credit unions, online banking, and money advice and budgeting services.
- Knowing what services are available helps us choose the best way to save, borrow, or get help.
- We can compare options and avoid scams or bad deals.



Worksheet

Financial Literacy

Fill in the blanks with the correct words

save

borrow

spend

earn

Financial Literacy means understanding how money works. It includes knowing how to:



Why do we need to know about money?

Fill in the blanks with the correct words

debt

stress

confident

1. Knowing about money helps you avoid _____ and save for the future.
2. It helps you feel _____ when making money decisions.
3. You can plan better and avoid financial _____.

How can financial literacy help us?

Fill in the blanks with the correct words

online

financial
options

banks

avoid
debt

scams

help

1. Financial services include _____, building societies, credit unions, _____ banking, and money advice and budgeting services.
2. Knowing what services are available helps you choose the best way to _____, or get help.
3. You can compare options and avoid _____ or bad debts.
4. When we understand money and know our _____ we can make better choices.
5. We can ask questions, get _____, and feel more in control of your money.

Emotional Intelligence



Emotional intelligence

Emotional intelligence means understanding our own feelings and the feelings of others. It helps us stay calm, make good choices, and not act on impulse.

When it comes to money, emotional intelligence helps us think before we spend. For example, we might feel pressure when buying expensive gifts for birthdays or special occasions. But if we understand our emotions, we can plan ahead, set a budget, and still show we care without spending too much. Being aware of our feelings helps us manage money better and avoid stress.

Money is part of our everyday life. We use it to buy food, clothes, and pay bills. Some people feel happy when they have money, while others feel stressed. Our feelings about money can affect how we spend or save.

Childhood and Money



Childhood Experiences and Money

Our relationship with money often starts in childhood. If your parents talked openly about money, you may feel confident managing it. If money was a source of stress or kept secret, you might feel anxious about spending or saving.

We form our relationship with money as children, this guides how we handle money as adults. For example, if you were told 'we cannot afford that', you might grow up being very careful with spending.

Money and Emotions



Money and emotions

Spending money can make us feel good. When we buy something on sale or get a bargain, our brain releases chemicals like dopamine and endorphins. These chemicals make us feel happy and excited. This is why some people enjoy shopping; it gives them a buzz. But this feeling can become addictive, giving us a similar thrill to gambling. If we shop too much to feel better, it can lead to problems like debt or stress.

Money and Me, Reflection Worksheet

Discuss in Pairs

Money is something we all use, but we all feel differently about it. This worksheet will help you think about your own experience.

1. Your First Memory of Money

- What is the first time you remember using or seeing money?
- Who was with you?
- How did it make you feel?

2. Feeling Good About Money

- Can you remember a time when money made you feel happy or proud?
- What happened?
- How did it feel?

3. Feeling Bad About Money

- Have you ever felt worried, sad, or stressed about money?
- What was going on?
- What helped you feel better?

4. Does Money Stress You?

- Do you feel stressed when thinking about money?
- What kind of things make you feel that way?
- What do you do to manage these feelings?

unit 2

Understanding Banks and Banking



What is a Bank?

A bank is a place where people and businesses can safely keep their money.

Banks help us manage our finances by offering services like making payments, borrowing money, and saving for the future.

Main Services Provided by Banks in Ireland

Bank Accounts

Current Account: For everyday spending. You can get paid into your current account and use a debit card.

Savings Account: Helps you save money and earn interest.

Cards

Debit Card: Spend your own money from your account.

Credit Card: Borrow money up to a limit, repay later with interest.

Loans & Mortgages

Personal Loans: For things like buying a car or home improvements.

Mortgages: Long-term loans to buy a house

Online & Mobile Banking

Manage your money using apps or websites, check balances, pay bills, transfer money.

Money Transfers

Send money within Ireland or abroad using your **International Bank Account Number** and **Bank Identification Code**.

Insurance & Investments

Some banks offer insurance (car, home, travel) and help with saving or investing.

Business Banking

Services for businesses, including accounts, loans, and financial advice.

Rules for Banking

Rules for Using a Bank Account in Ireland

When you open and use a bank account in Ireland, you agree to follow certain rules to keep your account safe and legal. These rules help protect you and others from fraud and crime.



DO

Use your account for your own money.

Follow Anti-Money Laundering Rules: Cooperate with bank checks and provide accurate information.

Keep your details safe.

Report lost or stolen cards immediately.

Tell the bank where your money comes from: Be honest and provide documents if asked about large deposits or unusual transactions.



DO NOT

Do not let someone else lodge money into your account if the money is not yours. Avoid Becoming a "Money Mule": Never allow criminals to use your account to move stolen money.

Do not agree to transfer money for someone you do Not know well.

Do not share your PIN, passwords or login details.

Do not share your card details with sites unless you are sure they are safe.

Do not help hide criminal money.: It is illegal to help move or hide money from crime.

Worksheet

Part 1 – What is a Bank?

Group Discussion

1. What is the main purpose of a bank?
2. Name two ways banks help people manage their money.

Part 2 – Bank Services in Ireland

Draw a line from the Word to the correct Meaning

Words

Current Account

Savings Account

Debit Card

Credit Card

Personal Loan

Mortgage

Online Banking

Money Transfer

Meaning

Borrow money for a car or home improvements

Spend your own money directly from your own account

Use apps or websites to manage your money

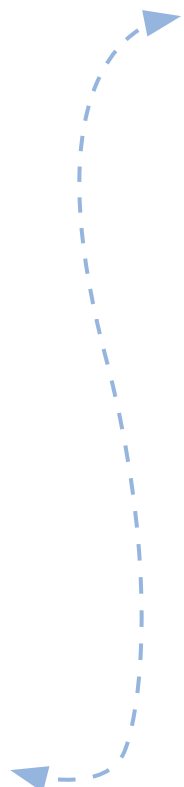
For everyday spending, includes debit card access

Long term loan to buy a house

Send money within Ireland or abroad

Lets you buy now and pay later

Helps you save money and earn interest.



Part 3 – Vocabulary Check

Fill in the blanks with the correct words

interest

PIN

IBAN

money mule

fraud

1. You earn _____ when you save money in a savings account.
2. Never share your _____ or passwords with anyone.
3. Your _____ and BIC are used to send money abroad.
4. _____ is when someone tricks you to steal money.
5. A _____ is someone who lets criminals use their bank account.

Part 4 – Bank Account Rules

True or False? Tick ✓ the correct answer	TRUE	FALSE
You can let a friend deposit money into your account even if it is not yours.	<input type="radio"/>	<input type="radio"/>
It is okay to share your login details with someone you trust.	<input type="radio"/>	<input type="radio"/>
You must tell the bank where large deposits come from.	<input type="radio"/>	<input type="radio"/>
Helping hide criminal money is illegal.	<input type="radio"/>	<input type="radio"/>
Banks do not care if you become a money mule.	<input type="radio"/>	<input type="radio"/>

Money Laundering



Money Laundering Laws in Ireland

The Criminal Justice (Money Laundering and Terrorist Financing) Act 2010 sets out the law against money laundering.

What is Money Laundering?

Money laundering means hiding money or assets that come from crime to make them look legal.

What is Illegal?

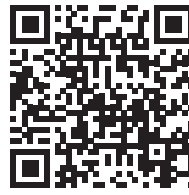
it is against the law to:

- X** Hide where money came from.
- X** Move or use money from crime.
- X** Transfer criminal money in or out of Ireland.



What is a Money Mule?

A money mule is someone who lets criminals use their bank account to move stolen money. They might get paid or receive a gift for helping. This is against the law.



Penalties

You could face:



Up to 14 years in prison



Unlimited fines

Bank Responsibilities

Banks must:

- Check who you are (customer due diligence).
- Ask about the source of your money.
- Report suspicious activity to An Garda Síochána and the Revenue Commissioners.
- Keep records and train staff to spot money laundering.

Your Role

If asked, you must:

- ✓ Explain where your money came from.
- ✓ Provide documents if needed.
- ✓ Avoid helping anyone hide criminal money.



Money Laundering

Why are documents needed?

To stop money from crime being used in Ireland, banks and other businesses must check:

- Who you are
- Where your money came from

This is called Customer Due Diligence (CDD) and is completed by collecting documents known as **Anti-Money Laundering (AML) documents**.



What documents might be asked for?

You may be asked to show:

- **Proof of identity:** Passport or driver's licence
- **Proof of address:** A utility bill (like electricity or phone) dated within the last 3 months
- **Proof of where your money came from:** Payslip, bank statement, or letter from your employer

Are documents different for businesses?

Yes! In addition to the documents mentioned on the previous page, a business will have to provide the following:

- **Structure chart showing who owns the company**
- **Details of people who own more than 25% of the company (called beneficial owners)**
- **Business Curriculum Vitae (CV) or background information**

Who needs to check these documents?

People and businesses called “designated persons” must check documents. These include:

- Banks
- Accountants
- Solicitors
- Property agents
- Gambling services
- Traders who take large cash payments

What happens to the documents?

- They are kept **safe and private**
- They are **not shared** with the public
- They are kept for **at least 5 years** after your account or business ends

Worksheet

Part 1 – Vocabulary Check

Fill in the blanks with the correct words

utility

passport

owns

drivers
licence

five

bank
statement

1. To prove who you are, you need a _____ or _____.
2. A _____ bill can show your address.
3. A _____ shows where your money came from.
4. Businesses must show who _____ the company.
5. Documents are kept for _____ years.



