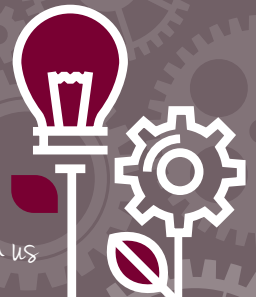


# focus on your finances.

Grow your knowledge with us



**Length of course:** 1 hour 30 minutes

## Summary

This course is designed to help employees identify the key financial issues that can arise during their working life and assist them with making key decisions.

## Aimed at

Employees wishing to take control of their finances.

## Learning objectives

- Encourage greater confidence in financial matters through increased financial knowledge
- Help employees take stock of their current financial position, show them the benefits of budgeting and possible options of how to cut costs
- Highlight the different types of borrowing and how to manage debt
- Understand the State Pension and different types of workplace pensions
- Understand tax and tax efficiency
- Learn about the risks and reward involved in savings and investments
- The importance of Wills and Nomination Forms
- Understand the next steps and where to receive further guidance and regulated financial advice

## Course structure

### Understanding your finances

- Budgeting
- Reviewing your outgoings

### Personal taxation, allowances and benefits

- Income tax
- National Insurance
- Marriage allowance
- Benefits

### Reviewing your borrowing

- Different types of borrowing
- Credit card overpayments
- Mortgage overpayments
- Credit scores
- Repaying debt

### Savings and investments

- Creating an emergency fund
- ISAs
- Lifetime ISAs
- Understanding investment risk

### Pensions an overview

- Explaining the State Pension
- State Pension eligibility
- Defined Benefit schemes
- Defined Contribution schemes

### Employer specific workplace pension

- Explanation of the scheme(s)
- Retirement ages
- Options at retirement
- Are your pension savings on track?
- Options for increasing your pension

### Estate Planning

- Wills Keeping Nominations Forms up to date
- Power of Attorney