



**DIGITAL  
INCLUSION**

**Digital Tools for Inclusion of  
Refugees, Asylum Seekers & Migrants**

[www.digitalinclusiontools.com](http://www.digitalinclusiontools.com)

*Presentation of the Digital Inclusion e-learning platform  
for labour inclusion of refugees,  
asylum seekers and migrants*

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Project Manager – Researcher  
CARDET



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# Digital Inclusion elearning platform purpose



## Log in

Username

Password

Remember username

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

Log in as a guest

## Welcome to Digital Inclusion Course



*The basic aim of the course is to provide training on basic skills and key competences to migrants, refugees and asylum seekers, focusing on five thematic areas.*

# Digital Inclusion elearning platform target group

- Refugees, asylum seekers and newly arrived migrants
- Adult educators, trainers, and professionals working in the field of migration

# elearning



 moodle



*Elearning is electronic learning. It allows users to take courses online using electronic device, such as a computer, tablet or even smartphones.*

*Users can take courses from all over the world, 24 hours a day and 7 days a week.*

- *It is an effective way of educating students and tracking their progress.*
- *Elearning courses are easy to maintain and update.*

*The elearning course was built on a MOODLE platform.*

- *Web-based technologies that facilitate interactive and reflective individual and collective learning.*
- *Free online availability for single and multiple users.*
- *Compatibility with operating systems such as Windows, Mac, Netware and Linux.*
- *Allows to embed multimedia material.*
- *Allows to track the students' progress.*

# Digital Inclusion elearning Modules



Five key thematic areas

# Digital Inclusion platform HOME page



## Course Overview

Welcome to the course!

Here you will have the opportunity to learn strategies and practices that can be beneficial for your personal and professional development through the use of digital technologies. Specifically, the course consists of the following five Modules:

**Module 1:** Basic Comput Skills

**Module 2:** Basic Language Skills

**Module 3:** Practices for entering the labour market

**Module 4:** Know your Laws

**Module 5:** Entrepreneurship

In each Module you will find the relevant content, a forum discussion where you can discuss your experiences, opinions and exchange information on specific issues of your interest and also useful resources for further engagement with the course. Also, you will have the chance to check your knowledge through an assessment and get a certificate. All content is available for download.

### **Note:**

After reviewing the course modules, we would appreciate it, if you could take a moment to answer a short questionnaire and provide us with your feedback [here](#)

For the Spanish version of the questionnaire you can click [here](#).

For the Greek version of the questionnaire you can click [here](#).

## My courses

Module 1: Basic Computer Skills

Module 2: Basic Language Skills

Module 3: Practices for entering the labour market

Module 4: Know your Laws

Module 5: Entrepreneurship

## NAVIGATION



### Home

- Dashboard
- ▶ Site pages
- ▼ My courses
  - ▶ Module 1: Basic Computer Skills
  - ▶ Module 2: Basic Language Skills
  - ▶ Module 3: Practices for entering the labour market
  - ▶ Module 4: Know your Laws
  - ▶ Module 5: Entrepreneurship

# Module 1: Basic Computer Skills



## Module 1: Basic Computer Skills

[Home](#) ▶ [My courses](#) ▶ [Module 1: Basic Computer Skills](#)

### Module Overview

This Module is built around ten basic digital skills. Specifically, it includes the distinction between "Hardware" and "Software" in order to provide an overview of the basic parts of the computer. Another basic subject is "Windows" which aims to present the most common operating system in Europe which is integrated into most computers. Other sections include the "Peripheral devices" about data storage offline and the "Internet" related to data storage online along with the use of browsers (Google Chrome in particular). Concerning the content creation there is a section about "Working with Documents" which explains the use of free Google Drive and Google Docs. Additionally, there is content related to the use of tools for communication, access to news and groups of common interest, such as "Skype" and "Facebook". Lastly, there is a section on "Google Translate" concerning the translation of useful texts in different languages and "Google Maps" which allows you to navigate in an unfamiliar environment.

### Scope

The Basic Computer Skills Module aims to present basic knowledge of computer handling - from installing and working using with different types of documents to geographical orientation in the local environment, and communicating with relatives and institutions.

### Learning Outcomes

Upon completion of this Module you should be able to:

- Recognize the basic elements of Hardware on computer, so if you need to change parts of it and to build it.
- Install the required software and perform basic functions with it.
- Perform basic Windows functions.
- Recognize the basic types of peripheral devices and how to deal with them.
- Use the internet to search for useful information.
- Work with different types of documents.
- Communicate via Skype.
- Communicate via Facebook.
- Translate content from the local language into your language through Google Translate.
- Use Google maps to find addresses and to use public transportation.



View the Material



Forum



Assessment



Useful Resources

### NAVIGATION

Home

- Dashboard
- ▶ Site pages
- ▼ My courses
  - ▼ **Module 1: Basic Computer Skills**
    - ▶ Participants
    - ▶ Badges
    - ▶ Competencies
    - ▶ Grades
    - ▶ Topic 1
  - ▶ Module 2: Basic Language Skills
  - ▶ Module 3: Practices for entering the labour market
  - ▶ Module 4: Know your Laws
  - ▶ Module 5: Entrepreneurship

### ADMINISTRATION

- ▼ Course administration
  - ▶ Unenrol me from Module 1: Basic Computer Skills

# Module 1: Basic Computer Skills



View the Material



## Module 1: Basic Computer Skills

[Home](#) ▶ [My courses](#) ▶ [Module 1: Basic Computer Skills](#) ▶ [Topic 1](#) ▶ [View the Material](#)

### NAVIGATION

Home

- Dashboard
- ▶ Site pages
- ▼ My courses
  - ▼ Module 1: Basic Computer Skills
    - ▶ Participants
    - 🏆 Badges
    - 📊 Competencies
    - 📋 Grades
    - ▼ Topic 1
      - 📄 Module 1 - Reflection
      - 📄 Useful Resources
      - 📄 Module 1 - Spanish
      - 📄 **Module 1 - Quiz**
      - 📄 **View the Material**
      - 📄 Module 1 - English
      - 📄 Module 1 - Greek
      - 📄 Module 1 - Italian
      - 📄 Module 1 - Bulgarian
      - 📄 Module 1 - German
    - ▶ Module 2: Basic Language Skills
    - ▶ Module 3: Practices for entering the labour market
    - ▶ Module 4: Know your Laws
    - ▶ Module 5: Entrepreneurship



### View the Material

**English**

**Greek**

**Spanish**

**Italian**

**Bulgarian**

**German**

Last modified: Thursday, 22 March 2018, 1:30 PM



# Module 1: Basic Computer Skills



View the Material

## Features:

- Table of contents
- Zoom function
- Multiple page display
- Full screen display
- Download for offline reading

## Module 1 - English

Table of Contents x MODULE 1\_Basic Comput... | pages: 1 / 30

1. Hardware - basic elements	
2. Software - basic concepts	
3. Windows - basic knowledge and functionality	
4. Peripheral devices - types and handling	
5. Internet	
6. Working with Documents	
7. Skype	
8. Facebook	
9. Google translate	

Table of contents



Full screen display

**DIGITAL INCLUSION**

**MODULE 1**


**Basic Computer Skills**

Erasmus+

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20	21
22	23
24	25
26	27
28	29
30	

## 10. Google maps



This application is a free online map. It is accessible through a browser or as a mobile app. It provides step-by-step directions for finding a specific place.