Part 2 – Documents

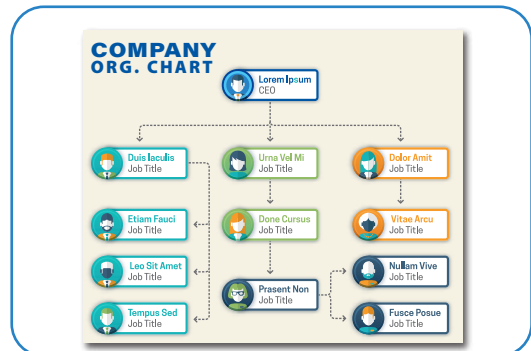
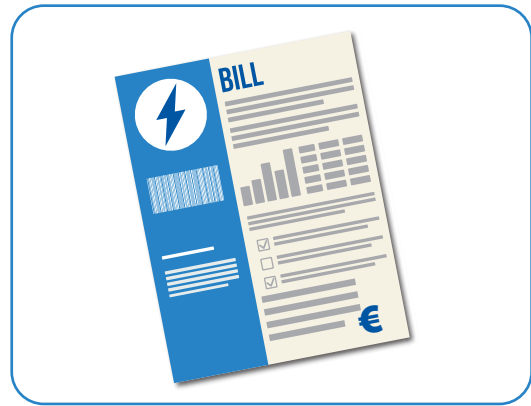
Match the document to its use

Shows where
your money
came from

Shows who owns
a company

Shows where
you live

Shows who
you are



The Central Bank of Ireland



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

What does the Central Bank of Ireland do?

The Central Bank of Ireland helps keep the country's money system safe and working properly. It does not deal with the public like regular banks, but it has important jobs:

- 1. Keeps Prices Steady:** Works with Europe to control inflation so money keeps its value.
- 2. Watches Over Banks:** Checks that banks and financial companies are safe and follow the rules.
- 3. Protects Customers:** Makes sure people are treated fairly when using financial services like loans or insurance.
- 4. Manages Payments and Currency:** Helps make sure money transfers and card payments work smoothly.
- 5. Tracks Loans:** Runs a register of loans over €500 to help lenders make smart decisions.
- 6. Works with Europe and Other Countries:** Helps shape financial rules and keeps Ireland connected to global systems.

Inflation



What is inflation?

Inflation means that the prices of things like food, clothes, and services go up over time. When inflation happens, your money doesn't buy as much as it used to.



For example:

- If a loaf of bread costs €1 this year and €1.10 next year, that's inflation.
- It is normal for prices to rise slowly, but if they rise too fast, it can cause problems for people and businesses.

A 2% inflation rate is recommended by the Central Bank, it keeps prices steady, helps the economy grow, supports jobs, and avoids problems from prices rising too fast or falling too fast.

Worksheet

Part 1 – Central Bank of Ireland Crossword Puzzle

Use the word list and clues below to complete the cross

prices

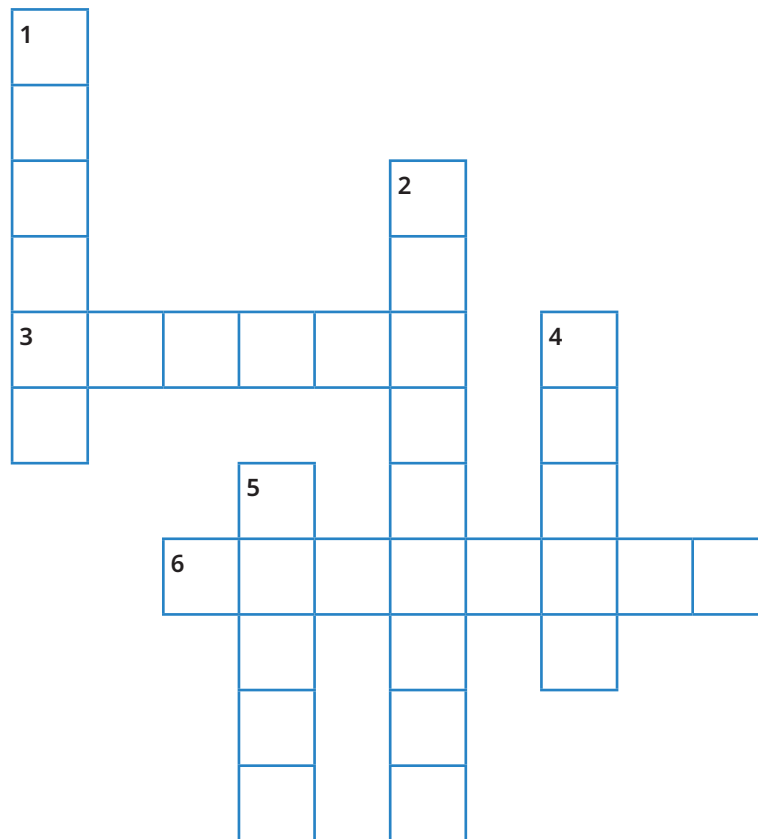
banks

customers

payments

loans

europe



Down:



1. Ireland is a member of the European Union. Name the continent the Central Bank's policies connect us to. (6 letters)
2. The Central Bank works to protect these people, making sure they are treated fairly by financial firms. (9 letters)
4. Money that banks provide. The Central Bank makes sure this is done responsibly so people do not borrow too much. (5 letters)
5. The Central Bank of Ireland watches over and regulates these financial companies to keep them stable. (5 letters)

Across:



3. The Central Bank watches inflation, which is when the _____ of goods and services go up. (6 letters)
6. The Central Bank ensures that these can be made safely and securely every day across Ireland, like with contactless cards. (8 letters)

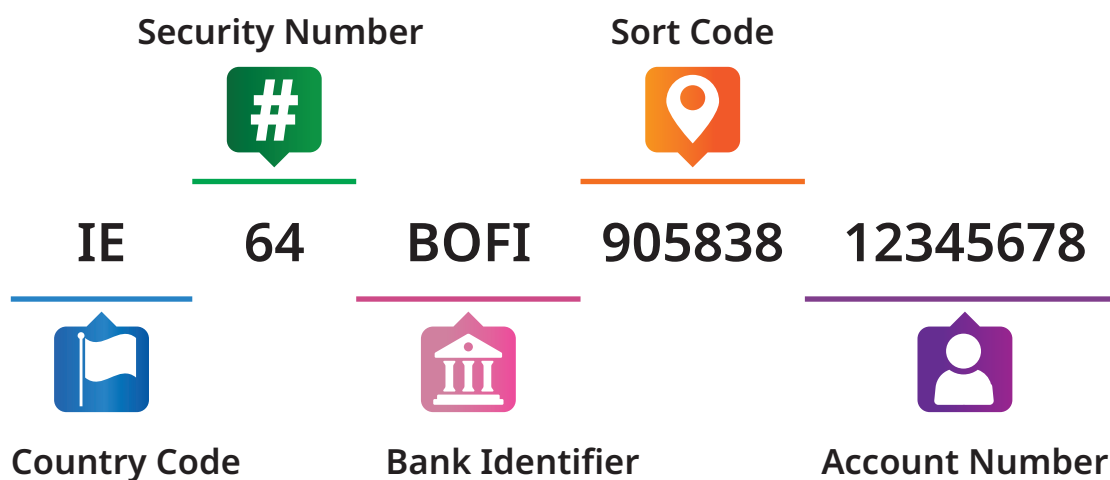
IBAN



What Is an IBAN?

Your **IBAN** (International **B**ank **A**ccount **N**umber) is a special format of letters and numbers used to identify your bank account when sending or receiving money, especially across Europe. It includes your existing account number and sort code, so banks can easily recognise your account.

An example of an Irish IBAN is: **IE64BOFI90583812345678**



What is a the Bank Account Number?

A **bank account number** is a unique set of digits that identifies your personal or business bank account. It is like an address for your money, helping the bank know where to deposit or withdraw funds. The last 8 digits of your IBAN is your account number.


For example: IEXXBOFI 900017 **12345678**

What is a BIC or SWIFT Code?

A BIC (Bank Identifier Code), also called a SWIFT Code, is a special code used to identify a bank when sending money internationally. It helps make sure the payment goes to the right bank quickly and safely.

- It is usually 8 or 11 letters long.
- It shows the bank's name, country, and sometimes the branch.

For example, Bank of Ireland's BIC is BOFIIIE2D.

 <div style="border: 1px solid blue; border-radius: 15px; padding: 5px; display: inline-block;">Current Account</div> Statement of Account with Allied Irish Banks, p.l.c.				
Branch 10 Main Street, Town, County		National Sort Code 93-12-34		Account Name Mr. JOHN SMITH
MR JOHN A SMITH 43 MAIN AVENUE TOWN COUNTY		Telephone 01-6123456		Account Number 12345-087
			Page Number 528	Date of Statement 21 June 2012
<div style="border: 2px solid blue; border-radius: 15px; padding: 10px; display: inline-block;"> <div style="display: flex; justify-content: space-between; width: 100%;"> IBAN BIC </div> <div style="text-align: center; margin-top: 10px;"> IBAN: IE25 AIBK 9312 3412 3450 87 BIC: AIBKIE2D </div> </div>				
Authorised Limit At Date Of Statement €500				
Date	Details	Debit €	Credit €	Balance €
05 June 2012	BALANCE FORWARD			698.58
	Interest Rate Lending @ 11.85%			
	INTEREST CHARGED (INCL. SURCHARGE-INTEREST 0.00)	0.08		698.50
06 June 2012	POS RETAILER NAME	40.00		
	ATM SUTTON	100.00		
	06JUNE12 TIME 14.52			
	OP/ ESB SUPPLY	160.00		
	OP/ BORD GAIS	200.00		
10 June 2012	TEXT TOP-UP	20.00		198.50
	0861234567			

Sort Code



A sort code is a six-digit number that helps identify which bank and branch your account is with.

It is used to:

- Send and receive money safely between banks.
- Make sure payments go to the right place.

