

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

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Module 3. Financial competences	
Activity Number	M3-T3-A3
Topic	3. Accounting + record keeping
Learning Outcomes	Keeping records and accounting
Learning approach	<input type="checkbox"/> Blended-learning opportunities <input type="checkbox"/> F2F training <input checked="" type="checkbox"/> Individual e-learning <input type="checkbox"/> Open-distance learning <input checked="" type="checkbox"/> Work-based learning <input type="checkbox"/> Community work <input type="checkbox"/> other (please specify)
Training Technique	Individual assignment (hands on approach)
Duration	30-60 minutes
Facility/ Equipment	PC / laptop / computer / tablet / smart phone Relevant apps (e.g. excel / numbers / OpenOffice / google spreadsheets or similar)
Participants will need:	Internet access Access to online banking
Attached worksheets	None
Main Tasks / Procedure	<p>The trainer introduces the assignment in the class stressing the fact that the data collected is PRIVATE and should not be submitted or discussed unless permission is given. This is an informal individual practice to introduce participants to simple record keeping.</p> <p>At home, participants with existing online banking access download (export) their records to practice using spreadsheets and three column ledger accounts. Those without access should use excel to create a simple three-column ledger, inputting financial transactions by hand.</p> <p>Although the participants should not compare their bank records, all participants make a note of questions to ask the trainer in the next class.</p> <p>While it is understood that many participants do not have online access to their private bank accounts, nevertheless this is the simplest form of record keeping and participants should be encouraged to apply for access at their bank.</p>

<p>Useful Resources referenced to DATABANK (IO2-A2)</p>	
<p>Tips</p>	<p>If few or no participants have access to online banking, the trainer may provide the group with a case study.</p> <p>Nevertheless, participants should be encouraged to open an account that is accessible online as this level of financial literacy is a skill future entrepreneurs will need.</p> <p>An alternative exercise for inexperienced groups is for the trainer to introduce online banking – however, as this varies from country to country, trainers should find country-specific examples (on YouTube for example). For groups with Deaf participants, the video must be subtitled in local language.</p>