Google maps, besides giving way to a location, can navigate when an Internet connection is enabled. It is enough to open [Maps.google.com](https://www.google.com/maps) and when the internet is turned on, the location will be automatically detected - country, city, street, and so on.



Multiple page display



# Zoom function

Table of Contents | MODULE 1\_Basic Computer Skills | page: 7 / 30

1. Hardware - basic elements  
2. Software - basic concepts  
3. Windows - basic knowledge and functionality  
4. Peripheral devices - types and handling  
5. Internet  
6. Working with Documents  
7. Skype  
8. Facebook  
9. Google translate  
10. Google maps

The hardware of any computer, is unusable without software. The software is an instructional program that shows the hardware, what and how to do. One computer uses different software to perform different actions - browsing in the Web is a web browser which is a program. Many programs are also used for processing image and creation of document. These are the two basic things for a computer, that one can not do without another - software and hardware. The software is copyrighted and usually has a licence to use. It regulates how the creator and the end user are using it. Licences provide the user with the right to use the software under certain conditions.

### Types of software

- Limited usage**
  - One-time or periodically fixed amount is paid for paid software. The most common method of payment is through the internet through a credit card.
- Lite Version**
  - Lite versions are for personal use. This allows the product to be tested. The goal is to convince a user to buy exactly this software.
- Usage linked to an advertisement**
  - The product can be linked to an advertisement - banner, text, or sound. For some of these programs, there is also a paid version with no advertisements.
- Free for use**
  - These programs are highly sought after and used. The user does not pay for the use of this software. Examples of these will be reviewed here too - Google Translate, Google Maps and Google Docs.

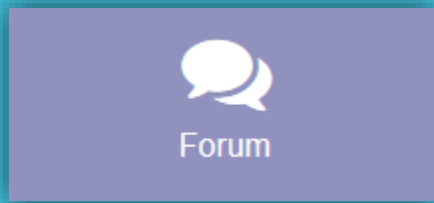


Table of Contents | MODULE 1\_Basic Computer Skills | page: 7 / 30

1. Hardware - basic elements  
2. Software - basic concepts  
3. Windows - basic knowledge and functionality  
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# Module 1: Basic Computer Skills



## Features:

- Peer to peer support
- Mentoring
- Online Interaction



## Module 1: Basic Computer Skills

[Home](#) ▶ [My courses](#) ▶ [Module 1: Basic Computer Skills](#) ▶ [Topic 1](#) ▶ [Module 1 - Reflection](#)

### Module 1 - Reflection

In this forum you will have the chance to discuss topics related to the content of the Module. Specifically, you can post your opinion in regards to the following:

[Add a new discussion topic](#)

Discussion		Started by	Replies	Last post
<a href="#">The possible uses of Facebook that can support your integration</a>		Digital Inclusion Admin	0	Digital Inclusion Admin Thu, 7 Dec 2017, 11:54 AM •
<a href="#">Using Skype as a Communication Tool</a>		Digital Inclusion Admin	1	Digital Inclusion Admin Thu, 7 Dec 2017, 9:22 AM •

# Module 1: Basic Computer Skills



Assessment



Digital Inclusion e-Learning

## Module 1: Basic Computer Skills

[Home](#) ▶ [My courses](#) ▶ [Module 1: Basic Computer Skills](#) ▶ [Topic 1](#) ▶ [Module 1 - Quiz](#)

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### Module 1 - Quiz

Grading method: Highest grade

[Attempt quiz now](#)

# Module 1: Basic Computer Skills



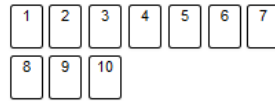
Assessment



## Module 1: Basic Computer Skills

Home ▶ My courses ▶ Module 1: Basic Computer Skills ▶ Topic 1 ▶ Module 1 - Quiz

### QUIZ NAVIGATION



Finish attempt ...

#### Question 1

Not yet answered

Marked out of 1.00

Flag question

Where can you store data in your computer for a long-term basis?

Select one:

- A. RAM
- B. Mainboard
- C. CPU
- D. Hard drive

#### Question 2

Not yet answered

Marked out of 1.00

Flag question

Software is a computer program with:

Select one:

- A. Operating instructions
- B. Book
- C. Browser
- D. Internet network

#### Question 3

Not yet answered

Marked out of 1.00

Flag question

What's the first thing that appears on screen after Windows boot?

Select one:

- A. File
- B. Desktop
- C. Folder
- D. File Explorer

#### Question 4

Not yet answered

Marked out of 1.00

Flag question

With which peripheral device you can create a video connection?

Select one:

- A. Printer
- B. Camera
- C. Scanner
- D. Speakers

# Module 1: Basic Computer Skills



Assessment

## Features:

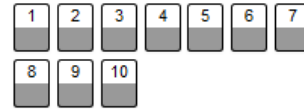
- Return to attempt – go again to the quiz and review



## Module 1: Basic Computer Skills

[Home](#) ▶ [My courses](#) ▶ [Module 1: Basic Computer Skills](#) ▶ [Topic 1](#) ▶ [Module 1 - Quiz](#) ▶ [Summary of attempt](#)

### QUIZ NAVIGATION



Finish attempt ...

## Module 1 - Quiz

### Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved

Return to attempt

Submit all and finish



# Module 1: Basic Computer Skills



Assessment

Digital Inclusion e-Learning

Ourania Miliou

## Module 1: Basic Computer Skills

Home > My courses > Module 1: Basic Computer Skills > Topic 1 > Module 1 - Quiz > Summary of attempt

**QUIZ NAVIGATION**

1 2 3 4 5 6 7  
8 9 10

Finish attempt ...

### Module 1 - Quiz

#### Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved

**Confirmation** [X]

Once you submit, you will no longer be able to change your answers for this attempt.

Submit all and finish Cancel

Submit all and finish

## Module 1: Basic Computer Skills

Home &gt; My courses &gt; Module 1: Basic Computer Skills &gt; Topic 1 &gt; Module 1 - Quiz

## QUIZ NAVIGATION

[Finish review](#)

Started on	Tuesday, 22 May 2018, 10:41 AM
State	Finished
Completed on	Tuesday, 22 May 2018, 10:57 AM
Time taken	16 mins 43 secs

**Question 1**  
Correct  
Marked out of 1.00  
[Flag question](#)

Where can you store data in your computer for a long-term basis?

