Sandybeach Centre

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Prepare for Work

Guide for the Trainer

Sandybeach Centre March 2019 CAIF10

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INTRODUCTION – WHAT WE WILL COVER

About the Program

Prepare yourself for a work application was developed by the Sandybeach Centre with funding from the ACFE Board Capacity and Innovation Fund (CAIF).

Individuals from a CALD, ESL, and Disability background often seek to enter the workforce through volunteering or trial work placement. One of the hurdles they need to overcome is obtaining background paperwork and tools to access the placement. These include such items as MYKI card, Police check, Working with Children check, plus others that may be generic or job specific. Obtaining this documentation can be onerous and can prevent job seekers from being able to take up opportunities. These tasks are personalised and require the individuals to undertake the tasks themselves.

This manual is focused on the development of transferable skills that will build on and refresh current knowledge and confidence to support individuals' gain the skills and items they require to volunteer or move to work placements.

About the Manual

Throughout this manual we will be using different learning options with links to various websites and applications that will further your students' knowledge and help them through some areas where knowledge may be lacking. It is not only a training tool to apply for work or volunteering but can be used as a tool to gain confidence and experience the general use of computers and/or mobile devices. Please see the copyright and acknowledgement section at the end of the manual to ensure that you comply with specific terms and conditions of use.

Software

For training purposes the following software has been used but the manual can be adapted to variations and versions of software:

- Windows 10 based PC's
- Internet screen displays are using Google Chrome
- Email exercises and screen displays are using Gmail
- Quizlet can be used on any computer, tablet or mobile device with an internet connection

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What is Quizlet

Anyone can use Quizlet to study and learn content created in Quizlet free. We have created a study set for each chapter of this manual. You will be able to share these study sets with your students/clients so they can practise at any time using a computer, tablet or mobile device.

It's free to study sets (and sign up if you want) on the Quizlet website, iOS app or Android app.

What are study sets?

A study set is a list of terms paired with their matching definitions (or questions with their matching answers) that can be studied using Quizlet's different study modes. Our study sets all include an image labelled with terms and definitions and text to speech (TTS) audio.

Quizlet's study modes and games

Quizlet offers seven different ways to study — five study modes and two games that can help your students/clients review.

Flashcards

You can use Flashcards mode to review terms and definitions on the Quizlet website and mobile apps or print just as you would paper flashcards. It's easy to customise your study session by viewing your terms in a random order using Shuffle or enabling text-to-speech (TTS) audio.

Learn

When studying with Learn, Quizlet will prompt you with a picture and definition and multiple choice answers. As your students get more advanced you can change the learn options to include harder question types (written, flashcards)

Write

Write mode requires the student to type in the term related to the picture and definition, if your student does not know the answer, they can click for the answer to be displayed and they can copy type for practice.

Spell

Spell reads a term or definition aloud using Quizlet's text-to-speech (TTS) audio and prompts you to type what you hear.

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Test

Test mode has been set up with multiple choice, true /false and match type questions that can be done on line or

Match

When playing Match, you will race against the clock to match your terms and definitions as quickly as possible.

Gravity

Each correct answer in Gravity gets you one-step closer to the next level. Type your answer quickly before the asteroid hits the planet. As you progress, the asteroids will fall at a greater speed.

How to Use Quizlet

Quizlet for this manual is password protected and will be supplied when purchased.

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STEP 2 : Internet Basics

Objective

- Understand basic internet terminology
- How to recognise and use a hyperlink
- Moving around the internet
- Basic Searching on the internet

Quizlet link - Quizlet - Using the Internet

Quizlet will go through basic Internet terminology – used mainly as a refresher for students that are not using computers on an everyday basis or that are new to computers.

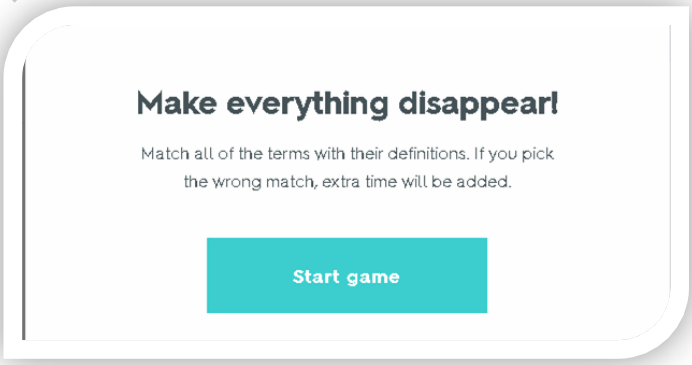
Covers:

- ❑ Internet and search terminology
- ❑ Icons used to navigate the internet
- ❑ Mouse terminology

Guide your students through the different activities in Quizlet suitable to their skill level

See below and next page for example of matching game in Quizlet

Students will match the terms with the definitions by dragging one on top of the other until all disappear.



