

AN INNOVATIVE
OUTREACH
PROGRAMME TO
EQUIP ADULTS WITH
DISSABILITIES WITH
KEY COMPETENCES
(SOCIAL
ENTREPRENEURIAL
AND DIGITAL)



ENTRE4ALL COMMUNITY SUPPORT CENTRES

Project number: 2019-1-SI01-KA204-060426

O2. ENTRE4ALL back pack: Educational - learning guide for setting up digital social entrepreneurship hubs

O2.1. Teaching and learning material based on the social activation approach

TEMPLATE: Training Techniques and handouts for adult educators/trainers

Partner: equalizent

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Module 3. Financial competences	
Activity Number	M3-T2-A3
Topic	2. Registration, taxes + legal requirements
Learning Outcomes	Knowing about and understanding registration, taxes and legal requirements
Learning approach	<input checked="" type="checkbox"/> Blended-learning opportunities <input checked="" type="checkbox"/> F2F training <input checked="" type="checkbox"/> Individual e-learning <input checked="" type="checkbox"/> Open-distance learning <input type="checkbox"/> Work-based learning <input checked="" type="checkbox"/> Community work <input type="checkbox"/> other (please specify)
Training Technique	Blended learning (whole class + assignment)
Duration	180 minutes: 30 minutes in class (or online) / 90 minutes assignment / 60 minutes in class
Facility/ Equipment	PC / laptop / computer / tablet / smart phone Relevant software (e.g. Word, PPT, pages, keynote, prezi or similar)
Participants will need:	Internet access
Attached worksheets	No worksheet necessary
Main Tasks / Procedure	<p>Activity 3.1 (Terminology)</p> <p>The trainer introduces the following terms and ensures that everyone understands their meaning (as well as the relevant sign or signs):</p> <ul style="list-style-type: none"> • Liability • Trade law • Tax law • Social insurance • Company / Trade register <p>Activity 3.2 (Assignment)</p> <p>Each participant is allocated a legal business form to research (this will vary from country to country and should be prepared by the trainer in advance).</p> <p>Using the terms above as headings, participants conduct online research to discover what legal requirements are for their business form (i.e. full liability, limited liability, what trade law regulations apply, what tax regulations apply and so on). Participants should summarise their findings. Their summaries may be written, but they may also take the form of a PPT presentation or a signed video summary (in the case of Deaf learners).</p>

	<p>The trainer chooses the best summary for each legal form to show / present in class. All participants are invited to give their feedback, as well as providing any additional information they may have come across for their own assignment.</p> <p>As the legal business forms vary between countries, the forms given above are just examples and trainers are invited to research the specificities of their own country prior to class.</p> <p>Activity 3.3 (Recap / group discussion)</p> <p>If there is time, a group discussion may follow to discuss the advantages and disadvantages of different business forms.</p>
<p>Useful Resources referenced to DATABANK (IO2-A2)</p>	<p>“Guide to business-Start ups” by Business Start-up Service of the Austrian Federal Economic Chamber in Burgenland, Carinthia, Lower Austria, Upper Austria, Salzburg, Styria, Tyrol, Vorarlberg, Vienna</p>
<p>Tips</p>	<p>If conducted with a Deaf group, care should be taken to ensure that eye contact is possible during the introduction to terminology and the group discussion (e.g. chair circle as opposed to rows).</p> <p>If the group is mixed and includes Deaf Participants, the Sign Language interpreter must be carefully placed to ensure the full participation of all Deaf course Participants. If via video link up, the interpreter must be pinned (enlarged) to enable effective interpretation.</p> <p>For groups including participants with learning disabilities, lower literacy levels or without prior experience of internet usage, trainers may use pre-prepared cards with the terminology and appropriate pictures / photographs to facilitate understanding.</p> <p>Trainers might provide less experienced groups with extra guidance by suggesting where to start their internet search or providing them with a specific URL in their local language where they can find the requisite information e.g. https://www.gruenderservice.at/site/gruenderservice/publikationen/guide-for-business-start-ups_2020.pdf</p>