Select one:

- A. RAM
- B. Mainboard
- C. CPU
- D. Hard drive ✓

The correct answer is: Hard drive

**Question 2**  
Correct  
Marked out of 1.00  
[Flag question](#)

Software is a computer program with:

Select one:

- A. Operating instructions ✓
- B. Book
- C. Browser
- D. Internet network

The correct answer is: Operating instructions

**Question 3**  
Correct  
Marked out of 1.00  
[Flag question](#)

Whats the first thing that appears on screen after Windows boot?

Select one:

- A. File
- B. Desktop ✓
- C. Folder
- D. File Explorer

The correct answer is: Desktop

**Question 4**  
Correct  
Marked out of 1.00  
[Flag question](#)

With which peripheral device you can create a video connection?

Select one:

- A. Printer
- B. Camera ✓
- C. Scanner
- D. Speakers

The correct answer is: Camera

**Question 5**  
Incorrect  
Marked out of 1.00  
[Flag question](#)

Which of the following ways to connect to the internet allows simultaneous use of the network by multiple devices:

Select one:

- A. DSL ✗
- B. 4G
- C. Wi-Fi
- D. Cable

The correct answer is: Wi-Fi



Assessment

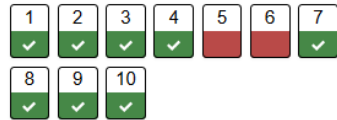
# Module 1: Basic Computer Skills

# Module 1: Basic Computer Skills



Assessment

## QUIZ NAVIGATION



[Finish review](#)

**Started on** Tuesday, 22 May 2018, 10:41 AM

**State** Finished

**Completed on** Tuesday, 22 May 2018, 10:57 AM

**Time taken** 16 mins 43 secs

### Question 1

Correct

Marked out of 1.00

Flag question

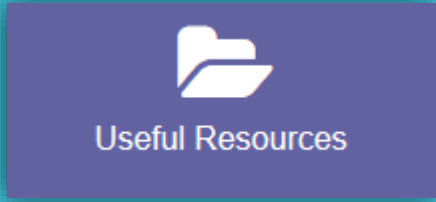
Where can you store data in your computer for a long-term basis?

Select one:

- A. RAM
- B. Mainboard
- C. CPU
- D. Hard drive ✓



# Module 1: Basic Computer Skills



## Module 1: Basic Computer Skills

Home ▶ My courses ▶ Module 1: Basic Computer Skills ▶ Topic 1 ▶ Useful Resources

### Useful Resources

#### English

- Mueller, Scott. (2015). Upgrading and Repairing PCs (22nd Edition). Retrieved from: <http://www.quepublishing.com/>
- Microsoft Corporation. (2017). Exploring Windows 10. Retrieved from: <https://www.microsoft.com/en-us/download/details.aspx?id=47716>
- Wikipedia books. (2013). Internet. Retrieved from: <https://en.wikipedia.org/wiki/Book:Internet>
- Google Inc. (2017). Google Learning Center. Retrieved from: <https://gsuite.google.com/learning-center/products/docs/>
- Microsoft Corporation. (2017). How do I get started with Skype? Retrieved from: <https://support.skype.com/en/faq/FA11098/how-do-i-get-started-with-skype>
- Facebook Inc. (2017). Facebook Help Centre. Retrieved from: [https://www.facebook.com/help/570785306433644/?helpref=hc\\_fnav](https://www.facebook.com/help/570785306433644/?helpref=hc_fnav)
- Google Inc. (2017). Google Maps Help. Retrieved from: <https://support.google.com/maps/?hl=en>
- Google Inc. (2017). Google Translate Help. Retrieved from: <https://support.google.com/translate/?hl=en>

#### German

- PC-Wissen für Einsteiger ISBN 978-3-89736-265-9
- Das Computerlexikon für Einsteiger ISBN 978-3-8421-0154-8
- Computer und Internet für Einsteiger: <http://www.navigatorseite.de/>
- Computerseite: <http://www.computerseite.net>
- EDV-Lehrgang.de - Online Tutorials über Computer: <https://www.edv-lehrgang.de>
- Der PC-Anwerder: <http://www.der-pc-anwender.de>

#### Greek

- ΕΙΣΑΓΩΓΗ ΣΤΗΝ ΠΛΗΡΟΦΟΡΙΚΗ ΚΑΙ ΤΗ ΧΡΗΣΗ ΥΠΟΛΟΓΙΣΤΗ, Παπαδάκης Σ.-Χατζηπέρης Ν. , ISBN: 960-375-775-6, Εκδόσεις Μεταίχμιο
- Online Εκπαιδευτήριο Πληροφορικής: <https://computerschool.gr/>
- Ελληνικό Λεξικό Όρων Πληροφορικής: <http://users.isc.tuc.gr/~nisproudakis/Lexiko.html>
- Τα βασικά μέρη ενός υπολογιστή: <http://www.it.uom.gr/project/mycomputer/intro/comparts.html>
- Οι δέκα κορυφαίες μηχανές αναζήτησης στο Διαδίκτυο: <http://fictionalab.blogspot.com.cy/2013/04/most-popular-web-search-engines.html>

#### Spanish

- Recursos web para la atención a alumnado inmigrante en centros de Educación Secundaria(Ministerio Educación):<http://recursostic.educacion.es/observatorio/web/eu/equipamiento-tecnologico/aulas-digitales/784-recursos-web-para-la-atencion-a-alumnado-inmigrante-en-centros-de-es>
- Cursos gratis de Informática: <http://www.aulafacil.com/cursos/c67/informatica>
- Accem: <http://www.accem.es/>
- Documento sobre el uso de dispositivos electrónicos en el aula: <https://www.fundaciontelefonica.com/...>

#### NAVIGATION

- Home
- Dashboard
- Site pages
- My courses
  - Module 1: Basic Computer Skills
    - Participants
    - Badges
    - Competencies
    - Grades
    - Topic 1
      - Module 1 - Reflection
      - Useful Resources**
      - Module 1 - Spanish
      - Module 1 - Quiz
      - View the Material
      - Module 1 - English
      - Module 1 - Greek
      - Module 1 - Italian
      - Module 1 - Bulgarian
      - Module 1 - German
    - Module 2: Basic Language Skills
    - Module 3: Practices for entering the labour market
    - Module 4: Know your Laws
    - Module 5: Entrepreneurship

#### ADMINISTRATION

- Course administration

# Module 2: Basic Language Skills



View the Material



## Module 2: Basic Language Skills

[Home](#) ▶ [My courses](#) ▶ [Module 2: Basic Language Skills](#)

### Module Overview

The Module deals with the [basic language skills](#) that you should learn in order to be able to communicate, understand and express yourself, in a foreign country for the specific needs of daily life. The module will include a selection of language material taken from the most typical situations that you are likely to encounter. It has been designed to be functional and the content is presented in a clear and practical way.