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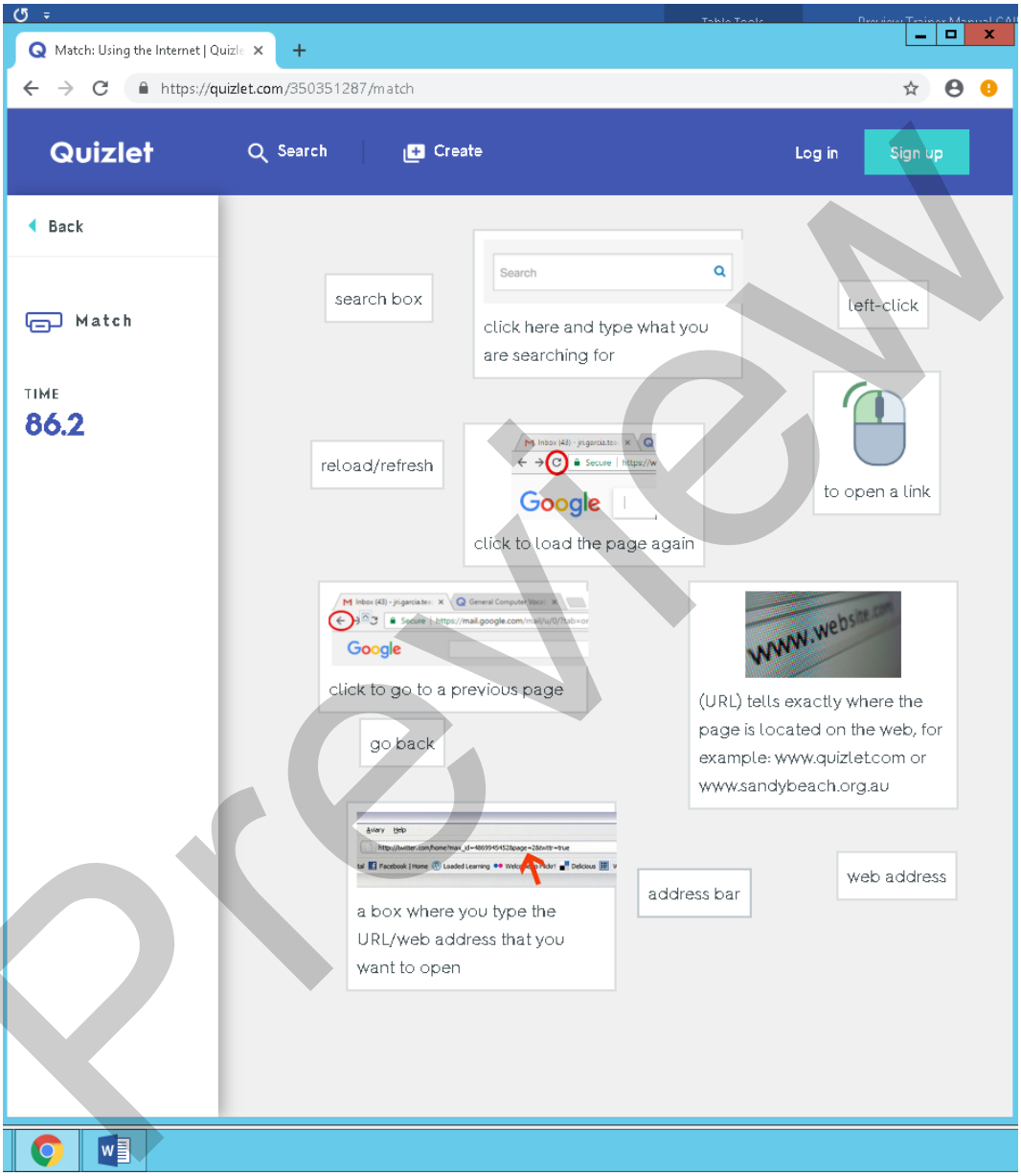
Match: Using the Internet | Quizl
https://quizlet.com/350351287/match
Quizlet
Search
Create
Log in
Sign up
Back
Match
TIME
86.2
search box
click here and type what you are searching for
left-click
reload/refresh
click to load the page again
to open a link
click to go to a previous page
go back
(URL) tells exactly where the page is located on the web, for example: www.quizlet.com or www.sandybeach.org.au
a box where you type the URL/web address that you want to open
address bar
web address