Example:

If your sort code is 93-10-12, it tells the system:

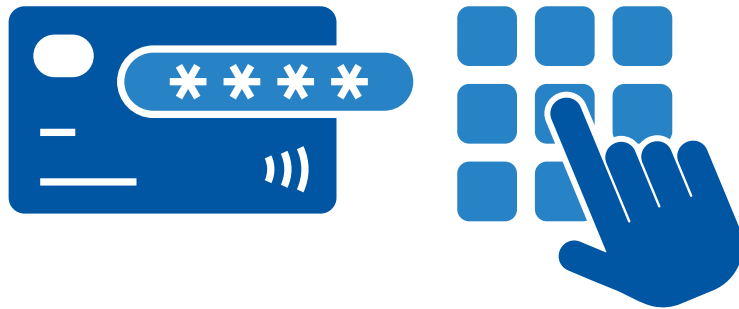
- The bank is Bank of Ireland
- The branch is in a specific location, like Blanchardstown or another town.

You will usually see your sort code on:

- Your bank statements
- Your bank card (depending on your bank)

You need your sort code to set up a direct debit.

PIN



Personal Identification Number

A PIN (Personal Identification Number) is a secret number that you use to prove who you are.

It is usually 4 to 6 numbers long.

Why Do You Use a PIN?

You use your PIN to:

- Take out money from a bank machine (ATM)
- Pay for things using your bank card
- Keep your account safe

How Does It Work?

When you enter your PIN, the bank checks if it is the right number for your card. If it is, you can access your money.

If it is wrong, the bank won't let you use the card.

Keep It Safe

- Do not tell anyone your PIN
- Do not write it down where others can see it
- If someone knows your PIN, they could steal your money

unit 3: Building Society



What Is a Building Society?

A **building society** is a type of financial organisation. It helps people save money and borrow money to buy homes. Building societies are **owned by their members**, not by big companies or shareholders. This means that if you save or borrow money with a building society, you become a member and have a say in how it is run.

Building societies started many years ago to help people build or buy homes. Today, they offer more services, but their main job is still to help people with **home loans (mortgages)**.

Who Checks That Building Societies Follow The Law?

Building societies in Ireland are **regulated by the Central Bank of Ireland**. This means the Central Bank checks that building societies are doing things properly and safely. They make sure building societies:

- Follow the rules and laws
- Treat customers fairly
- Keep people's money safe



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

If a building society wants to offer new services, it must get permission from the Central Bank.

Building Society Services



What Services Do Building Societies Provide?

Building societies offer many services, including:

Banking Services

Banking services: like debit cards, online banking, and sometimes current accounts

Savings accounts: where you can keep your money safe and earn interest

Loans & Mortgages

Home loans (mortgages): to help you buy a house

Personal loans: for things like home improvements

Insurance

Insurance: some offer home or life insurance

Some building societies also offer help with foreign exchange, credit cards, and financial advice.

How Are Building Societies Regulated?

The main law that governs building societies in Ireland is the **Building Societies Act, 1989**. This Act sets out:



- How building societies are formed and registered
- What powers they have (like giving loans and offering financial services)
- How they are managed and supervised
- The role of the **Central Bank of Ireland** in regulating them
- Rules about meetings, accounts, audits, and complaints
- What happens if a building society wants to close or change into a company?

The act makes sure building societies operate fairly, safely, and in the best interest of their members.



Worksheet

Building Societies in Ireland

Group Discussion

1. What is a building society?
2. Why do people use building societies?
3. What services do building societies offer?
4. Can you think of any other services a building society might offer?
5. Who owns a building society?
6. Who checks that building societies are providing services within the Law?
7. Can you name a building society in your community or nearby?
8. How is a building society different from a bank?

unit 4 Credit Union



What is a Credit Union?

A Credit Union is a Not-For-Profit financial co-operative owned by, and run for the benefit of, its members. Credit Unions offer members the chance to have control over their own finances by making their own savings work for them.

Every credit union is owned by its members, the people who save with it and borrow from it.

Members' savings are used to fund loans to other credit-worthy members in the credit union. So that way the money in the credit union always remains in the local community.



Who Can Join?

You can join a credit union if you live or work in the area. Some credit unions are for people who work in the same job or belong to the same group.

What Services do Credit Unions offer?

Credit unions centre around saving and borrowing money, however many credit unions offer a wide range of services similar to traditional banks. As each credit union is its own not-for-profit entity, the range of services provided varies depending on both the needs of the community and the funds made available by its members.

Below is a list of services provided by credit unions, for details on what your specific credit union offers please visit their website.

Services

Savings Accounts

Shares: When you save with a credit union, you are purchasing “shares” in the organisation, making you a member and part-owner. If the credit union makes a profit at the end of the year, a portion of the profit will be paid into your Share account, this is known as dividends.

Loans

Personal loans: for things like home improvements, purchase of a car, education, etc. Credit unions take a ‘character lending’ approach which means that your personal circumstances and history of saving with them is considered.

Growing Services

Current Accounts

Current Account: For everyday spending. You can get paid into your current account and use a debit card.

Payment Services

Lodgements & Withdrawals: Can be done in-branch.

Direct Debits & Standing Orders: For managing regular bills and payments.

Electronic Funds Transfer (EFT): To send and receive money from other accounts in Ireland and internationally.

ATM Cards

Direct Debit Cards: Often linked to a current account, but some may offer standalone ATM cards for accessing money.

Online Mobile Banking

Most credit unions now offer secure online portals and mobile apps, allowing members to check balances, view statements, transfer money, and apply for loans 24/7.

Notes

Services

Mortgages

They offer both primary dwelling home loans and buy-to-let mortgages

Credit Cards

Some credit unions offer credit cards, often with lower interest rates than those offered by commercial banks.

Foreign Exchange

Many offer competitive rates for buying and selling foreign currency, both in cash and through travel money cards.

Social and Community Loans

Some offer small, short-term loans designed to help members in financial difficulty avoid high-cost moneylenders. These often have very low or 0% interest.

Debt Consolidation Loans

A specialised service to help members roll multiple high-interest debts (e.g., credit cards, short term loans) into one single, more manageable loan with a lower interest rate.

Life Savings and Insurance

Loan Protection: Provides life insurance that pays off your outstanding loan balance with the credit union if you die.

Savings Protection: Provides life insurance that pays an additional amount on top of your savings to your beneficiaries if you die.

Benefits of a Credit Union

- ✓ It is local and easy to use.
- ✓ You can save and borrow safely.
- ✓ You are part of a community.



Is a Credit Union Safe?

Yes. Credit unions in Ireland are safe and are regulated by the Central Bank of Ireland.

The Central Bank checks that credit unions follow the rules and are working according to legislation. This helps keep your money safe.

If a credit union has problems, the Deposit Guarantee Scheme can protect your savings. This means you can get back up to €100,000 of your money if something goes wrong.

So, even though credit unions are run by members, they are also watched by the Central Bank to make sure everything is okay.

Worksheet

Part 1 – Credit Union Services in Ireland

Draw a line from the Word to the correct Meaning

Words

Meaning

Interest

A place where people save money and can get loans.

Credit Union

A person who joins and uses the credit union

Member

Money you borrow and pay back later.

Central Bank

Extra money you pay when you borrow money.

Loan

The group that checks and protects credit unions.

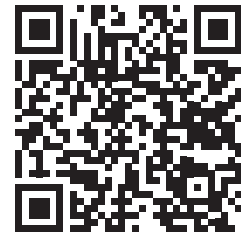


unit 5 An Post

an post

What is An Post?

An Post is Ireland's postal service. It delivers letters and parcels. It also offers other services like insurance, mobile phone plans, government services (such as paying bills or getting forms), and a shop where you can buy useful items.

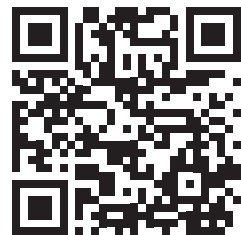


an post money

An Post Money?

An Post Money is a service from An Post. It helps people manage their money and it provides banking services.

An Post is owned by the Government of Ireland. It is a state-owned commercial company, which means it is run by the government with a view to making a profit by selling goods and services.



An Post Money Regulation

An Post Money has permission from the Minister for Finance to offer money services, like bank accounts and payments. The Central Bank of Ireland checks and controls these services to make sure they are safe and follow the rules.

An Post Money Services

This guide explains the services offered by An Post

Current Accounts

- Current account for young people (ages 16–22)
- Current account for adults
- Joint account (shared with another person)

Online Banking

- Register for online banking
- Switch your current account to An Post
- Log into online banking

Foreign Currency

- Get foreign money for holidays or travel

Loans

- Home improvement loans
- Car loans
- Refinance loans (combine old loans into one)
- Green loans (for eco-friendly upgrades)

Credit Cards

- Credit cards and Flex cards
- Apply for a credit card at the post office

Everyday Services

- One4All gift cards
- Money transfer
- Pay a bill
- Household budget service
- Western Union Transfers
- TFI Leap Card Transport for Ireland

Money App and Cards

- Use the Money App to manage your current account
- Currency card for travel
- Tools to help manage your money

State Savings

- Ireland State Savings offers safe and simple ways to save money. These savings are backed by the Irish Government, so your money is secure.



Irish State Savings

Irish State Savings has a number of products on offer. Below is a list of these products and a QR code to scan that will bring you to their product page for more details. The key features of the products below are:

- **Safe and Secure**, Your savings are placed directly with the Irish Government.
- **No Fees or Commissions**, You do not pay any extra charges.
- **Online Access**, You can manage your savings easily at statesavings.ie.