### Scope

The Module has been designed to support you in learning to use basic sentences of the native languages spoken in a few European countries. The aim is to be able to communicate successfully whenever you need to in order to carry out your daily activities.

### Learning Outcomes

Upon completion of this Module you should be able to:

- Recognize the English alphabet and sounds.
- Greet formally and informally.
- Confirm and correct information in different daily activities, such as renting a flat, applying for a job, invite someone, talk about your health, order at a restaurant.
- Ask for instructions to get to a place.
- Purchase products at a store.
- Talk about yourself.



View the Material



Forum



Assessment



Useful Resources

### NAVIGATION



Home

- Dashboard
- ▶ Site pages
- ▼ My courses
  - ▶ Module 1: Basic Computer Skills
  - ▼ **Module 2: Basic Language Skills**
    - ▶ Participants
    - 🏆 Badges
    - 📊 Competencies
    - 📅 Grades
      - ▶ Topic 1
    - ▶ Module 3: Practices for entering the labour market
    - ▶ Module 4: Know your Laws
    - ▶ Module 5: Entrepreneurship

### ADMINISTRATION



- ▼ Course administration
  - 👤 Unenrol me from Module 2: Basic Language Skills

# Module 2: Basic Language Skills



View the Material



## Module 2: Basic Language Skills

Home ▶ My courses ▶ Module 2: Basic Language Skills ▶ Topic 1 ▶ View Material

### View Material

[English](#)

[Italian](#)

[Greek](#)

[Spanish](#)

[Bulgarian](#)

[German](#)

Last modified: Tuesday, 13 March 2018, 10:14 AM

#### ADMINISTRATION

▶ Course administration

#### NAVIGATION

Home

▪ Dashboard

▶ Site pages

▼ My courses

▶ Module 1: Basic Computer Skills

▼ Module 2: Basic Language Skills

▶ Participants

🏆 Badges

🏆 Competencies

📅 Grades

▼ Topic 1

🗉 General Q&A

📄 Basic Language Skills

📄 Useful Resources

📄 Module 2 - Quiz

📄 **View Material**

📄 Basic Language Skills

📄 Basic Language Skills

📄 Basic Language Skills

📄 Basic Language Skills

📄 Basic Language Skills

▶ Module 3: Practices for entering the labour market

▶ Module 4: Know your Laws

▶ Module 5: Entrepreneurship

# Module 2: Basic Language Skills



View the Material

## Module 2: Basic Language Skills

Home ▶ My courses ▶ Module 2: Basic Language Skills ▶ Topic 1 ▶ Basic Language Skills

Exit activity

### NAVIGATION

- Home
  - Dashboard
  - Site pages
- My courses
  - Module 1: Basic Computer Skills
  - Module 2: Basic Language Skills
    - Participants
    - Badges
    - Competencies
    - Grades
    - Topic 1
      - General Q&A
      - Basic Language Skills**
      - Useful Resources
      - Module 2 - Quiz
      - View Material
      - Basic Language Skills
      - Basic Language Skills
      - Basic Language Skills
      - Basic Language Skills
      - Basic Language Skills
    - Module 3: Practices for entering the labour market
    - Module 4: Know your Laws
    - Module 5: Entrepreneurship

### ADMINISTRATION

- Course administration

Menu

**DIGITAL INCLUSION**

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Module 2  
Basic Language Skills

NEXT →

# Module 2: Basic Language Skills



View the Material

## English Alphabet Pronunciation

In the table on your right you can see the letters followed by their pronunciation. The symbol ":" means that you pronounce the vowel long.

What you see in these brackets [] is only how you **pronounce the letter on its own** (for example when you spell a word or say the alphabet). Within a word, you sometimes pronounce a letter differently.

*You can listen the pronunciation of each letter by clicking to the audio icon.*



A	[eɪ]		N	[en]	
B	[bi:]		O	[əʊ]	
C	[si:]		P	[pi:]	
D	[di:]		Q	[kju:]	
E	[i:]		R	[ar]	
F	[ef]		S	[es]	
G	[dʒ i:]		T	[ti:]	
H	[eɪ tʃ]		U	[ju:]	
I	[aɪ]		V	[vi]	
J	[dʒeɪ]		W	[dʌblju:]	
K	[keɪ]		X	[eks]	
L	[el]		Y	[wəl]	
M	[em]		Z	[zed]	

For more examples visit the "Learning English Online Portal" by clicking [here](#).

← PREV

NEXT →



# Module 2: Basic Language Skills



View the Material

Resources | Menu

## Introduce yourself

STATION

My name is Naya. Nice to meet you.

Hello my name is John. What is your name?

You can pause the video, forward or rewind by clicking to the audio tab.

▶ [Progress Bar] ⏪ ⏩ ⏹ ⏻ ⏼

◀ PREV NEXT ▶

The screenshot shows a video player interface. At the top right, there are links for 'Resources' and 'Menu'. The main video area displays a scene at a train station with a city skyline in the background. A sign above the platform reads 'STATION'. Two characters, a woman named Naya and a man named John, are standing on the platform. Naya says, 'My name is Naya. Nice to meet you.' and John replies, 'Hello my name is John. What is your name?'. A teal text box in the bottom right corner of the video area provides instructions: 'You can pause the video, forward or rewind by clicking to the audio tab.' Below the video area is a standard video player control bar with a play button, a progress bar, a refresh button, and 'PREV' and 'NEXT' navigation buttons.

Learners are engaged in real life activities

# Module 2: Basic Language Skills



View the Material

Menu

## The Rooms of the House

Click on each room of the house to learn its name.



