



PedPilots - Self-regulated Learning Guide for Educators

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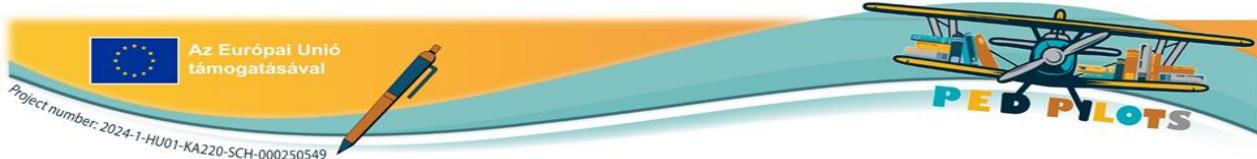
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***PedPilots - "Training for accompanying teachers"***

**Teaching unit 7.**

**Everything about money**

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The 12 chapters of our workbook are available on the project website, where they can be downloaded and used free of charge. We recommend Genially as a digital, independently processable teaching resource.



<https://www.pedpilot.eu/>



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## 7. Everything about money

### Introduction

This teaching unit focuses on knowledge related to international mobility programmes and finances arising during travel. It helps students acquire useful basic financial skills before travelling. It helps teachers and, consequently, students prepare for managing money in unfamiliar locations. By completing tasks, it offers opportunities for different savings methods, which can be interpreted in a broader context, but also provides advice on travelling so that the planned budget can be maintained in all circumstances. This teaches children to think independently about managing their finances and helps them move from complete ignorance to a multi-pronged liquidity situation. The curriculum also summarizes the basic financial tasks to be completed before travelling, such as opening a bank account and managing a bank card, cash and currency exchange, sending and receiving money, insurance, ticket purchase, and accommodation booking (payment).

### Objectives

**1. Development of organizational and logistical skills:** Teachers will have the skills they need before and during the trip to carry out the tasks independently or with assistance. They will be able to make suggestions to students on how to organize their tasks.

Dealing with travel, accommodation and meal issues → problem solving, planning, flexibility

Compiling a list of equipment and logistics → systematic approaches, foresight.

**2. Developing financial and regulatory competences:** Teachers acquire disciplined, conscious money management skills. They are able to perform money-related management and planning tasks. They are able to allocate their available resources and seek help without causing a crisis in the event of a problem. Furthermore, they will be able to support students

in similar situations so that these problems can be easily resolved during the trip.

Money management for teachers and students → financial awareness, sense of responsibility

- Establishing and following rules → decisiveness, consistency, conflict management.

## Time allocated to the teaching unit

135-180 minutes

## Learning outcomes

- Planning pedagogical processes, self-reflection related to their implementation (differentiation to promote optimal development, motivation, extracurricular activities).
- Communication, conflict management (cooperation, problem solving, maintaining relationships, compliance with regulations, authentic communication, accepting feedback, ability to persuade and be persuaded)

## The curriculum through exercises

### I. Pre-trip tasks

#### *1. Savings in general*

Throughout our lives, we encounter countless opportunities to save money. Most of us have some form of savings. Even if we are unable to set aside significant amounts of money every month to invest, we have all been in situations where we had to make decisions about saving money.

If you had €25,000 that you did not necessarily need to spend on living expenses and could do without for 1 or even 5 years, what would you do with it? What options have you heard about? (*It is worth discussing these individually, outlining the risks and potential returns.*)

- a) **bank deposit** (*low interest rate, low risk*)
- b) Investment in government securities, government bonds (*variable yield, low risk*)
- c) **Stock market investments**, e.g. long-term investment accounts, ETFs (*variable, potentially higher returns, higher risk*)
- d) **voluntary funds**: private pension fund, health fund, mutual aid fund (*long-term, variable returns*)
- e) **insurance policies** linked to investments (*long-term, variable returns*)
- f) **pension insurance**, pension savings accounts (*long-term, variable returns*)
- g) **gold** (*long-term, variable return*)
- h) **bitcoin** (*risky, not yet widely accepted*)

**Task 1** Find out which of the forms discussed above would currently produce what expected return over a period of 1 and 5 years!

**Task 2** Let's think about it. One of the students receives less money from their parents or has not been able to save enough for the trip. At least, we can see that their peers have brought much more cash with them and certainly have better options in their bank accounts. What could have been done, and how could they save in advance next time? What could be taught to the students so that they can plan economically?

## **2. What must be done before departure?**

There are countless things to do before travelling abroad. In the case of family trips, these are organized by the parents, and often the younger members of the family are not even aware of how much has been arranged. If students are participating in a school trip abroad,

these matters are handled by the accompanying teacher. Regardless, there are some personal tasks that students must take care of, and it is important to draw their attention to these.