10 Year
Long- Term
Savings

National
Solidarity
Bonds

5 Year
Savings
Certificate

3 Year
Savings
Bond

Prize Bonds

6 Year
Installment
Savings

Childcare
Plus

Deposit
Account



Worksheet

Part 1 – An Post Services

Fill in the blanks with the correct words

car loans

home improvement loans

refinance loans

green loans

1. _____ help you pay for things like fixing your roof or getting a new kitchen.
2. _____ are used when you want to buy a new or used vehicle.
3. _____ are for people who want to make their homes more energy-efficient, like adding solar panels.
4. _____ help you combine old loans into one new loan, often with better terms.

Part 2 – Match the words with their meanings

Draw a line from the Word to the correct Meaning

Words

Home Improvement
Loan

Refinance Loan

Green Loan

Car Loan

Meaning

A loan to help
you buy a car

A loan to make
your home more
eco friendly

A loan to fix or
improve your home

A loan that replaces
older loans with
a new one



unit 6: BPFİ & IBCB



Banking & Payments
Federation Ireland

What is the Banking and Payments Federation Ireland (BPFİ)?

The BPFİ is a group that speaks for banks and financial services in Ireland. It helps make sure banking and payments are safe, modern, and work well for everyone.



What does the BPFİ do?

- Works with banks and payment companies to make things better.
- Helps stop fraud and keep money safe.
- Talks to the government and EU to support banking in Ireland.
- Helps banks follow rules and work together on shared problems.
- Supports Ireland's economy and builds better banking systems.

Who works with the BPFİ?

- Fintech and Payments Association of Ireland (FPAI)
- Federation of International Banks in Ireland (FIBI)

BPFİ around Europe?

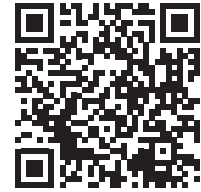
BPFİ has offices in Brussels and Frankfurt. It is part of the European Banking Federation. This helps Ireland have a strong voice in banking across Europe.



Irish Banking Culture Board

Irish Banking Culture Board (IBCB)

The Irish Banking Culture Board (IBCB) was set up in 2019 as an independent industry initiative. The Board's main purpose is to foster cultural change within the banking sector and rebuild trust with customers and staff. IBCB works with banks like AIB, Bank of Ireland, and PTSB to help people understand the banking system and have trust in it.



What does the IBCB do?

- Makes sure banks treat people fairly.
- Helps banks do the right thing.
- Listens to customers and staff to make banking more inclusive.

What values does the IBCB support?

- Customer Focus, putting customers first.
- Respect and Empathy, being kind and understanding.
- Ethical Behaviour, doing what's right.
- Accountability, taking responsibility.
- Leadership, showing good example.
- Speaking Up, feeling safe to share ideas or problems.

Reserch

- Surveys (like Éist) and meetings with customers and staff.
- Uses feedback to make changes in banks.

Worksheet

Part 1 – Match the words with their meanings

Draw a line from the Word to the correct Meaning

Words

Fraud

Empathy

Accountability

Ethical

Leadership

Meaning

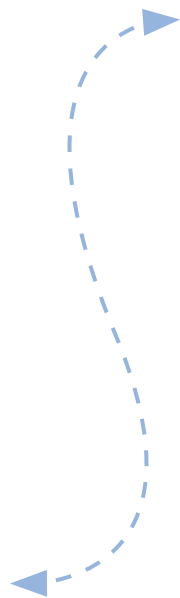
Being kind and understanding

Doing what is right

Lying or cheating to get money

Taking responsibility for actions

Showing a good example



Part 2 – BPFİ & IBCB

Fill in the blanks with the correct words

Brussels

fairly

trust

banks

fraud

customers

rules

Europe

1. The BPFİ helps stop _____ and keep money safe.
2. The IBCB wants people to have _____ in banks.
3. The BPFİ works with _____ to improve services.
4. The IBCB makes sure banks treat people _____.
5. The BPFİ has an office in _____.
6. The IBCB listens to _____ and staff.
7. The BPFİ helps banks follow _____.
8. The BPFİ gives Ireland a voice in _____.

unit 7: Fintech

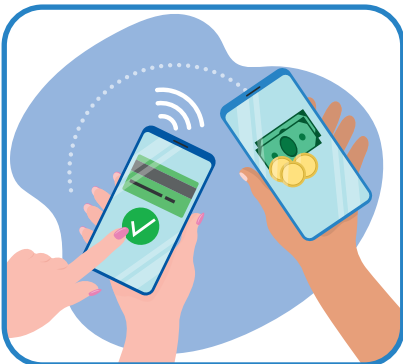


What is a Fintech?

Fintech is short for financial technology. It means using technology (like apps and websites) to help people with money services.

- Banking
- Investing
- Sending and receiving money
- Shopping online
- Insurance

Even though the word 'fintech' is new, using technology for money is not new. But now, because of the internet and smartphones, things are changing very fast.



Fintech in Ireland

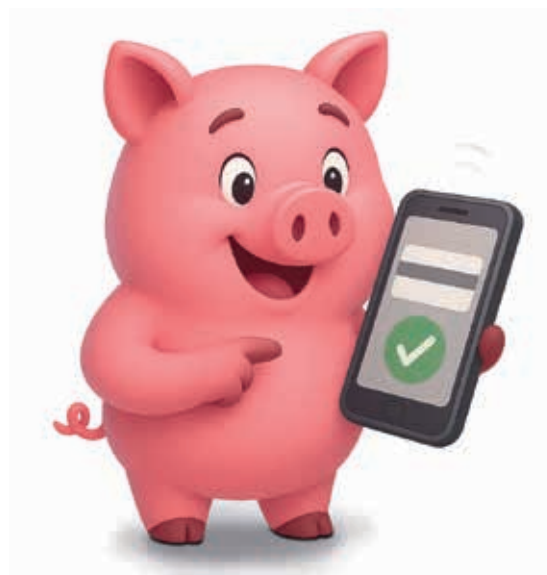
There are many Digital Banking platforms, Digital Banks (online only banks), Money Transfer Apps, and e-Commerce Apps that are widely used in Ireland. Below are some examples:



Bank of Ireland, AIB, Permanent TSB, EBS, Credit Unions and **An Post** have digital banking platforms that allow you to access your banking services online.



Revolut, bunq and **N26** are Digital Banks. They have no local branches and are completely managed through their apps.



Paypal is a Money Transfer service, it allows you to send and receive money online. Money transferred via this app can then be sent to your bank account.



Shop is an e-Commerce app that will link to many online shopping retailers. This app stores your payment details and allows you to keep track of your online purchases.



Google Pay and **Apple Pay** are built in services on phones and other devices that allow for 'tap to pay' and online payments by storing your payment information.



Klarna and **Afterpay** are 'buy now pay later' apps that allow users to purchase a product and repay the cost in monthly installments often with interest.

Klarna.

afterpay 



Allied Irish Bank, Bank of Ireland, and Permanent Trustee Savings Bank will launch a new mobile payment service called **Zippay** in early 2026. It will allow customers send, request, and split money instantly using just a mobile number, through their existing banking apps.

Zippay is fast, secure, and easy to use, no need to know account details or download a separate app. Customers will be automatically enrolled and can send up to €1,000 per day or request up to €500 per transaction. It is perfect for splitting bills, paying friends, or sending money quickly.

An **ATM** (short for Automated Teller Machine) is a machine that helps people with their money.

What is an ATM used for?

- Take out money: You can get cash from your bank account.
- Check your balance: You can see how much money is in your account.
- Put in money: Some ATMs let you put cash or cheques into your account.
- Print a receipt: You can get a small paper that shows what you did.





Single European Payment Area SEPA

SEPA is a system that makes it easier to send and receive money between European countries. It means you can pay someone in another SEPA country just like you would in your own country, using the same bank account and with no extra charges for euro payments.

Banks are making payments faster and safer.

1. SEPA Instant Payments

- You will be able to send or get money in 10 seconds.
- This will work any time of day or night, even on weekends.



2. Verification of Payee VOP

- When you send money, your bank will check the name on the account.
- This helps make sure you are paying the right person.
- It adds extra safety to your payments.





The Digital Euro

Europe is planning a new way to pay called the digital euro.



- It is money you use online or on your phone.
- It is made and protected by the European Central Bank, the same people who make euro notes and coins.
- It will not replace cash. You can still use notes and coins.
- It will be safe, fast, and easy to use.
- People and businesses in Europe will be able to use it to pay for things every day.

The digital euro will help make sure everyone has a **trusted way to pay** in the digital world

How to transfer money
from your bank account to
another bank account



How to Lodge Money



How to Pay a Bill



How to set up a Standing Order



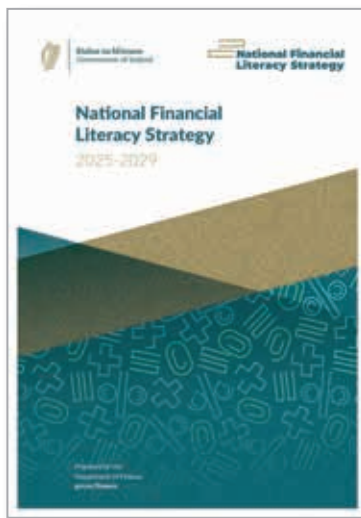
Financial Websites and Apps in Ireland

In today's digital world, it is important to know how to use financial websites and apps. These include online banking apps, which help us manage our money, pay bills, and check our account from our phone or computer. Being able to use these tools helps us make smart choices about our money.



The Irish Government launched two important plans:

The Financial Literacy Strategy



The Digital Literacy Strategy



These strategies are aimed to help us understand money better and use digital tools with confidence. Knowing how to access and use financial products online means you can stay in control of your finances and get the most value from your money.