← PREV

NEXT →

# Module 2: Basic Language Skills



View the Material

Menu

## Asking for the Rooms

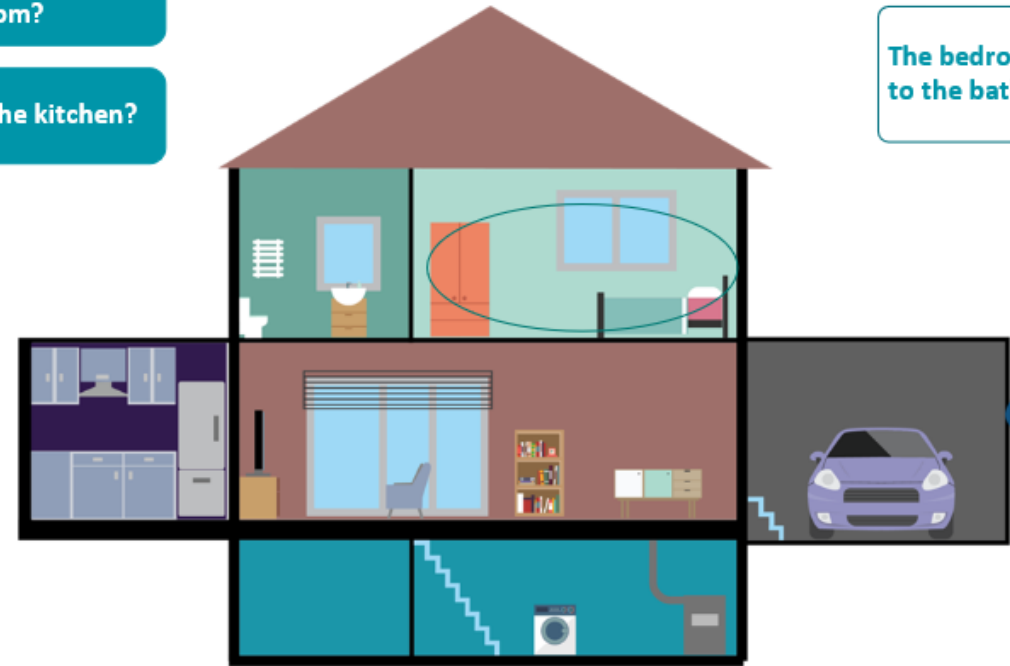
Below there are some questions you can ask before renting a flat. Click on each question to get an example of an answer.

Where is the bedroom?

Where is the living room?

Where is the garage?

Where is the kitchen?



The bedroom is next to the bathroom.



← PREV

NEXT →

# Module 2: Basic Language Skills



View the Material

## Furniture of a Flat

Click on each button to learn more about the furniture and electrical appliances of a flat.



### Furniture

- |          |          |       |         |
|----------|----------|-------|---------|
| Wardrobe | Sofa     | Table | Window  |
| Mirror   | Bed      | Lamp  | Bathtub |
| Shelf    | Cupboard |       |         |

### Electrical Appliances

- |      |            |                 |               |
|------|------------|-----------------|---------------|
| TV   | Fridge     | Washing Machine | Air Condition |
| Oven | Range hood |                 |               |

## Activity - Renting a Flat

Let's see what you have learnt so far. Organize the words into the following three categories.



Rooms

bathroom

Furniture

cabinet

chair

Electrical Appliances

air condition

oven

garage

fridge

kitchen

sofa

SUBMIT

# Module 2: Basic Language Skills



View the Material

# Module 2: Basic Language Skills



View the Material

## Activity – Dialogue to a Shop

Menu

Drag and drop the following words to the right position to complete the dialogue.



size

color

please

on

Salesman: Hello, can I help you,  ?

Customer: Yes, please. I'm looking for a shirt.

S.: What is your  ?

C.: Medium.

S.: What  would you like?

C.: Black.

S.: Here you are.

C.: Can I try this  ?

S.: Yes, of course. The fitting rooms are here.

SUBMIT

# Moving Around Places

Moving around different places can help you when applying for documents or permits, submitting any documentation required from them and for individual purposes of your choice.

Excuse me, where is the nearest post office? Can I go by car?

How can I get to Mayor street on foot?

Excuse me, how can I go to the museum by bus?

Excuse me where is the nearest train/underground station?



# Module 2: Basic Language Skills



View the Material

# Module 2: Basic Language Skills



View the Material

Menu

## Asking for the menu

Click on each tab to view some typical dialogues when ordering at a restaurant.

- Asking for the menu
- Ordering food
- Ordering Drinks
- Asking for the bill

Yes of course, you can sit here.

▶  ↻ ◀ PREV NEXT ▶



# Module 2: Basic Language Skills




View the Material

Menu


## Sizes & Colors

**Sizes**

Small Medium Large



**Colors**



blue purple pink green

orange yellow red brown

black

◀ PREV NEXT ▶

# Module 2: Basic Language Skills



View the Material

Stimulate recall of prior learning

Menu

## Communicating with other People

Living in another country can be a very challenging experience, especially if you don't speak the language of the host country.

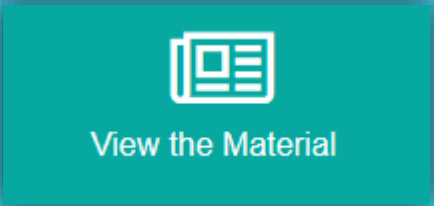
Good morning! How can I help you?

Hhhmmm...I want ...eeeeemmm...how to say...

← PREV    NEXT →

An illustration within a grey frame. At the top, a red banner contains the text 'Communicating with other People'. Below this, on the left, a woman in a blue dress holds a white document. A purple speech bubble above her contains the text: 'Living in another country can be a very challenging experience, especially if you don't speak the language of the host country.' To the right, a woman in a black dress sits at a desk. A man in a teal shirt stands behind her, looking at her. A light blue speech bubble above the woman at the desk says: 'Good morning! How can I help you?'. Another light blue speech bubble above the man says: 'Hhhmmm...I want ...eeeeemmm...how to say...'. At the bottom right of the frame are two buttons: '← PREV' and 'NEXT →'. The word 'Menu' is in the top right corner of the frame.

# Module 2: Basic Language Skills



Menu

## Feeling Sick

I am sick.  
I am ill.  
I have the flu.

I have a stomachache.

I have a toothache.

I have an earache.

I have a headache.

I have a backache.

← PREV    NEXT →

# Module 2: Basic Language Skills



View the Material

Menu

## Activity – Describing the Symptoms

Take a look at each picture and decide which of the three sentences is correct.



- I feel fine
- I feel sick
- I feel good



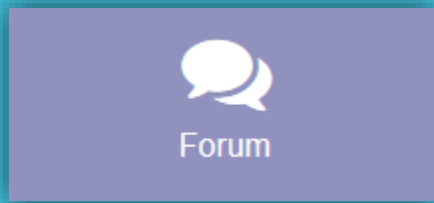
- I feel fine
- My stomach hurts
- I have a headache



- My tooth hurts
- I feel fine
- I have a headache

SUBMIT

# Module 2: Basic Language Skills



## Features:

- Peer to peer support
- Mentoring
- Online Interaction



## Module 2: Basic Language Skills

[Home](#) ▶ [My courses](#) ▶ [Module 2: Basic Language Skills](#) ▶ [Topic 1](#) ▶ [General Q&A](#)

### General Q&A

In this forum you will have the chance to discuss issues of your interest related to the content of the Module. You can post your reflections, questions and ideas.