- a) opening a bank account - bank card
- b) taking out insurance (*probably group insurance*)
- c) settling travel expenses (*probably group*)
- d) Paying for accommodation (*probably group*)
- e) saving money
- f) currency exchange
- g) budgeting: allocating pocket money, Kakeibo
- h) signing a scholarship agreement (*group*)

**Task 1** Create a monthly plan based on the Kakeibo method. This means opening three tables: monthly income, monthly savings and monthly expenditure plans. Each table should cover a four-week period. Add the planned expenditure (overheads, repayments, travel costs) and savings (what we would like to put aside) and subtract this from our income to determine how much we have left, i.e. how much money we can spend. It is also worth grouping our expenses: e.g. food, culture, entertainment, other. We can also use this method when preparing students.

**Task 2** Let's outline this situation! You are preparing for a school trip with your class, and you wonder how you would react if you noticed that one of your students had run out of money with two days left until the end of the trip. The question arises: what is the reason for this? Did the student receive significantly less money than their classmates? Or did they have enough money, but were they unable to budget it properly? This situation can be very unpleasant, so it is worth preparing for it in advance. Bring up the topic in a form period and discuss responsible financial behavior with the students. In addition, during a school trip, it is important to clarify the limits with the parents, even setting a minimum and maximum

amount for pocket money, thus avoiding major inequalities.

### **3. Paying abroad**

During our stay abroad, most of our expenses are certainly arranged in advance. If any of these (e.g. accommodation or travel, meals) still need to be arranged individually, it is worth choosing a bank transfer, as this has the lowest cost. When abroad, we should choose to pay by bank card whenever possible, as the bank will then calculate the exchange rate close to the mid-market rate. If we have a foreign currency account (card), we will not be affected by exchange rate fluctuations. The institution's operator (school district center, church, foundation) may offer the teacher responsible for the trip the option of transferring the costs – travel, accommodation, other expenses – to their own foreign currency account, based on the terms of a prior agreement (e.g. group scholarship agreement). This is definitely the most economical solution, so let's find out if it's possible!

Other payment options:

- a) Cash, which we have exchanged in advance for the official currency of the country concerned.
- b) Payment in advance or afterwards, e.g. for a joint expense of the group, which of course someone will cover (e.g. gifts for hosts, dinner afterwards, as an unexpected expense).
- c) It may also happen that we run out of (cash) money, in which case we can ask for money to be sent from home. The best known and fastest platforms are: Wise, Western Union, PayPal.

**Task 1** What happens if everything we have is stolen abroad? Or if we run out of money? Make a plan in advance for these situations: what specific measures are needed to solve the problem?

**Task 2** What would you do in this case? Booking.com cancelled the group's reservation and only notified them on the day before the trip (or even during the trip). Find out how to resolve the situation in a reassuring manner!

## II. Glossary

**Insurance:** It is generally recommended for all trips, but it is strongly advised to contact an insurance company before travelling abroad. Insurance helps us relax, as our valuables and our lives are protected by a contract. In the event of an accident or major tragedy, our family will not have to bear the extra burden of restoring our health or returning home.

**Group scholarship agreement:** When organizing certain international mobility programmes, it is possible to conclude a so-called group scholarship agreement to finance the living expenses of outgoing pupils and students. This creates a favorable opportunity for the authorized, contracting adult to receive and manage the entire cost in the form of cash or bank account funds. The advantage is that this form of support is reimbursable, i.e. tax-free, and part of it can be distributed to students as pocket money.

**Cash:** A payment option that is always available. It is worth keeping a significant amount of money in the currency of the host country, or possibly in euros or dollars. In many cases, this is the only way we can pay.

**Liquidity position:** This refers to solvency, i.e. how easily we can settle our debts accurately

and on time. In a broader sense, it also refers to how quickly a person can mobilize money from their available resources.

**ETF (Exchange Traded Fund):** An investment fund that can be bought and sold on the stock exchange in the same way as shares. It comprises several assets at once, so it can be a basket of hundreds of shares. The advantages of ETFs include low costs and liquidity.

**Currency:** A country's legal tender, i.e. its official money. Usually, banknotes or coins in circulation. During our travels in Europe, we will most often be dealing with the euro.

**Foreign currency:** A claim on foreign currency, which can be account money, cheques, bills of exchange or bonds. We most often encounter the term foreign currency account, which means that our money has been deposited there in euros or dollars.