How to Use Banking and Financial Service Apps

Each banking or financial app is different, so it is important to follow the step-by-step instructions provided by the service. If you have any trouble signing in or using the app, you can contact the bank or financial company for help. They can guide you and make sure everything works properly.

Scan the QR codes to learn, how to use banking online Apps



Digital Banking Apps

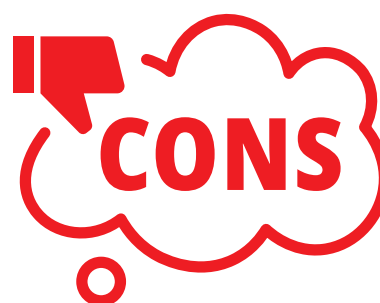
Banking apps can be very useful, but it is important to know how to use them safely. Learning about digital tools helps you stay in control of your money.



You can check your bank balance anytime, anywhere.	You need a smartphone or computer and internet access.
You can pay bills and transfer money quickly.	If you forget your password, it can be hard to log in.
You get alerts and messages about your account.	You must have scam and fraud awareness.
You can block your card if it is lost or stolen.	Some people find it hard to use technology.
It saves time because you do not need to go to the bank.	Apps may not work during updates or technical problems.
Most financial apps are free to use.	Some functions, such as setting up new payees or direct debits, may require internet banking on a desktop or laptop.
You can help prevent financial abuse.	Online banking removes the option for face-to-face customer service, which can be a drawback for those who need personalised assistance.

Digital Banks

Digital Banks are online only, they work off their app or website and have no physical branches. They differ from traditional banks in many ways. They are still regulated by the Central Bank of Ireland. Below we look at some of the pros and cons of digital banks.

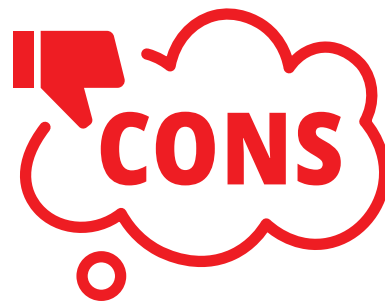


Everything can be done from your phone.	No bank tellers to ask for help.
Money can be transferred quickly.	You cannot deposit cash.
You can use ATMs. (Automatic Teller Machine)	There are often limits to the amount you can withdraw on a monthly basis and fees may apply.
App support can often be 24/7 coverage.	Support through apps may be difficult without human help.
Digital Banks often offer more services through their apps than traditional banks (e.g rewards schemes, stock market access, built-in budgeting functions).	Access to advice on these services may be limited and is left completely up to the customer without any access to advice based on individual needs.

Buy Now Pay Later (BNPL)

BNPL is a way to purchase something immediately and pay for it in smaller chunks over time.

It is a short-term financing option offered at online and in-store checkouts. While many plans are interest-free, some may charge interest or fees if you miss a payment, so it is important to check the specific terms.



BNPL is easy to use when shopping online.	It might make you buy things without thinking. Could you use savings instead?
Setting up a BNPL account is simple.	You might spend money you do not have or take out credit without planning.
You can buy something now and pay later when you get paid.	If you miss a payment, you may have to pay extra fees.
It gives you another way to borrow money, often with less personal details than a loan.	If you pay interest, the item costs more than if you paid in full.
Some BNPL plans do not charge interest if you pay on time, so it can be cheaper than a loan.	Missing payments can hurt your credit report, making it harder to borrow in the future.
If used properly, BNPL can cost less than using a credit card.	If you do not return items on time, you might have to pay for things you do not want.

Worksheet

Part 1 – Group Discussion

Can you name a Digital Bank that does not have any physical branches in Ireland?

- What are the benefits of using a Digital Bank?
- What might be some challenges?

'FinTech' is short for Financial Technology. It means using technology to improve financial services.

- What are some examples of FinTech you use or know about?
- How is FinTech different from traditional banking?
- Do you think FinTech is safe? Why or why not?

Notes and things to remember:

Part 2 – Fintech

Fill in the blanks with the correct words

apps

BNPL

shopping online

bank

smartphone

online

PayPal

1. Fintech uses _____ and websites to help with money.
2. You need a _____ or computer to use banking apps.
3. _____ is a way to buy now and pay later.
4. _____ helps you send and receive money online.
5. Fintech includes banking, investing, and _____.
6. A _____ is a place where you keep your money.
7. Many banks in Ireland offer _____ banking services.

Part 3 – Fintech

True or False? Tick ✓ the correct answer	TRUE	FALSE
1. Fintech is only used for shopping online.	<input type="radio"/>	<input type="radio"/>
2. Revolut and N26 are examples of digital banks.	<input type="radio"/>	<input type="radio"/>
3. BNPL means you must pay the full amount immediately.	<input type="radio"/>	<input type="radio"/>
4. You can use banking apps to block your card if it is lost.	<input type="radio"/>	<input type="radio"/>
5. Digital banks have local branches you can visit.	<input type="radio"/>	<input type="radio"/>
6. PayPal is used to send and receive money online.	<input type="radio"/>	<input type="radio"/>
7. Fintech apps are always free and never charge fees.	<input type="radio"/>	<input type="radio"/>
8. Using Fintech can help you manage your money better.	<input type="radio"/>	<input type="radio"/>
9. BNPL can affect your credit report if you miss payments.	<input type="radio"/>	<input type="radio"/>
10. You need internet access to use most Fintech services.	<input type="radio"/>	<input type="radio"/>

unit 8 Crypto



What is Cryptocurrency?

Cryptocurrency (often called 'crypto') is a type of digital money. It does not exist in physical form like coins or notes. Instead, it is stored and moved online.

Some well-known examples of cryptocurrencies are Bitcoin and Ethereum.

Unlike regular money (like the euro), cryptocurrency is:

- Not controlled by any government or central bank.
- Not guaranteed or protected by any official organisation.
- Not considered legal tender, which means shops do not have to accept it as payment.

What You Should Know Before Buying Cryptocurrency



The Central Bank of Ireland says that cryptocurrency is very risky and not suitable for most people. Here are the main things to watch out for:



You Could Lose All Your Money. Crypto prices can go up and down very quickly. This means you could lose some or all of the money you spend.



No Protection. If something goes wrong, you will not be able to get your money back. Crypto is not covered by any safety schemes like the Deposit Guarantee Scheme.



Misleading Advertising. Some advertisements for crypto are confusing or even false. Be careful of social media posts or influencers who are paid to promote crypto.



Scams and Fraud. There are many scams related to crypto. Watch out for people who:

- Pressure you to invest quickly.
- Promise high or fast returns.
- Offer deals that seem “too good to be true.”



Extreme Price Changes. Crypto prices can change a lot in a short time. This makes it hard to use as a way to save money or plan for the future.



Final Advice on Risk

Before buying crypto, ask yourself:



- Can I afford to lose this money?
- Do I understand what I'm buying?

If the answer to any of these is no, it is best to stay away.

Even with new laws coming in, crypto will still be risky. **There is no such thing as safe crypto.**

Worksheet

Part 1 - Understanding Cryptocurrency

Fill in the blanks with the correct words

cryptocurrency

bitcoin

scams

risky

advertising

ethereum

central bank

1. _____ is a type of money that does not exist in physical form.
2. Two well-known examples of cryptocurrencies are _____ and _____.
3. Cryptocurrency is not controlled by any government or _____.
4. The Central Bank of Ireland says that crypto is very _____.
5. Some crypto _____ can be confusing or false.
6. Be careful of _____.

Part 2 – Match the words with their meanings

Draw a line from the Word to the correct Meaning

Words

Cryptocurrency

Bitcoin

Scam

Risky

Protection

Central Bank

Meaning

A trick to steal your money

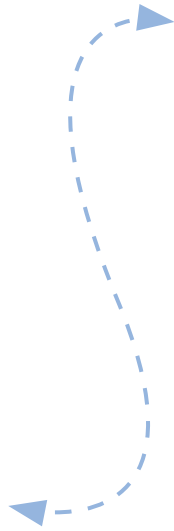
One of the most popular cryptocurrencies

A type of money that exists only online

Something that could cause you to lose money

A national organisation that manages money and interest rates

Help or safety if something goes wrong



unit 9 Financial Fraud



What is Financial Fraud?

Financial fraud is when someone tricks you into giving them your money or personal information. It is a crime. Fraudsters often pretend to be someone you trust, like your bank, a government office, or a company, and use clever tricks to steal from you.

Common Types of Financial Fraud in Ireland

There are many different types of scams, and fraudsters are always looking for ways to try to take our money.

Below are some of the common types of financial scams seen in Ireland today.



Phishing: Fake emails that look like they're from your bank or another trusted company. They ask you to click a link and enter personal details like your password or bank account number.



Smishing: Similar to phishing, but it happens through text messages (SMS). You might get a message saying your bank account is blocked and asking you to click a link to fix it. The link leads to a fake website.



Vishing: Fraudsters call you pretending to be from your bank or another trusted group. They try to get you to share personal or financial details over the phone.



Investment Scams: You are offered a chance to invest in something that sounds too good to be true. These scams often involve fake websites and high-pressure sales tactics.



Money Transfer Scams: You are asked to receive money into your account and send it somewhere else. This is often a way for criminals to “clean” stolen money.



Social Media scams



How do we protect ourselves?

To protect ourselves from financial scams we need to be very careful with our personal information.

Scan the QR codes to see examples of fraud.

Never give your bank details, PIN, or passwords to someone who calls, texts, or emails you out of the blue. Remember, if an offer sounds too good to be true, it usually is.

A great way to stay safe is to keep informed about new scams by checking for scam alerts on some of the sites listed on the **Competition and Consumer Protection Commission (CCPC)** website. Before you act on anything, always stop and talk to a trusted person or your bank first.