Add a new discussion topic

Discussion		Started by	Replies	Last post
Language and social integration		Digital Inclusion Admin	0	Digital Inclusion Admin • Thu, 7 Dec 2017, 11:55 AM
Motivation for learning a foreign/second language		Digital Inclusion Admin	0	Digital Inclusion Admin • Thu, 7 Dec 2017, 11:54 AM



## Module 2: Basic Language Skills

[Home](#) ▶ [My courses](#) ▶ [Module 2: Basic Language Skills](#) ▶ [Topic 1](#) ▶ [Useful Resources](#)

### Useful Resources

#### English

- Learning English Online Portal. Retrieved from: <http://www.learning-english-online.net/pronunciation/the-english-alphabet/>
- ESOL Courses. Free English Lessons Online. Retrieved from: <http://www.esolcourses.com/>
- LanguageGuide.org. Retrieved from: <http://www.languageguide.org/english/>
- LEO network. Learn English Vocabulary. Retrieved from: <https://www.learnenglish.de/vocabulary/rooms.html>
- ToLearnEnglish.com. Retrieved from: <http://www.tolearnenglish.com/exercises/exercise-english-2/exercise-english-53781.php>
- Job Search Vocabulary: <https://quizlet.com/20255405/job-search-vocabulary-flash-cards/>
- Job Search and Interview Vocabulary: <https://www.esolcourses.com/content/englishforwork/jobvocab/jobsearchvocab1.html>
- Get that Job!: <http://www.bbc.co.uk/worldservice/learningenglish/business/getthatjob/>
- 3000 Core Vocabulary Words - Employment: <http://learnersdictionary.com/3000-words/topic/employment>
- Job Interview Basic Vocabulary (with pictures): <http://slideplayer.com/slide/4038226/>
- Transportation and Travel: <https://learnenglish.britishcouncil.org/en/word-street/transport-and-travel>
- Learning English – Transport: <http://www.bbc.co.uk/worldservice/learningenglish/multimedia/london/unit1/>
- Google Maps: <https://www.google.com/maps>
- Food and Drink Vocabulary: <https://www.theenglishspace.com/vocabulary/food/>
- Food & Drinks\* Vocabulary in English: 500+ Items Illustrated: <https://www.eslbuzz.com/food-drinks-vocabulary-in-english/>
- Food & Drink – Vocabulary, Exercises & Worksheets: <https://www.esolcourses.com/topics/food-and-drink.html>
- Places and Buildings: <http://www.saberingles.com.ar/lists/places.html>
- Places in a City: [http://www.vocabulary.cl/Basio/Places\\_City.html](http://www.vocabulary.cl/Basio/Places_City.html)
- Place Names: <https://dictionary.cambridge.org/grammar/british-grammar/people-and-places/place-names>
- ESL-VOCAB-City: <https://www.pinterest.com/anamaxia/esl-vocab-city/>
- Health / Sickness: <https://www.pinterest.com/reynafranco31/health-sickness/>
- 3000 Vocabulary Words - Health: <http://learnersdictionary.com/3000-words/topic/health>
- Vocabulary – Health and Health Care: [http://www.myenglishpages.com/site\\_php\\_files/vocabulary-lesson-health.php](http://www.myenglishpages.com/site_php_files/vocabulary-lesson-health.php)

#### German

- German for Beginners ISBN-13: 9780746000564
- Deutsch ganz leicht A1. Englisch ISBN-13: 9783195074803
- Google Translate: <https://translate.google.de/m/translate>
- Langenscheidt Online Wörterbücher: <https://de.langenscheidt.com>
- PONS: <https://de.pons.com/text-übersetzung>
- Sprachtest.de: <http://www.sprachtest.de>
- Babble: <https://www.babble.com>

#### Greek

- Εκμάθηση της Ελληνικής Γλώσσας - Α1, Ινστιτούτο Διαρκούς Εκπαίδευσης Ενηλίκων, ISBN: 978-960-7335-43-2. Μπορείτε να βρείτε το βιβλίο εδώ.
- Τετράδιο ασκήσεων, Ινστιτούτο Διαρκούς Εκπαίδευσης Ενηλίκων ISBN: 978-960-7335-45-6. Μπορείτε να βρείτε το βιβλίο εδώ.
- Επικοινωνήστε Ελληνικά (3 Τόμοι), Κλεάνθης Αρβανιτάκης, Εκδόσεις Δέλιος
- ONLINE ΜΑΘΗΜΑΤΑ ΝΕΑΣ ΕΛΛΗΝΙΚΗΣ ΓΛΩΣΣΑΣ: <http://learning.bemobile.gr/course/index.php?categoryid=15>
- Μαζι – Πολύγλωσσος Οδηγός για την Εκπαίδευση στην ΕΜάδα: [http://metadrasi.org/wp-content/uploads/2017/05/MAZI\\_for\\_print.pdf](http://metadrasi.org/wp-content/uploads/2017/05/MAZI_for_print.pdf)
- Μαθαίνω Ελληνικά – Πολυλεκτικό σε πέντε γλώσσες: [http://www.metadrasi.org/lexiko/select\\_language.html](http://www.metadrasi.org/lexiko/select_language.html)
- Μικρό Λεξικό Επικοινωνίας σε 6 Γλώσσες: <http://metadrasi.org/campaigns/%CE%BC%CE%B9%CE%BA%CF%81%CF%8C-%CE%BB%CE%B5%CE%BE%CE%B9%CE%BA%CF%8C-%CE%B2%CE%B1%CF%83%CE%B9%CE%BA%CE%AE%CF%82-%CE%B5%CF%80%CE%B9%CE%BA%CF%82-%CE%B9%CE%BD%CF%89%CE%BD%CE%AF%CE%B1%CF%82/>

#### NAVIGATION

- Home
- Dashboard
- Site pages
- My courses
  - Module 1: Basic Computer Skills
  - Module 2: Basic Language Skills
    - Participants
    - Badges
    - Competencies
    - Grades
    - Topic 1
      - General Q&A
      - Basic Language Skills
      - Useful Resources**
      - Module 2 - Quiz
      - View Material
      - Basic Language Skills
      - Basic Language Skills
      - Basic Language Skills
      - Basic Language Skills
      - Basic Language Skills
    - Module 3: Practices for entering the labour market
    - Module 4: Know your Laws
    - Module 5: Entrepreneurship

#### ADMINISTRATION

- Course administration

# Module 2: Basic Language Skills



Useful Resources

# Module 3: Practices for entering the labor market



## Module 3: Practices for entering the labour market

Home ▶ My courses ▶ Module 3: Practices for entering the labour market

### Module Overview

Your progress ?

Labour market and its rules and regulation are different in every European country. Generally the national political authority set up agencies or offices in order to give out information and to offer practical tools about how and where to look for a job. Some tools are however fundamental and need to be known no matter which country the learner is living in. This module deals with the CV structure, the meaning of its parts and how to convert your story into a presentation likely to be attractive for the labour market. Strictly connected to the CV is the vocabulary about the labour market which is also included and how to manage a job interview. Lastly, at the end of the module you will learn about the Eures portal which is a useful database about the European labour market.

### Scope

The module is about the labour market in Europe and the fundamental things you need to know in order to enter it. You will learn what documents you need if you want to look for a job, how to write a CV, where to look for a job and how to manage a job interview.