**Credit card:** A special bank card issued by a financial institution, which differs from a debit card in that the financial transaction (e.g. payment) carried out with it is not backed by actual funds, but by a credit line provided by the bank. When using it, you need to pay close attention to regular monthly top-ups and repayments.

**Bank account credit line:** Credit lines also exist without credit cards. Banks may grant a shorter grace period in connection with a current account, during which we can spend from the security reserve linked to the account. Of course, this comes with costs, interest and withdrawal fees. In this case, the account balance becomes negative. The amount can be up to two or three times the salary.

**Bank card limits:** This is a daily limit chosen by us, i.e. a maximum amount that cannot be exceeded when paying with a bank card on a given day. There are separate settings for payments, transfers and cash withdrawals.

**Interest:** The cost of the loan, usually expressed as a percentage. Banks usually set this as an annual percentage. However, in special situations, it is important to check whether it is

stated as monthly or periodic interest. In addition to interest, other costs may also be charged, which can be found in the APR (annual percentage rate) of a loan offer. We also talk about interest when our invested money grows, and the surplus is realized as interest in our account.

**Handling fee:** A one-off fee charged by the bank for preparing the loan for the borrower. It ranges from 1-2% of the principal amount. Such costs may also arise when exchanging currency, so it is worth paying attention to this, as there may be significant differences between exchange rates. Exchange rates are usually written in English as "no commission" or as a percentage, e.g. 0.5%.

**Kakeibo:** Japanese Kakeibo is a money management technique that makes it easy and simple to learn how to budget your money well. It reflects a thorough Eastern way of thinking, so it treats the intention to save in exactly the opposite way. It does not focus on what we cannot buy but instead focuses on the "here and now": what we buy because we can afford it.

## Checklist

1. Using the words that give you ideas, write down what tasks need to be done before the trip!

- insurance
- bank card
- currency
- tickets
- accommodation

Suggested solutions:

**-insurance** Travel insurance must be taken out at least 48 hours before departure. This can be done online or in person at the insurance company. In this case, the contract must include personalised insurance coverage that meets the individual's needs. Recommended coverage may include hospital care and reimbursement in the event of an accident, compensation in the event of theft (money and valuables), luggage insurance, trip cancellation insurance, insurance for your own vehicle, and special insurance coverage for extreme sports.

**-bank card** When travelling abroad, it is essential to sign a card agreement in addition to our existing bank agreement if we do not already have a bank card. We should check the following features and conditions of our bank card: Is it activated? Is the expiry date correct? Is it only valid with a signature? Have we set the appropriate limits for ourselves - purchases, cash withdrawals, transfers? Is there a credit limit associated with the account/card? Some students under the age of 14 do not necessarily have a bank card, so it is important to point out to them that a free junior account can be opened with the help of a parent.

**Currency** In addition to digital money, it is necessary to have some cash. It is often the case that some expenses will probably have to be paid in cash while abroad. These may include

small snacks during the trip, e.g. on the plane. The bank card terminal in the shop is not working. Money needs to be pooled for some shared expenses, e.g. gifts for hosts, shared lunches, tips in restaurants.

**-travel tickets** Travel-related costs will most likely be covered by the project, the travel agency or the organiser, and in rare cases by the accompanying teacher. Flight or train tickets are usually booked and paid for in advance as part of international mobility programmes. However, it is worth checking whether there are any other travel costs that the accompanying teacher will have to pay for, such as taxis, airport transfers, local public transport tickets or passes.

**-Accommodation** In relation to travel, this item is almost certainly part of the package that the organisers have already arranged, booked and paid for in advance. However, it is worth asking what services are included in the accommodation that we can use free of charge. Are there any joint programmes that we will have to pay for, e.g. use of the sauna?

## 2. Based on the given (imaginary) situation, choose the correct course of action!

**2.1. Stolen wallet:** In a big city airport, after getting off the plane, you notice in the terminal that your wallet is missing, along with all your cash and documents. What is the first thing you should do?

- A) I will cancel my bank card.
- B) I will go to the local police station and file an official report.
- C) I chase after the thief and try to get my belongings back.
- D) I report to the Hungarian embassy or consulate abroad that I am without documents.

D) I call my insurance company to report that my belongings have been stolen.

E) I start blaming myself for messing up again and ruining the whole trip.