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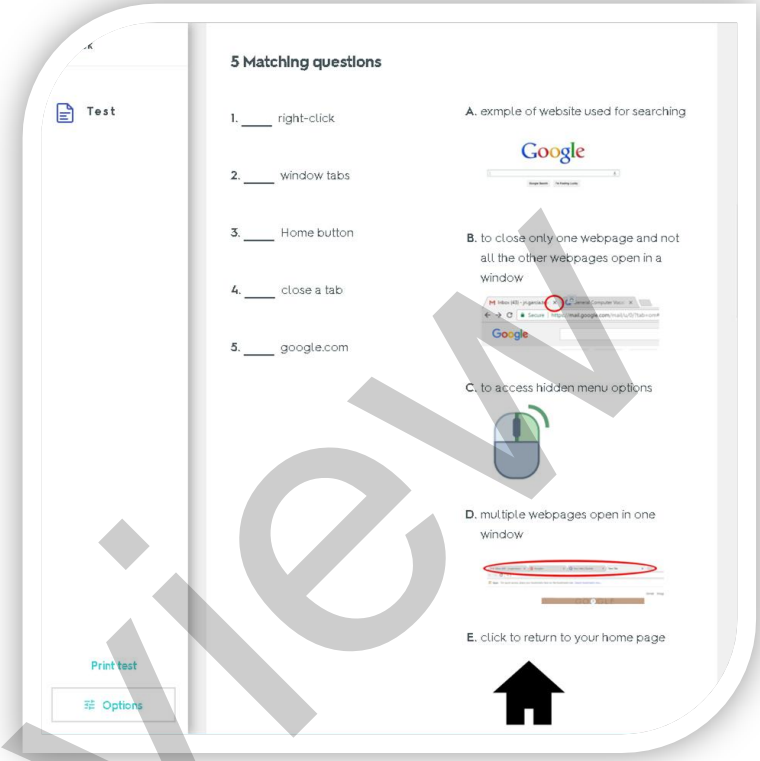
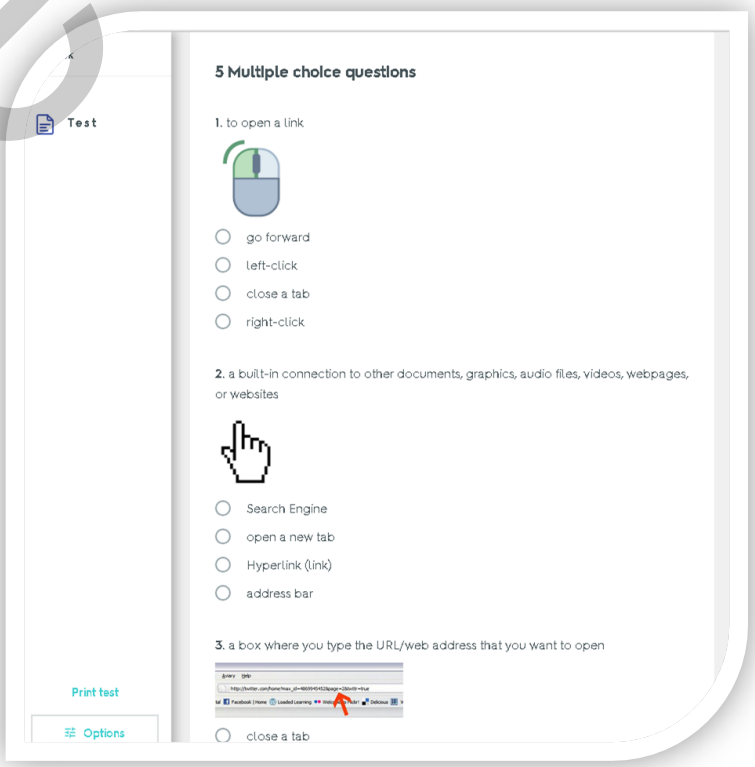
Quizlet test contains

- 5 Written questions
- 5 Matching questions
- 5 Multiple choice questions
- 5 True and False questions

Some examples shown





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Further Exercises for this module as follow:

Exercise 1 - Navigating the internet

Exercise 2 - Understanding Hyperlinks

Exercise 3 - Searching the internet

Each exercise gives step by step instructions for students to follow

See full version of manual for details

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