### Learning Outcomes

Upon completion of this Module you should be able to:

- Navigate to the european portal Eures
- Understand the main terms about labour market
- Fill a Curriculum Vitae
- Answer to simple questions likely to be asked during a job interview



View the Material



Forum



Assessment



Useful Resources

### NAVIGATION

Home

- Dashboard
- ▶ Site pages
- ▼ My courses
  - ▶ Module 1: Basic Computer Skills
  - ▶ Module 2: Basic Language Skills
  - ▼ **Module 3: Practices for entering the labour market**
    - ▶ Participants
    - 🏆 Badges
    - ▲ Competencies
    - 📅 Grades
      - ▶ Topic 1
    - ▶ Module 4: Know your Laws
    - ▶ Module 5: Entrepreneurship

### ADMINISTRATION

- ▼ Course administration
  - 👤 Unenrol me from Module 3: Practices for entering the labour market

# Module 3: Practices for entering the labor market



View the Material



Digital Inclusion e-Learning

## Module 3: Practices for entering the labour market

[Home](#) ▶ [My courses](#) ▶ [Module 3: Practices for entering the labour market](#) ▶ [Topic 1](#) ▶ [View Material](#)

### View Material

**English**

**Italian**

**Greek**

**Spanish**

**Bulgarian**

**German**

Last modified: Wednesday, 2 May 2018, 9:34 AM



# Module 3: Practices for entering the labor market



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## Module 3: Practices for entering the labour market

[Home](#) ▶ [My courses](#) ▶ [Module 3: Practices for entering the labour market](#) ▶ [Topic 1](#) ▶ [View Material](#)

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**English**

**Italian**

**Greek**

**Spanish**

**Bulgarian**

**German**

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# Module 3: Practices for entering the labor market




View the Material

## Module 3: Practices for entering the labour market

[Home](#) ▶ [My courses](#) ▶ [Module 3: Practices for entering the labour market](#) ▶ [Topic 1](#) ▶ [Practices for entering the labour market](#)

Menu



### Module 3 Practices for Entering the Labor Market

NEXT ▶

**DIGITAL INCLUSION**

**Project Partners**

Comunidad de Madrid, CARDET, UNIVERSIDAD DE MADRID, CONSEJO EUROPEO DE INVESTIGACIONES CIENTÍFICAS, Universidad Carlos III de Madrid, HBZ

**Erasmus+**

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# Module 3: Practices for entering the labor market



View the Material

## General Information about a CV

Menu

When you are looking for a job the CV is a really important document as it is the first presentation of yourself that you give.



*It should not be too long (2/3 pages), regularly updated and clear.*



*A CV is made of many parts, you can decide to mention or not some information depending on the job you are applying for.*

Click here to download  
the European CV model

← PREV

NEXT →

# Module 3: Practices for entering the labor market



View the Material

Menu

## Rights- Holidays, Leave & Day off



### Sick pay

If you are sick you have the right to stay home and to take care of yourself. If you miss some working days but you can prove that you were sick, you have the right to be paid. To prove it you will need to take a medical certification when you come back to work. While you are home the occupational doctor can visit you without notice to check if you are actually sick.



### Maternity leave

If you are a pregnant woman you also have a **maternity leave** (usually some months before the childbirth and some months after). In both cases (sickness and maternity) you are not going to lose your job.



### Holiday

You have the right to take some paid time off work during the year. It can mean either some days that you choose or a public holiday. Public holidays are already established; the holidays you choose are up to you, you simply have to agree those days off with your boss. The number of holidays that are due to you depend on your working contract.

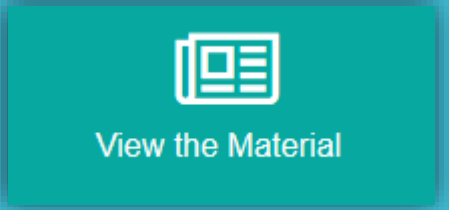
Also, another right as an employee is to get some time off work either because you need some rest or because you are experiencing health issues.



← PREV

NEXT →

# Module 3: Practices for entering the labor market



## Using EURES Search

Enter the Website  
(<https://ec.europa.eu/eures/>) and  
select a language.



EURES "Search for a job" has a  
user-friendly search interface. Job-  
seekers may select, for example, a  
country, region, profession, type  
of contract, or combine several  
criteria for finding a job.



The EURES job-search database is  
updated daily by the European  
employment services, and vacancy  
notices only stay on the system as  
long as they are current.



simulation

# Module 3: Practices for entering the labor market



View the Material

Offer tips and advice to demonstrate  
the new knowledge

## Job Interview – Strengths & Weaknesses

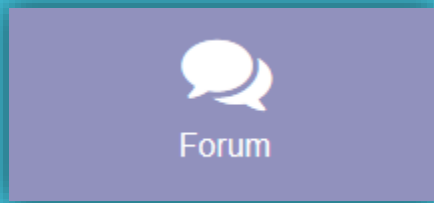
Where did you work and  
what did you learn from  
your past experiences?



**Which are your past working experiences and what did they teach you?**

This question gives you the opportunity to explain what kind of jobs you did in your past; this is especially useful if your past experiences are not well represented by your Curriculum Vitae. This is especially true if you don't have many qualifications (school certifications, diplomas, degrees) to use as documentation of your education and training. Even if you did not attend school or university, your past working experiences for sure give you skills and qualities that make you suitable for a job.

# Module 3: Practices for entering the labor market



## Features:

- Peer to peer support
- Mentoring
- Online Interaction



## Module 3: Practices for entering the labour market

[Home](#) ▶ [My courses](#) ▶ [Module 3: Practices for entering the labour market](#) ▶ [Topic 1](#) ▶ [Module 3 - Forum](#)

### Module 3 - Forum

Add a new discussion topic

Discussion		Started by	Replies	Last post
<a href="#">Working without a contract</a>		Digital Inclusion Admin	0	Digital Inclusion Admin Thu, 7 Dec 2017, 11:56 AM
<a href="#">CV preparation and the certification of working experience</a>		Digital Inclusion Admin	0	Digital Inclusion Admin Thu, 7 Dec 2017, 11:55 AM



# Module 3: Practices for entering the labor market



Useful Resources

## Module 3: Practices for entering the labour market

Home ▶ My courses ▶ Module 3: Practices for entering the labour market ▶ Topic 1 ▶ Useful Resources

### Useful Resources

#### English

- EURES. The European Job Mobility Portal. Retrieved from: <https://ec.europa.eu/eures/public/de/homepage>
- wikiHow (n.d.). How to Write a CV: [http://www.wikihow.com/Write-a-CV-\(Curriculum-Vitae\)](http://www.wikihow.com/Write-a-CV-(Curriculum-Vitae))
- Job-Hunt (n.d.). The most Common Interview Questions with Answers. Retrieved from: [https://www.job-hunt.org/job\\_interviews/common-job-interview-questions.shtml](https://www.job-hunt.org/job_interviews/common-job-interview-questions.shtml)
- CILIP (2017). What is the Professional Knowledge and Skills Base?. Retrieved from: <https://www.cilip.org.uk/careers/professional-knowledge-skills-base/what-professional-knowledge-skills-base>
- Eurostat (n.d.). Labour Market. Retrieved from: <http://ec.europa.eu/eurostat/web/labour-market>

