ACCESS MATTERS!

Basic English Lessons

"enter, copy, cut, post"

1

Five separate English Language teaching modules, with tailored vocabulary, all designed to enable people with learning disabilities to have simple conversations and use the net. Guidance notes for teachers and supporters and additional materials.

Basic IT skills

2

Everything you need to know (and do!) to get online and learn the basics of IT. Switching on, charging, getting online, wi-fi, browsing, posting, social media, music and games. It's all there explained step by step! Written for tablets, but most will also work on smart phones too.

Internet safety

3

Getting online is great, but you also need to be aware that everything is not always as it seems on the web. We teach about the tricks that some people play on others. Don't believe everything you see and hear! We help you protect yourself with passwords and other helpful advice.

What is ACCESS about?

ACCESS is a project to help people with learning disabilities develop basic English and IT skills to improve their social skills, confidence and employability. It also helps people protect themselves on the web by teaching about using the internet safely.

First pilots completed!

Learners and teachers have been piloting the ACCESS materials in Sweden, Slovenia and Hungary with adult learners who have learning disabilities.

The 'universal' verion of all the materials (in English) has been 'localised' by each partner so that all the examples, scenarios and exercises are relevant to each learner, whichever country they are in. The pilots went well and we are now making adjustments and extending the materials in time for the second pilot in 2019.

Earlier this year partners in Sweden, Slovenia and Hungary conducted pilot training using all the different ACCESS materials. From these pilots we found that:

- There is a real need for this kind of training and material amongst people with learning disabilities.
- There is also the need for help which continues after 'getting online', especially concerning on 'how to behave' appropriately on the web.
- There is an enormous range of ability out there amongst those who want to use the web.
- Although there are some people who are unkind or who cheat others on the web, the best way to avoid getting tricked by them is to become 'internet-safety wise' – which is something ACCESS offers help on.

Flexibility built in

Everyone is different and learns in different ways and at different speeds and learning a language is no different. These five Basic English lessons are very flexible and are backed up with a wealth of additional materials, images and exercises to help cover the very wide ability range we know these materials will be used with.

We know some learners find writing hard to do, but typing may be easier for them. It is not always possible to write answers down, but you can make an audio file of your reply and send that via a phone. Communication options are opening up all the time with voice to text software and graphical user interfaces reducing the amount of typing/writing you need in order to communicate. Social media (eg Twitter & Facebook, SMS) already use simplified language such as - ITS GR8! 2DAY SOM1 can tell U YR 1DERFUL. Can you 'translate' that?

The materials include an 'open' list typical key English words which are used on the internet (eg, enter, cut, copy post, etc). You can always add the ones you find useful too.

Basic English Lessons

Everyone seems to want to speak or write English these days and many instructions on phones, tablets and tablets are in English too! People with learning disabilities often need some basic English to make themselves understood in many social media settings as well as in real life.

These Basic English Lessons are designed to provide a structured format for a simple conversation, with opportunities to expand vocabulary and expression as ability and time permits.

- **Lesson One** – Introductions – saying 'hello', giving your name and asking others their name, saying which country you come from, describing yourself and asking others to describe themselves (written and/spoken).

- **Lesson Two** – My Home – describing the type of home they live in and its general location, describe where they live and who they live with, talk and write about the people they live with, ask where others live and who they live with.

- **Lesson Three** – Who is important in my life? – identify who is important to you in your life, explain who is important to you (in written and spoken English), ask others who is important to them

- **Lesson Four** – What I like to do – describe in their native language what you like to do, then put it into written and spoken English, ask what others like to do.

- **Lesson Five** – My dreams for the future – talk about the things they dream of doing in the future in their native language, put this into written and spoken English, ask others what they dream of doing in the future.

Key Messages:

- We always think about what personal information it is appropriate to share with others both online and face to face with 'friends'.

- We always think about what should be kept private.

- We always make sure that our lessons are fun and that it is quite OK to make mistooks! (even writers to sometimes…)

BASIC IT skills

It all looks so complicated doesn't it? There seem so many things to do and so many things which can go wrong and then when I press something nothing happens and nopthing works at all and then I am afraid I have broken it! Don't worry. This course takes you through the basics to IT with lots of pictures to help you along the way and of course you will have your teacher (and possibly a supporter) to help you too. The course is based around tablets using Android but many of the examples will work on Apple and Microsoft systems too.

It follows a step by step approach, from how to charge it up and turn it on, through to using apps and dowloading stuff and playing games or listening to music. There's time for lots of practice and explanation. We also cover things like taking, storing and reviewing photographs using the in-built camera and how to use maps to show you where you are now and how you can get to where you want to be. Searching the web with things like Google is also included, as well as how to create and send messages to people and how to post on social media sites like Facebook, Snapchat and Twitter.

Best of all there is a whole section on local apps which you will find in your country. Since many apps are designed to be used in only one country these are often very important and helpful. We haven't forgotten watching videos on things like YouTube or listening to music on Spotify or similar programmes.

We give you the basics and then you can go and explore the world through your internet connection.

Happy surfing!

So which one of these buttons do I press to get to see the football results? ACCESS can help you do this!

ACCESS will take you through the following:

Starting out

- Charging up & turning on
- What all 'buttons' do
- Screen lock & customising your own screen setup
- Audio things

Getting online

- Using wifi
- What is a wireless network?

Apps and functions

- Downloading Apps
- Installing Apps
- Time/photos/camera
- Contacts
- Using Maps & Calendar
- Your phone as a torch
- Local Apps

Communication & social media Apps

- Messaging, Facebook, Viber
- Snapchat, Whatsapp
- Music and Games
- Spotify, YouTube
- Pokemon Go

INTERNET safety

Everyone needs to know about thing to look out for on the internet! This ACCESS module covers:

- **How to keep your passwords safe**

- **Not giving out personal information**

- **Almost everything you do can be seen by someone**

- **Things may not always be as they seem**

- **Buying things on the web – what to watch out for**

- **Saying 'no' on the web and how to 'block' people**

- **General tips on keeping safe**

- **What to do if something is not right**

Oh dear! Now what have I done? I don't think I should have told her that!

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ACCESS PROJECT
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social care **SCT** training

Hand in Hand Foundation is the project leader and budget holder. Based in Budapest, Hungary, HIHF specialises in educational social care and training projects. HIHF has created user friendly versions of the learning materials in the ACCESS project and piloted all the material in HU. For more info visit http://www.kezenfogva.hu/

CUDV-Draga is an umbrella organization for people with special needs. CUDV has produced the easy read version of the internet safety materials and piloted all the ACCESS project materials in Slovenia. For more info visit: http://www.center-db.si/

FUB Stockholm is a Swedish NGO supporting people with learning disabilities and their families. FUB has created the modules covering all the basic essentials of IT and piloted all the materials in Sweden. For more info visit *www.fubstockholm.se/*

Social Care Training Ltd specialises in producing training for staff who support people with learning disabilities. In the ACCESS project SCT has devised the Basic English Lessons and the module on