Prepare for Work

Student Workbook

CONTENTS

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 them from being able to take up opportunities. These tasks are personalised and require the individual to undertake the task 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 need 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 knowledge and help you 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

How to Use Technology

There are many frustrations with technology when preparing for work, some common concerns from past students have been:

- What will I need to know?
- What is the best software to use?
- Will I be good enough?
- I don't have enough experience.

This course will give you exposure to areas of technology that you perhaps have not used before and is designed to give you exposure to multiple learning opportunities to build confidence and gain skills that are used in general everyday use in computers and/or mobile devices.

Understanding Terminology

Computer terminology is confusing to many, constantly using this 'jargon' increases knowledge and enables clear communication around computer related issues and activities. Our Quizlet activities will help you understand computer terminology and the activities will help you use and remember these words.

Are you ready to begin this course?

To successfully complete this training it is advised that you have some basic computer skills before commencing

Below are some tutorials that your trainer may like you to do to ensure that you will be ready to begin this course.

- Level 1 - Fundamental Skills (Using the keyboard and Mouse)

    - Get to know your keyboard by DigialLearn
        - Shows the different keys on the keyboard and is suitable for absolute beginners

    - Typing Tutorial by GCF LearnFree
        - If you are ready to move from the hunt and peck method of selecting keys this is a good free typing tutorial for learning and practicing touch typing

    - Get to know your Mouse by DigialLearn
        - Shows how to hold and use the mouse and is suitable for absolute beginners

    - Using your Mouse Tutorial by GCF LearnFree
        - This interactive tutorial covers holding the mouse, clicking, double-clicking, rolling over and drag and drop

- Level 2 - Basic Computing and Applications

    - What is the Internet by GCF LearnFree?
        - An introduction to the internet for the absolute beginners

    - Using a Web browser tutorial by GCF LearnFree
        - Use these tips to get the most out of your web browser

    - Introduction to Email by GCF LearnFree
        - An introduction to email for the absolute beginners

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

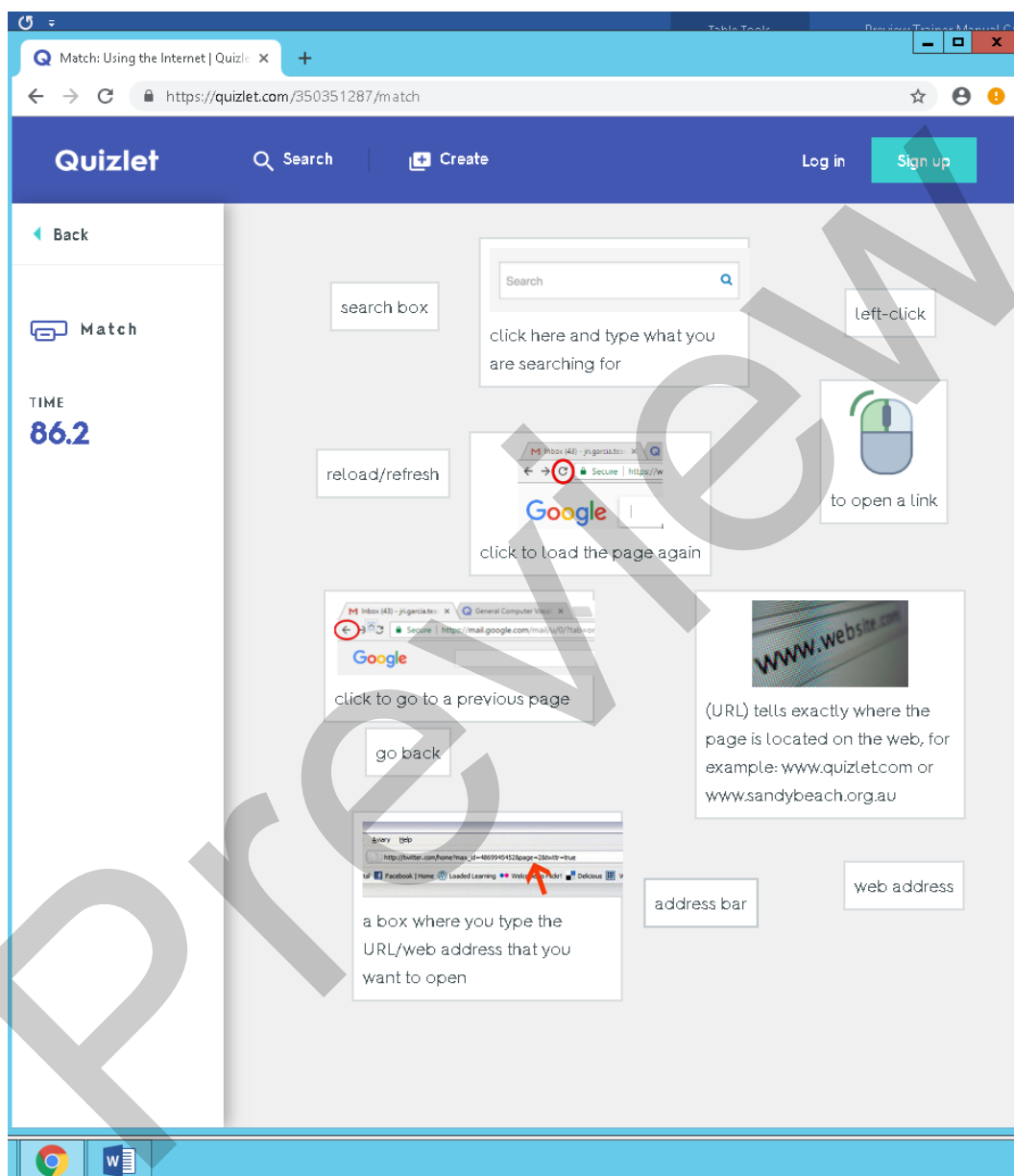Your trainer will show you how to do the activities in Quizlet

