



**PROJECT: ENTRE4ALL COMMUNITY SUPPORT CENTRES:  
AN INNOVATIVE OUTREACH PROGRAMME TO EQUIP  
ADULTS WITH DISABILITIES WITH KEY COMPETENCES  
(SOCIAL ENTREPRENEURIAL AND DIGITAL)  
OUTPUT 2 – EDUCATIONAL KIT: Training Techniques & Handouts**

TEMPLATE A1: Training Techniques and handouts for adult educators/teachers/trainers,  
which will be used for the ENTRE4ALL EDUCATIONAL PACK

**Partner: RIC Novo mesto**

**Date: October 2020**

<b>Module</b>	<b>2. Digital competences</b>
<b>Activity Number</b>	M2-T2-A1
<b>Topic</b>	ONLINE INFORMATION
<b>Learning Outcomes</b>	<p><b>Level 3 - 4:</b></p> <ul style="list-style-type: none"> <li>- To learn the ways to check online data integrity</li> <li>- To be able to select online data, information, and content to organise, store and retrieve in a routine way.</li> <li>- To organise retrieved data in a routine way in a structured environment.</li> </ul>
<b>Learning approach</b>	<input checked="" type="checkbox"/> <b>Blended-learning opportunities</b> <input checked="" type="checkbox"/> <b>F2F training</b> <input checked="" type="checkbox"/> <b>Individual e-learning</b> <input checked="" type="checkbox"/> <b>Open-distance learning</b> <input checked="" type="checkbox"/> <b>Work-based learning</b> <input type="checkbox"/> <b>Community work</b> <input type="checkbox"/> <b>other (please specify)</b>
<b>Training Technique</b>	Lecture
<b>Duration</b>	90 MINUTES
<b>Facility/ Equipment</b>	Classroom with computers, projector, pen, whiteboard, tables, chairs, personal computers, post-it notes, flip board
<b>Participants will need:</b>	A pen, notebooks
<b>Attached worksheets</b>	<b>I.1-1_ 8 Ways to Ensure Data Integrity Worksheet for the students</b> <b>I.1-2_ The pros and cons on methods of organizing data Worksheet for the lecturer</b>
<b>Main Tasks / Procedure</b>	<p><b>TASK 1:</b> Adjust the lecture according to attendees' disabilities.</p> <p>Start the lesson with the introduction of the lecture, allow the participants to introduce themselves and their background.</p> <p>Continue with the projection of the Power Point presentation of the Teaching material.  <b>Before showing Slide nr. 21:</b> Ask the participants the difference between data integrity and data security – discuss. Then explain.</p> <p>Continue with the explanation using the PPT. Allow the participants to comment.</p> <p><b>Slide nr. 24:</b> Discuss with participants the ways to preserve data integrity.</p> <p><b>Slide nr. 28</b> Discuss with participants the possibilities of data back-up. Write their ideas and answers on a whiteboard and discuss the security issues.</p>

	<p><b>Slide nr. 29</b> Discuss the data accessibility issues with the participants, and whether it is a possible issue for social entrepreneurs. Let them brainstorm.</p> <p><b>TASK 2</b> <b>Research your country's audit laws and requirements.</b> Emphasize the importance of audit trails to the participants. <b>Prepare your own handouts with audit trail requirements!</b></p> <p><b>TASK 3</b> <b>BEFORE showing slide nr. 31</b> - Handout Worksheet nr. 1. Let the participants fill it out (10 min). Show slide nr. 31 and discuss.</p> <p><b>TASK 4</b> Use <b>Slide nr. 32</b> to discuss what are the different ways of organizing data. Use pattern on Worksheet nr. 2 and write on whiteboard the pros and cons. Discuss with participants the results.</p> <p><b>TASK 6</b> Wrap it up (5 mins)</p>
<p><b>Useful Resources referenced to DATABANK (IO2-A2)</b></p>	<p>Resource: ENTRE4ALL teaching material PowerPoint presentation; <a href="https://www.vaisala.com/en/8-ways-ensure-data-integrity">https://www.vaisala.com/en/8-ways-ensure-data-integrity</a> <a href="http://faculty.washington.edu/ezent/impo.htm">http://faculty.washington.edu/ezent/impo.htm</a></p>
<p><b>Tips</b></p>	<p><b>Level 5:</b></p> <p>KNOWLEDGE</p> <ul style="list-style-type: none"> <li>• Safety in online environments</li> </ul> <p>SKILLS</p> <ul style="list-style-type: none"> <li>• Safety online / data security</li> <li>• Installing reliable programs</li> <li>• Copyright and licences</li> <li>• Protecting devices</li> <li>• Protecting personal data and privacy</li> </ul> <p>COMPETENCE</p> <ul style="list-style-type: none"> <li>• Ensuring online safety and protection of data</li> <li>• Installation and setup of reliable programs</li> <li>• Knowledge of copyright laws and information protection</li> </ul> <p><b>Level 6:</b></p> <p>KNOWLEDGE</p> <ul style="list-style-type: none"> <li>• E-business</li> </ul> <p>SKILLS</p> <ul style="list-style-type: none"> <li>• Solving technical problems</li> </ul>



- E-business
- Solving technical problems

**COMPETENCE**

- Autonomous technical/software problem solving
- Setting up an E-business in a safe way and environment
- Protection of personal data



## Worksheet 1 – Handout

### I.1-1 8 Ways to Ensure Data Integrity

Write down your thoughts on ensuring data integrity:

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## Worksheet 1 – For the lecturer

### I.1-1 The pros and cons on methods of organizing data

Methods of organizing data	PROS	CONS
Chronological Patterns		
Sequential Patterns		
Spatial Patterns		
Compare-Contrast Patterns		
Advantages-Disadvantages Patterns		
Cause-Effect Patterns		
Problem-Solution Patterns		
Topical Patterns		