Worksheet

Fraud

True or False? Tick ✓ the correct answer	TRUE	FALSE
1. Financial fraud is not a crime.	<input type="radio"/>	<input type="radio"/>
2. Phishing happens through fake emails.	<input type="radio"/>	<input type="radio"/>
3. Smishing is a scam that uses phone calls.	<input type="radio"/>	<input type="radio"/>
4. Vishing is when someone calls pretending to be your bank.	<input type="radio"/>	<input type="radio"/>
5. You should always share your PIN if someone asks nicely.	<input type="radio"/>	<input type="radio"/>
6. Investment scams often sound too good to be true.	<input type="radio"/>	<input type="radio"/>
7. The CCPC website can help you learn about scams.	<input type="radio"/>	<input type="radio"/>
8. Fraudsters often pretend to be someone you trust.	<input type="radio"/>	<input type="radio"/>
9. You should act quickly before checking if a message is real.	<input type="radio"/>	<input type="radio"/>
10. Talking to a trusted person can help you avoid scams	<input type="radio"/>	<input type="radio"/>

CCPC



Coimisiún um
Iomaíocht agus
Cosaint Tomhaltóirí

Competition and
Consumer Protection
Commission

What is the CCPC?

The Competition and Consumer Protection Commission (CCPC) is an independent statutory body in Ireland responsible for promoting competition and protecting consumers.

It was established in 2014 and works to improve consumer welfare by ensuring markets function efficiently through enforcement, public awareness, and financial education initiatives

Services provided by the CCPC

The CCPC enforce competition and consumer law across all services and retail sectors.



The CCPC also helps people understand their rights when they are buying products or services. They give advice about money and safety.

They also teach people about money, financial scams and shopping through advertising and public awareness programmes.

Their goals include:

- Ensuring companies follow the rules and treat people fairly.
- Helping people make smarter choices when they shop.
- Speaking up for people to make and make sure products are safe.

unit 10 MABS



mabs

Money Advice & Budgeting Service

What is MABS?

Money Advice and Budgeting Service (MABS) is a free and confidential service in Ireland. MABS helps people with budgeting and money or debt.



Who can use MABS?

Anyone can use MABS. It is helpful for:

- ✓ People with low income
- ✓ People who are unemployed
- ✓ Older people
- ✓ People who find budgeting difficult.

How does MABS help?

You can contact MABS by phone or online. They will:

- Talk to you about your money problems.
- Help you make a plan to deal with your debts.
- Help you apply for supports or benefits.
- Help you talk to banks or companies you owe money to.
- Give you tools to manage your money better.



What Services do MABS provide?

Make a budget

- Plan how to spend your money
- Set personal financial goals
- Understanding your current financial situation

Save Money

- Learn how to put money aside

Deal with debt

- Help you to manage your debts
- Plan for repaying debts

Plan for the future

- Plan for 'rainy days'
- Set goals for your money

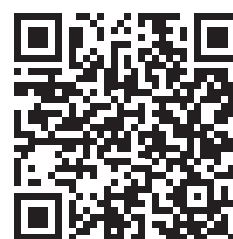
Understand Loans and Credit

- Know what borrowing means and how to do it safely

Financial Readiness

Financial Readiness For Life is a free course online at **Atlantic Technological University (ATU)** that supports you with budgeting and financial services.

ATU



Worksheet

Part 1 - MABS

Fill in the blanks with the correct words

budgeting

free

debt

Ireland

manage

1. MABS is a _____ service in _____.
2. Anyone who finds it difficult to _____ their money can use MABS
3. MABS helps people with money problems and _____.
4. MABS helps people who find _____ difficult.

Part 2 – Match the words with their meanings

Draw a line from the Word to the correct Meaning

Words

Budget

Debt

Unemployed

Private

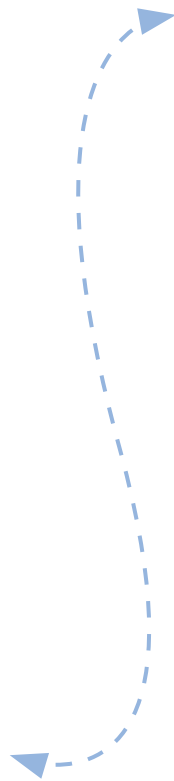
Meaning

Not Working or having a job

Plan how to spend your money

Do not share information
with others

Money we owe to someone



unit 11 Budgeting



Wants & Needs for Budgeting

To create a personal budget, it is important to understand the difference between wants and needs.

What are Wants

Wants are things we would like to have but can live without. Ask yourself: **“Do I really need this? Could I wait or save for it?”**

Examples of wants include:

- Takeaway tea/coffee, going out for drinks
- Streaming services subscriptions
- Travel, holidays and short trips
- Cinema trips



Remember: Food is a need, but takeaways are usually a treat and fall under wants.



What are Needs?

Needs are things you must have to live. These are the essentials you spend money on every day. If you have a family, your list of needs may be longer.

Examples of needs include:

- Food
- Phone credit
- Clothing
- Transport costs
- Housing costs (rent or mortgage)
- Gas and electricity



Knowing the difference between wants and needs helps us make better choices with our money and focus on what's most important when planning our budget

But remember:

1. What is a **NEED** for one person might be a **WANT** for another.
 - i. Mary lives near a bus: A car is a want (nice to have).
 - ii. Zama has no bus or bike: A car is a need (must have).

2. Our wants and needs can **CHANGE** as our life changes.
 - i. Big family? A big washer/dryer is a need.
 - ii. Living alone? A small washer/dryer is a need



Cultural wants and needs

Our culture or traditions can change our **WANTS** and **NEEDS**

Wants:

- In some cultures, you might **WANT** to give expensive gifts at holidays (like money at Lunar New Year).
- You might **WANT** expensive clothes for events (like a fancy hat at a wedding, or designer clothing)

Needs:

- Some people **NEED** special foods for their religion (like halal meat, or turkey).
- Some people **NEED** special clothes (like a headscarf or traditional formal clothing).

Remember:

What feels like a want or need depends on what is normal for your family or community

Budgeting



What is Budgeting?

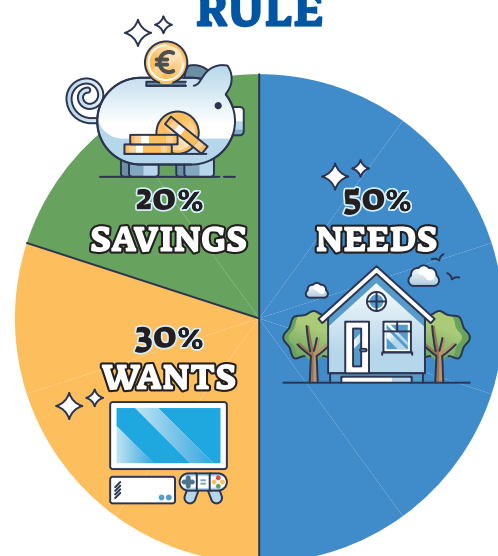
Budgeting means planning our money. It helps us know:

- How much money we have
- What we need to spend it on
- What we want to save for

A budget is like a map. It shows us where our money is going and helps us make good choices. A good rule is to spend half our money on needs a little less on our wants and save the rest.



50/30/20 RULE



Budgeting is not about saying **“NO”** to everything.

It is about saying **“YES”** to the things that matter most.

I am in control of my money!

Why is budgeting Important?

Budgeting helps you:

- ✓ Pay our bills on time
- ✓ Save for things we want or need
- ✓ Feel less stressed about money

When we budget, we are planning ahead. We are thinking about our future and reaching our goals.



Budgeting Means Power

When we budget, we are in control.

We decide:

- ⚠ What is important to us
- ⚠ What we want to spend money on
- ⚠ What we want to save for



Budgeting gives us power. It helps us feel confident and in charge of your life.

Spend Less, Save What Matters, Our Planet



Circular Economy

The Irish government promotes a circular economy supported by the Environmental Protection Agency (EPA)

A circular economy means using things in a way that creates less waste. Instead of using something once and throwing it away, we try to use it again, fix it, or recycle it so it lasts longer.



Save Money on Bin charges

- **Less waste = fewer bin collections:** This can reduce your costs.
- **Recycle and compost more:** These bins are often cheaper



How to Recycle Household Waste Simple Guidelines

Reduce Waste First

- **Buy less:** Only buy what you need to avoid waste.
- **Choose reusable items:** Use cloth bags, refillable bottles, and containers.
- **Avoid extra packaging:** Pick products with less or recyclable packaging.
- **Plan meals:** This helps reduce food waste.
- Use community recycling centres, or Recycling banks
- Deposit Return Scheme.

Reuse What You Can

- **Use containers again:** Jars, boxes, and tubs can be reused.
- **Donate or sell:** Give away clothes, toys, or furniture you no longer need.
- **Fix things:** Repair broken items instead of throwing them away.
- **Repurpose items:** like clothing and furniture

Recycle Properly

- **Know what goes in the recycling bin:** Usually paper, cardboard, plastic bottles, tins, and glass. Check with your local recycling provider.
- **Clean items before recycling:** Rinse out bottles, jars, and containers.
- **Do Not mix waste:** Keep food waste and recyclables separate.

Compost Food and Garden Waste

Worksheet

Part 1 - Recycle and Waste

Fill in the blanks with the correct words

circular economy

waste

recycle

fix

compost

reusable

1. A _____ helps us make less waste by using things again.
2. Instead of throwing things away, we try to use them again, _____ them, or _____ them.
3. Using _____ bags and bottles helps reduce rubbish.
4. You can put fruit and vegetable scraps in a _____ bin.
5. Making less _____ is good for the environment.