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

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

Make everything disappear!

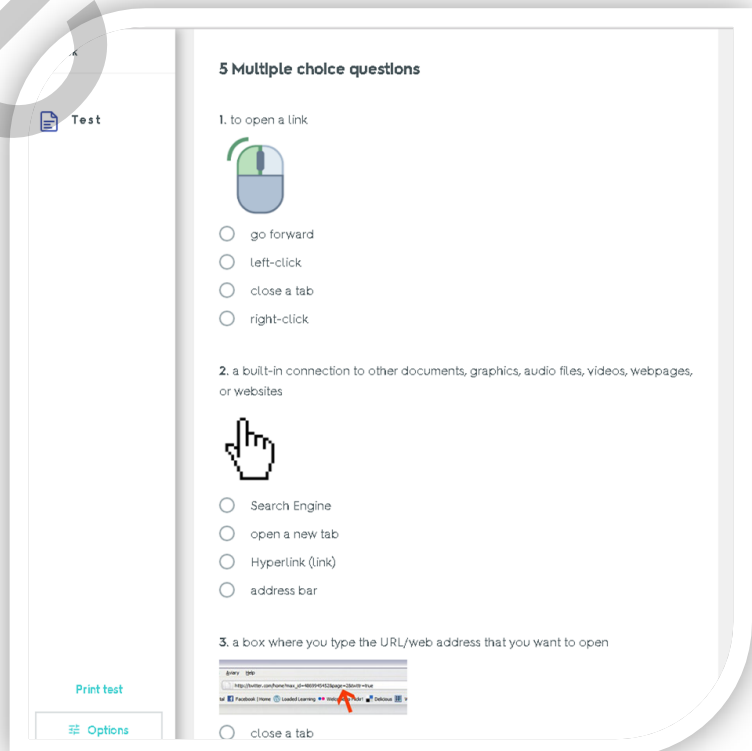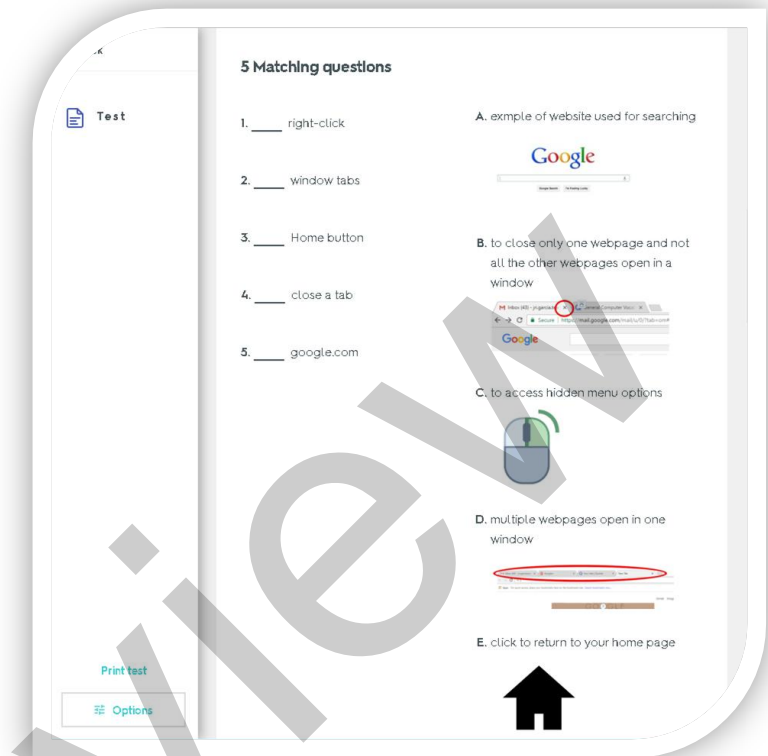Match all of the terms with their definitions. If you pick the wrong match, extra time will be added.

Start game

Quizlet test contains

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

Some examples shown

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.