*Solution:*

**A) is the correct answer. If you are sure that a thief is responsible, you should always block your bank card first to prevent further damage.**

*Keep your money in several places on your person! Keep digital copies of your documents on your phone! If your phone has also been stolen, block it with your service provider as soon as possible! It is also recommended to have the following basic addresses and numbers on paper, but not in your wallet: your insurance company and telephone service provider's contact details for blocking your account, your telebanking and internet banking login details, your ID numbers, our travel insurance policy number or a printout of the policy, the phone numbers of close relatives, the phone number of our accommodation provider and the booking code, the contact details of a group of Hungarians living abroad, and the address of the Hungarian embassy.*

**2.2. The coveted fan scarf:** Upon our arrival in Liverpool, one of our children spots a fan scarf for their favourite club in the very first shop we visit. What do we do?

A) We let them buy it immediately.

B) We suggest that they buy two, one for themselves and one for their dad.

C) We encourage them to buy it in the city, where it will be cheaper.

D) We point out that they need to consider whether they can afford it based on their budget, but we suggest that they make a decision as soon as possible.

E) We note how much it was sold for, and we will keep an eye on how much it is available for during the rest of the programme. Finally, if we have thought everything through, the student can even buy it at the airport when leaving. Of course, only if their wallet allows it.

*Solution:*

**E) is the correct answer. When abroad on a limited budget, you should not rush into spending large amounts of money. It is easy to find yourself in a situation where you need the goodwill or a loan from others.**

*It is possible that you can buy the same thing even cheaper in an online shop. The locals may also be able to help you by letting you buy it in the team's fan shop.*

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**2.3. Flight delay:** You missed your transfer at 8 p.m. in Eindhoven and are still 150 km away from The Hague, where your accommodation is located.

- A) I call the host organisation and ask what can be done in this situation.
- B) We take a taxi and go to The Hague.
- C) We walk to the bus station and look for a bus going there.
- D) We look for accommodation, because we will definitely not make it to The Hague that day.
- E) We fly home angrily on the first flight.

*Solution:*

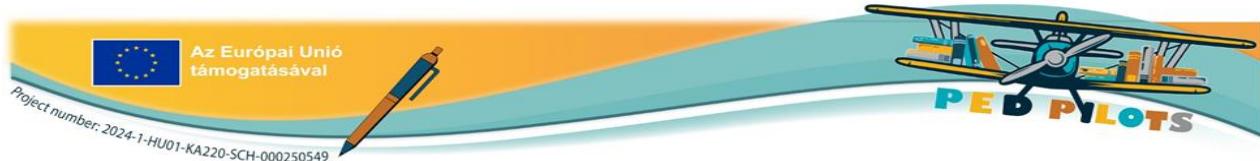
**A) is probably the best answer, as it is possible that there is another flight, transfer or bus, but it is important to inform our hosts that we have encountered difficulties. This way, they can also prepare for the consequences of the change.**

*It is definitely worth asking the transfer company for the driver's phone number. Maybe he only left a few minutes ago and will turn back for us. In addition, the transport company may be able to send another vehicle for a small surcharge. For example, if there is space on another flight. All in all, the locals and the host organisation will definitely be able to help you better in their native language than if you try to sort things out in a hurry.*

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**2.4. The cash machine has swallowed your card:** You need cash during a trip, but the system freezes before dispensing the money, and the ATM does not return either the money or the card.

- A) I run to the nearest bank to report the problem.
- B) I start to pry open the machine.
- C) I notify a nearby police officer.
- D) I stay where I am and report the fault to the bank using the telephone number on the machine.
- E) I ask someone from the group to try the machine to see if their card comes out.



*Solution:*

**D) is the correct answer. There may be several reasons for such an incident, but in 90% of cases, we ourselves may have caused the problem, and therefore the bank will not take responsibility.**

*In most cases, the card was retained by the ATM for a good reason, e.g. we were too slow to take the money, the card was damaged or expired, or we entered the PIN code incorrectly several times. Rarely, there was a technical problem with the machine, e.g. a power failure. If this happens at our own bank's ATM, there is a chance that we will get our card back. If not, the "foreign" bank will definitely send it back to our bank as invalid. However, we need to make sure that the transaction has been completed. We must find out whether the money has been debited from our account.*

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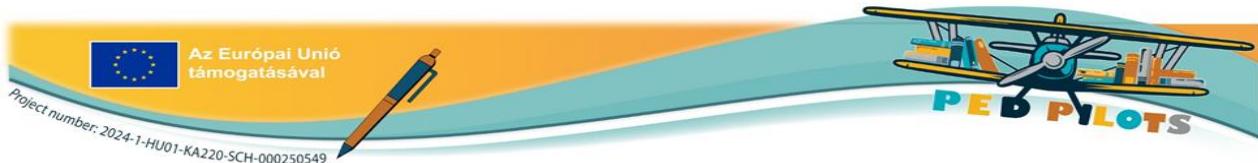
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