Part 2 – Match the words with their meanings

Draw a line from the Word to the correct Meaning

Words

Meaning

Recycle

To turn food and garden waste into soil

Compost

To fix something that is broken

Repurpose

To make something into something new

Repair

To use something again



Part 3 - Group Discussion Questions

- Can you name three things you recycle at home or at work?
- Why do you think recycling is important?
- Have you learned any new ways to recycle from others?



How to Spend Less Money on Clothes



**United
Nations**



Why we keep spending Money on Clothes

- Shops bring out new clothes, new colours, new styles, all the time.
- Some shops bring out up to 24 new collections every year.
- This makes us feel like our clothes are old, even when they are not.
- We feel the only way to keep up is to keep shopping.

Did you know that:

- People buy 60% more clothes now than 15 years ago.
- We keep each item for half as long.
- This costs more money and creates more waste.



What can we do?

Buy Less

- Only buy clothes when you really need them.
- Ask yourself: Do I need this or just want it?

Swap or Share

- Swap clothes with friends or family.
- Share clothes instead of buying new ones.
- Give clothes you do not need to others or to charity.

Buy Second Hand

- Shop at charity shops or second-hand shops.
- Sell clothes you do not use, online or at local outlets.

Did you know?

- Making clothes uses a lot of water and energy.
- When we buy less and reuse more, we help prevent global warming for future generations
- We all have a job to take care of our planet.

Part 4 – Match the words with their meanings

Draw a line from the Word to the correct Meaning

Words

Reuse

Collection

Emotional Spending

Waste

Charity Shop

Meaning

A group of clothes released by a shop

A shop that sells donated items for a cause

Things that are thrown away or not used

Buying things because of feelings, not need

Use something again instead of throwing it away

Part 5 - Group discussion

- Can you name some local charity shops ?
- Do you know any online websites where you can sell clothes?
- Do you know any local outlets where you can sell clothes ?



Saving Money on Needs: Example Groceries

Saving money on food can feel hard, but small changes can make a big difference. This section is full of easy tips to help you spend less at the shops.



Food Planner

Plan your meals for the week before you go shopping. Write down what you need for each meal. Check your cupboards and fridge so you do not buy things you already have.

Stick to your list to avoid buying extras



Food Waste Hacks

Use older food first. Put new food at the back of the fridge or cupboard. Store food properly to keep it fresh. Freeze leftovers or extra portions to eat later.

Scan QR codes for tips to save money



Part 6 - Saving Money on Food

Fill in the blanks with the correct words

plan

list

fridge

extras

fresh

freeze

1. Before you go shopping, _____ your meals for the week.
2. Write down what you need for each meal on a _____.
3. Stick to your list to avoid buying _____
4. Use older food first. Put new food at the back of the _____
5. Store food properly to keep it _____.
6. _____ leftovers or extra portions to eat later.

Part 7 - Group Discussion

- Do you use shop loyalty cards?
- Do you look at the special offers when you shop for food?





Leftover Recipes

Use leftovers to make new meals. For example:

- Leftover chicken can be used in sandwiches or soup.
- Cooked vegetables can be added to pasta or stir-fry.
- Rice can be turned into fried rice with eggs and veggies.



Seasonal Foods

Buy fruits and vegetables that are in season. They are usually cheaper and fresher. For example:

- **Spring:** carrots, lettuce, peas
- **Summer:** tomatoes, berries, cucumbers
- **Autumn:** apples, pumpkins, cabbage
- **Winter:** potatoes, onions, parsnips



Tips for Using your Freezer

Freeze food in portions so you only defrost what you need. Label and date everything. Use freezer bags or containers to save space. Freeze bread, meat, vegetables, and cooked meals.



Keeping Food Safe in the Fridge

Keep your fridge at the right temperature (below 5°C). Store raw meat at the bottom. Use containers to stop leaks. Do Not overload the fridge so air can move around. Check use-by dates and eat food before it goes off.



Part 8 – Match the words with their meanings

Draw a line from the Word to the correct Meaning

Words

Seasonal Foods

Label and Date

Freezer portions

Fridge Temperature

Use-by-date

Air circulation

Meaning

Put food in small amounts to defrost only what you need

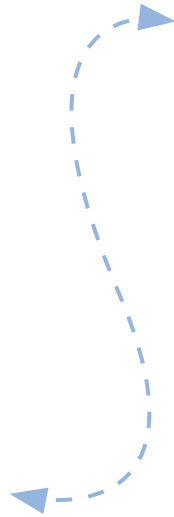
Keep the fridge below 5°C to keep food safe

Write names and dates on frozen food to keep track

Check dates and eat food before it goes bad

Do Not overload the fridge so air can move around

Fruits and vegetables that grow best in a certain time of year





Budgeting Advice

It is easier to talk about managing money than to actually do it. A simple monthly budget helps us see our essential expenses compared to your income.



Once we know our income and needs, we can divide the rest into savings and small amounts for fun spending.

This way, we can enjoy things like dinners out or family trips without overspending.

Spending Responsibly

Learning to prioritise what we needs and wants is an important skill.

It helps us take care of ourselves and our money.

Spending responsibly means:

- Managing our money well
- Spending within our means
- Thinking about the planet when we buy things



Completing a budget

To complete a budget we need to understand two important things:

1. **Income:** this means the money we get into our account. This can be in the form of:

- Wages or Salary
- Social Welfare Payments
- Pensions
- Gifts or Prizes



2. **Expenditure:** this means the money we spend and can include:

- Rent or Mortgage
- Food and clothing
- Utility Bills (electricity, gas, phone, internet, etc)
- Travel costs
- Loan repayments
- Childcare



Why is this important?

When we know how much money is coming in (income) and how much is going out (expenditure), we can:

- ✓ Make sure we do not spend more than we earn
- ✓ Plan for savings or emergencies
- ✓ Avoid debt or money problem

Worksheet

Part 1 – List your Income & Expenditure

In the boxes below write out a list of what incomes and expenses you have on a monthly basis

+ Income

- Expenses



Part 2 – Group Discussion

- Which of your expenses are wants and which are needs?
- Are there any expenses you would cut down to help you save?

Part 3 – Budget Template

Use the budget template below to see where your money goes each month.

Income

	€€	€€
Wage/Salary	+ _____	
Social Welfare	+ _____	
Child Benefit	+ _____	
Gift	+ _____	
Other	+ _____	= _____ Total

Expenses

Needs

Rent/Mortgage	+ _____	
Loan Repayments	+ _____	
Utility Bills(Electric, gas, internet, phone)	+ _____	
Groceries	+ _____	
Transport	+ _____	
Clothes	+ _____	
Other	+ _____	= _____ Total

Wants

Subscriptions	+ _____	
Clothes Extra	+ _____	
Houshold Extra	+ _____	
Personal Care Extra	+ _____	
Entertainment/restaurant	+ _____	
Restaurants	+ _____	
Cigarettes/Vapes/Alcohol	+ _____	
Travel	+ _____	
Other	+ _____	= _____ Total

Savings

General Savings + _____ = _____ Total

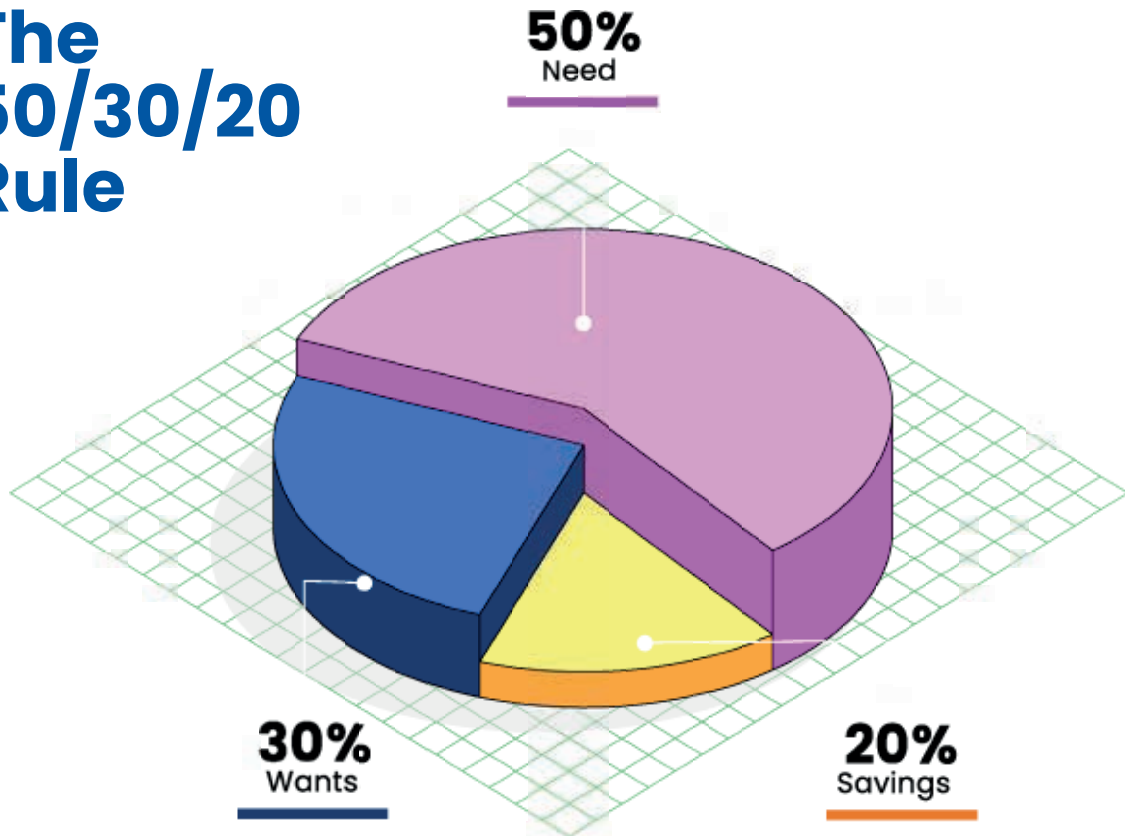
50/30/20 Rule Check

Needs _____ ÷ Income x 100 = _____ %

Wants _____ ÷ Income x 100 = _____ %

Savings _____ ÷ Income x 100 = _____ %

The 50/30/20 Rule





Budgeting Tools

There are lots of tools available to help us budget and manage our money.

