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**THE PROJECT "E-QUALITY - DIGITAL EDUCATION FOR SOCIAL AND
FINANCIAL INCLUSION AND GENDER EQUALITY"**

**MODULE:
PERSONAL FINANCE MANAGEMENT**

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1. Introduction

The present module description was made on the information from following sources: (i) the introductory and information meetings with the stakeholders (TG1, T2, T3, TG-4 and TG-5); (ii) the results from the nationwide questionnaire survey, which was carried out with a specific focus also on the three regions of the Project, namely the Issyk-kul region, the Naryn region and the Osh region of Kyrgyzstan; and (iii) the results and exchange of inter-institutional experience during the Study Tour of the representatives of the Kyrgyz educational institutions in Bulgaria within the period of 15th of July to the 24th of July 2022.

2. Framework of the module

1. Name of the Module:	Personal finance management	
2. Applicable NQF and EQF level:	3 NQF /3 EQF	
3. Terms of access (previous education requirements, if any):	Fundamentals of financial literacy. Basic IT knowledge and skills in using mobile devices. Basic IT Knowledge and Skill (for using of mobile devices)	
4. Professional activities covered:	All types of basic executive activities in the economic sectors where the Kyrgyz migrant usually work	
Learning outcomes:		
Personal finance management		
Unit of Learning Outcome No.1: Taxes in our lives		
Knowledge	<ul style="list-style-type: none"> To understand the essence of the taxes. What are they and what are used for; To know the one's legal rights and obligations in paying taxes; To be informed on the different tax payment systems (through tax offices, online platforms and etc.); To be aware of tax preferences, tax exemptions and tax reduction; 	In the stage of migration and post-migration
Skills:	<ul style="list-style-type: none"> To be able correctly and timely to fill in and submit a tax declaration; To be able to check one's existing tax obligations and tax payments; To be able to prepare and submit a tax reimbursement claim; 	In the stage of migration and post-migration



	<ul style="list-style-type: none"> To be able to pay online and on place one's tax obligations; To be able to request a tax payment postponing; 	
Competences:	<ul style="list-style-type: none"> C1. To plan one's payment of taxes due; C2. To be able to include properly all the incomes, spending and tax preferences, tax exemptions and tax reductions in one's tax declaration and claims 	In the stage of migration and post-migration
Attitude (motivation and behaviour):	<ul style="list-style-type: none"> To have an honest and ethic approach towards paying of taxes; 	In the stage of migration and post-migration
Unit of Learning Outcome No.2: Financial Fraud Types and Prevention Techniques		
Knowledge	<ul style="list-style-type: none"> To be informed about various types of financial fraud; To be aware of the risks of financial fraud; Understand the importance of maintaining the security of personal data, financial information; Know where to contact in case of suspicion of cases of financial fraud 	Migration and post-migration period
Skills:	<ul style="list-style-type: none"> To take measures for the safe storage and use of all personal data, financial information, passwords and PIN codes; To maintain awareness of the latest cases of financial fraud To take efforts to study the authenticity of goods and services To consult only with reliable representatives of financial institutions To report cases of financial fraud to the relevant authorities in case of suspicion 	Migration and post-migration period
Competences:	<ul style="list-style-type: none"> C3. To avoid various financial fraud schemes C4. To protect personal data and use secure services 	Migration and post-migration period
Attitude (motivation and behaviour):	<ul style="list-style-type: none"> In case of doubt, request proof of authenticity of the products, and services offered To be motivated to get acquainted with the necessary information to learn how to avoid financial fraud To confidently report if there are signs that fraud has taken place 	Migration and post-migration period



Topics covered by the module:

Personal finance management

Topic 1: Taxes in our lives

- 1.1. Taxes in our lives.
- 1.2 Property tax.
- 1.3 Income tax.

Topic 2: Financial Fraud Types and Prevention Techniques

- 2.1. Financial fraud and protection methods
- 2.2. How not to become a victim of a financial pyramid.
- 2.3 Mobile and Internet Fraud.

List of educational digital tools:

1. Presentations
2. Video lessons
3. MS Word
4. Thematic tests
5. Thematic tasks
6. Practical tasks
7. Cases
8. Simulator
9. Online calculator (deposit, credit).

References (Information Sources):

Internet resources:

1. <https://www.akchabar.kg/> Financial Portal «Akchabar»
2. <https://www.senti.kg/> Financial company "Senti"
3. <https://banks.kg/> Portal Banks.kg
4. <https://finsabat.kg> Project «Финсабат»
5. <https://vashifinancy.ru/> Financial portal "Your Finance RF"
6. www.nbkr.kg National Bank of the Kyrgyz Republic
7. www.sti.gov.kg State Tax Service under the Ministry of Finance of the Kyrgyz



Republic

- | | |
|--|---|
| 8. www.deposit.kg | Deposit Protection Agency of the Kyrgyz Republic |
| 9. fsa.gov.kg | State Service for Regulation and Supervision of the Financial Market under the Ministry of Economy and Finance of the Kyrgyz Republic |
| 10. socfond.kg | Social Fund of the Kyrgyz Republic |
| 11. www.stat.kg/ru | National Statistical Committee of the Kyrgyz Republic |
| 12. www.asv.org.ru | Deposit Insurance Agency |
| 13. www.cbr.ru | Central Bank of the Russian Federation |
| 14. www.ffoms.ru | Federal Compulsory Medical Insurance Fund |
| 15. www.gks.ru | Federal State Statistics Service |
| 16. www.nalog.ru/rn77 | Federal Tax Service |
| 17. www.pfrf.r | Pension Fund of the Russian Federation |

Logical cross-reference matrix

Unit of learning outcomes / competences	ULO 1		ULO 2	
Topics				
Topic 1. Taxes in our lives	x	x	x	x
Topic 2. Financial Fraud Types and Prevention Techniques			x	x



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3. Methodology of examination performances

The purpose of this module is to monitor the fulfilment of the requirements for personal, intellectual and subject results of mastering the course "Personal finance management ". The final control is carried out in the form of the final verification work, including the solution of a thematic test, the implementation of thematic tasks, the solution of practical tasks. The final control will allow to evaluate all aspects of the training of students on issues that were considered during the course of financial literacy. The results of the final control will allow to adjust the teaching methodology, identify topics and issues that should be given more attention.