Below are some of the tools offered by banks and financial services in Ireland that can support us in keeping track of our spending and saving.



Your account number **1** **902000672**

To ask about this bill **2** **1800 372 372**
Monday - Saturday 8am - 8pm

For emergencies or electricity interruptions **3** **1800 372 999**
24 hours, 7 days a week
Please have your MPRN number ready

MPRN **4** **MPRN 10 006 759 704**

5 DG	MC	Profile
DG1	MCC01	3

6 Date of issue 12 Jul 19
Invoice number 12345678

Understanding your Electricity Bill

Sometimes we feel we cannot control our energy bills, but that’s not true. A good way to start is by looking at our electricity bill. If we do not know how much energy we use, it is hard to cut costs. When we understand our bill, we can see where our money goes and find ways to use less energy and save more.



Understanding our Payslips

In Ireland, the law requires that our employer must give us a payslip every time you get paid.

A payslip is a piece of paper or digital document that shows how much money we have earned and what was taken out, like tax or other payments. It helps us understand our pay and where our money goes

John Doe
123 Baker Street
Bakerstown
Co Dublin
D01 VHD7
Ireland

Personnel No: 212345678
PPS Number: 8765432A

Payslip Date: 29-Jun-25
Pay Period: 202536

Details			
Pay Grade	Grade 2	Point:	9
Rate Current	45,000.00		
Annual Tax Credit	3,700.00	Annual Cut Off	35,000.00
PRSI Class	A1	PRSI Weeks	2
This Period Tax Credit	142.31	Tax Basis	Week 1
This Period Cut Off	1,346.15		

Cumulatives (Year-to-date)			
Gross Earnings	21,634.62	Pre Tax Deductions	
Taxable Pay	33,307.78	LPT	-
Cut Off	24,230.71		
Tax Credit	1,788.87	Tax	3,863.98
USC	448.00	PRSI Weeks-to-date	25
Employee PRSI	926.00		
Employer PRSI	2,487.98		

Gross Earnings			
Description	Hours	Rate	Value
BASIC PAY/SALARY PENSION			1,730.77
Total Pay			1,730.77
Gross Pay for PAYE:			1,730.77
Net Pay			€ 1,314.84

Deductions		
Description	This Period	Year To Date
PAYE	305.85	3,823.07
USC	35.84	448.00
Employee PRSI	74.24	928.00
Total Deductions	415.94	5,199.07

For a list of terms and their meanings please visit **Citizen's Information**



unit 12 Revenue Related Services



What is MyGovID Account?

A MyGovID.ie account is a secure online account that lets people in Ireland access government services in one place.

What Can You Do with a MyGovID.ie?

With a MyGovID.ie account, you can:

- Apply for social welfare payments (like Jobseeker's Allowance or Child Benefit)
- Check your payment dates and amounts
- Get your Public Services Card (PSC)
- Update your personal details (like address or phone number)
- Access your tax and employment records
- Apply for medical cards
- Check your PRSI (Pay Related Social Insurance) contributions
- Get letters and documents from the government
- Book appointments with government offices



Why You Should Sign Up Online

Signing up online is quick, secure, and convenient. You can access services anytime, anywhere, without needing to visit an office. It also helps you keep track of your applications and communications with government departments.

How to Sign In to a basic account

- Go to www.mygovind.ie
- Click on 'Sign In' at the top right corner.
- Enter your email address and password.
- If you do not have an account, click 'Register' and follow the instructions.
- Once signed in, you can access your dashboard and available services.



How to sign up to a verified account



Services available to you

- Apply for social welfare payments (like Jobseeker's Allowance or Child Benefit by signing into 'my welfare')
- Check your payment dates and amounts
- Get your Public Services Card (PSC)
- Update your personal details (like address or phone number)
- Access your tax and employment records
- Apply for medical cards
- Check your PRSI (Pay Related Social Insurance) contributions
- Get letters and documents from the government
- Book appointments with government offices
- By signing into Revenue, 'myaccount' you can see your tax credits pay local property tax and many other services

Benefits of online services

Using MyGovID.ie:

- Saves time and travel
- Provides secure access to your information
- Allows you to apply for services instantly
- Keeps you updated with notifications and messages
- Helps you stay organized with a personal dashboard



Worksheet

Part 1 - MyGov ID

Fill in the blanks with the correct words

account

online

sign in

register

email

dashboard

secure

1. A MyGovID.ie _____ is a _____ way to use government services in Ireland.
2. It is _____ and helps you keep track of your applications.
3. To _____, go to www.mygovid.ie and click 'Sign In'.
4. Type in your _____ and password.
5. If you do not have an account, click _____.
6. Once signed in, you will see your _____ and the services you can use.

Glossary

ATM

Automated Teller Machine. A machine that lets you take out cash, check your balance, or do other banking tasks without going inside the bank.

ATM Card

A card used to take out money from a bank machine.

Account Number

A unique number that identifies your bank account.

An Post

Ireland's postal service that also offers banking and money services.

BIC (Bank Identifier Code)

A code that tells which bank is sending or receiving money, especially for international transfers.

Bank

A bank is a place that helps you with money. You can save money, borrow money, and make payments. Banks are checked by the Central Bank to make sure they follow the rules.

Banking App

An app on your phone or computer that helps you manage your money.

Budget

A plan for how you will spend and save your money.

Budgeting

Planning how to use your money so you do not spend more than you have.

Building Society

A financial organisation that helps people save and borrow money, especially for buying homes. Owned by its members.

Central Bank of Ireland

The organisation that makes sure banks and financial companies follow the rules and keep your money safe.

Charity Shop

A shop that sells donated items to raise money for a good cause.

Credit Card

A card that lets you borrow money to pay for things. You must pay it back later, often with interest.

Credit Union

A not-for-profit financial group owned by its members. Offers savings and loans.

Cryptocurrency (Crypto)

A type of digital money like Bitcoin. It is not controlled by any government and is very risky.

Customer Due Diligence (CDD)

When banks check who you are and where your money comes from.

Debit Card

A card that lets you spend your own money from your bank account.

Debt

Money you owe to someone else.



Deposit Guarantee Scheme

A government plan that protects your savings (up to €100,000) if a bank or credit union fails.

Digital Bank

A bank that works only online and has no physical branches.

Direct Debit

A way to pay bills automatically from your bank account.

Emotional Spending

Buying things because of your feelings, not because you need them.

Expenditure

The money you spend.

Financial Literacy

Knowing how to manage your money, make smart choices, and use banking services.

Fintech

Short for 'financial technology.' Using apps and websites to manage money.

Fraud

When someone tricks you to steal your money or personal information.

Green Loan

A loan to help pay for eco-friendly home upgrades, like solar panels.

IBAN (International Bank Account Number)

A special number used to send or receive money, especially across Europe.

Income

The money you earn or receive.

Interest

Extra money you earn when you save or pay when you borrow.

Investment Scam

A fake offer to invest money that promises big returns but is really a trick.

Loan

Money you borrow and agree to pay back later.

Login Details

Your username and password for online banking or apps.

MABS (Money Advice and Budgeting Service)

A free service in Ireland that helps people manage money and debt.

Member

A person who belongs to a credit union or building society.

Money Mule

Someone who lets criminals use their bank account to move stolen money.

Mortgage

A long-term loan to buy a house.

Needs

Things you must have to live, like food, rent, and electricity.

Online Banking

Using the internet to manage your bank account, pay bills, and transfer money.



PIN (Personal Identification Number)

A secret number used to access your bank account or card.

Payslip

A document from your employer showing how much you earned and what was taken out (like tax).

Personal Loan

A loan for things like a car or home improvements.

Phishing

Fake emails that try to steal your personal or bank details.

Prize Bonds

A way to save money with a chance to win prizes instead of earning interest.

Recycling

Turning old items into something new to reduce waste.

Refinance Loan

A new loan that replaces old ones, often with better terms.

SWIFT Code

Another name for BIC, used for international money transfers Society for Worldwide Interbank Financial Telecommunication.

Savings Account

A bank account where you keep money and earn interest.

Scam

A trick to steal your money or personal information.



Smishing

A scam using fake text messages to steal your information.

Sort Code

A 6-digit number that shows which bank and branch your account is with.

State Savings

Safe savings options offered by the Irish Government.

Transfer

Sending money from one account to another.

Vishing

A scam where someone calls pretending to be from your bank to steal your information.

Wages

Money you earn from working.

Wants

Things you would like to have but do not need to live.





COLÁISTE ÁTHA CLIATH
BREISOIDEACHAS
AGUS OILIÚINT
BAILE BHLAINSEIR



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FURTHER EDUCATION
AND TRAINING
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Blanchardstown
Main Street
Blanchardstown
Dublin 15
D15 T3KT
(01) 8212600**

Email: akses@ddletbaes.ie

**Your Money.
Your Choices.
Your Future.**



**Adult
Literacy
for Life**



mabs
Money Advice & Budgeting Service



Rialtas na hÉireann
Government of Ireland



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SOLAS
learning works

ddletb
Bord Oideachais agus Oiliúna: Dúdaín and Dúin Laoghaire
Átha Cliath agus Dhúin Laoghaire Education and Training Board