#### German

- Duden Ratgeber professionelles Bewerben ISBN13- 9783411743131
- Menschen im Beruf/Menschen im Beruf - Bewerbungstraining ISBN - 9783191215873
- Bundesamt für Migration und Flüchtlinge (n.d.). Arbeiten in Deutschland. Retrieved from: <http://www.bamf.de/DE/Migration/Arbeiten/arbeiten-node.html>
- Lebenslauf.com: <https://lebenslauf.com>
- Karrieresprung: <https://www.karrieresprung.de/lebenslauf>
- Jobbörse: <https://jobboerse.arbeitsagentur.de>
- MONSTER: <https://www.monster.de/>
- Stellenanzeigen.de: <https://www.stellenanzeigen.de>
- Bundesagentur für Arbeit (n.d.). Willkommen, wie können wir Sie weiterbringen?. Retrieved from: <https://www.arbeitsagentur.de/>
- VHS (n.d.). Retrieved from: <https://www.vhs-th.de/>
- einstieg (n.d.). Der Lebenslauf - So kannst du punkten. Retrieved from: <https://www.einstieg.com/bewerbung/lebenslauf-cv-muster-vorlage.html>
- Deutsche Bundesbank Eurosystem (n.d.). Retrieved from: [https://www.bundesbank.de/Navigation/DE/Service/Glossar/\\_functions/glossar.html?lv2=32020&lv3=62524](https://www.bundesbank.de/Navigation/DE/Service/Glossar/_functions/glossar.html?lv2=32020&lv3=62524)

#### Greek

- Οργανισμός Απασχόλησης Εργατικού Δυναμικού (Ελλάδα): <http://www.oaed.gr/>
- Ευρωπαϊκή Πύλη για την Επαγγελματική Κινητικότητα: <https://ec.europa.eu/eures/main.jsp?acro=Imi&lang=el&parentId=0&countryId=GR>
- Ευρωπαϊκό Συστήμα EURES: <https://eures.ec.europa.eu/en/all/documents/curriculum-vitae>



# Module 3: Practices for entering the labor market



Assessment



Digital Inclusion e-Learning

## Module 3: Practices for entering the labour market

[Home](#) ▶ [My courses](#) ▶ [Module 3: Practices for entering the labour market](#) ▶ [Topic 1](#) ▶ [Module 3 - Quiz](#)

### Module 3 - Quiz

Grading method: Highest grade

[Attempt quiz now](#)

# Module 4: Know Your Laws



## Module 4: Know your Laws

[Home](#) ▶ [My courses](#) ▶ [Module 4: Know your Laws](#)

### Module Overview

This module will present the basic legal framework in which all rights and obligations are safeguarded. In particular, it will describe and outline some main European laws, regulations and directives so that the beneficiaries can be aware of their rights and obligations with respect to the access to employment and social security as well as the access to education and healthcare.

### Scope

The module "Know your laws" will describe the legal framework and the main laws, directives and regulations applied in the EU which can be a guideline for you when practicing your right to employment and social security as well as to education and healthcare. It includes basic legal texts explaining the way you can safeguard your rights and contribute to the social inclusion process in the host societies.

### Learning Outcomes

Upon completion of this Module you should be able to:

- Recognize the legal context as well as the policies at European level regarding the access to employment and social security as well as the access to education and healthcare.
- Familiarize with your basic rights and obligations as migrants, refugees and asylum seekers who live in a European country.
- Have a more active role and involvement in the societies you live in order to smoothly proceed to integration.
- Understand the administrative procedures and interact with public authorities.



View the Material



Forum



Assessment



Useful Resources

### NAVIGATION



Home

- Dashboard
- ▶ Site pages
- ▼ My courses
  - ▶ Module 1: Basic Computer Skills
  - ▶ Module 2: Basic Language Skills
  - ▶ Module 3: Practices for entering the labour market
  - ▼ **Module 4: Know your Laws**
    - ▶ Participants
    - 🏆 Badges
    - 🏆 Competencies
    - 📅 Grades
      - ▶ Topic 1
    - ▶ Module 5: Entrepreneurship

### ADMINISTRATION



- ▼ Course administration
  - 👤 Unenrol me from Module 4: Know your Laws

# Module 4: Know Your Laws



View the Material



Digital Inclusion e-Learning

## Module 4: Know your Laws

[Home](#) ▶ [My courses](#) ▶ [Module 4: Know your Laws](#) ▶ [Topic 1](#) ▶ [View the Material](#)

---

### View the Material

[English](#)

[Greek](#)

[Spanish](#)

[Italian](#)

[Bulgarian](#)

[German](#)

Last modified: Thursday, 22 March 2018, 1:40 PM

# Module 4: Know Your Laws



View the Material

## Module 4 - English

Thumbnails x MODULE 4\_Know Your La... | pages: 10 - 11 / 14

2 3

4 5

Access to Education

Organizations offering Legal Advice

UNHCR

Amnesty International

ICRC

International Organization for Migration

# Module 4: Know Your Laws



View the Material

## Module 4 - English

☰ Table of Contents × | MODULE 4\_Know Your La... | pages: 2 - 3 / 14

Executive Summary	
The Importance of Knowing your Laws	
▶ Evidence of Status	
▶ Rights as an Employee	
▶ Access to Healthcare System	
▶ Access to Education	
Organisations offering Legal Advice	
Know your Rights	
Harmonize with the Host Country	

Contents

- Executive Summary
- The Importance of Knowing your Laws
- Evidence of Status
- Access to Healthcare System
  - Asylum Seekers
  - Recognised refugees and beneficiaries of subsidiary protection
  - Third Country Nationals
- Rights as an Employee
  - Asylum Seekers
  - Recognised refugees and beneficiaries of subsidiary protection
  - Third Country Nationals
- Access to Healthcare System
  - Asylum Seekers
  - Recognised refugees and beneficiaries of subsidiary protection
  - Third Country Nationals
- Access to Education
  - Asylum Seekers
  - Recognised refugees and beneficiaries of subsidiary protection
  - Third Country Nationals
- Organisations offering legal Advice
- Know your Rights
- Harmonize with the Host Country

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# Module 4: Know Your Laws



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## Module 4 - English

☰ Table of Contents × | MODULE 4\_Know Your La... | pages: 1 / 14

Executive Summary
The Importance of Knowing your Laws
▶ Evidence of Status
▶ Rights as an Employee
▶ Access to Healthcare System
▶ Access to Education
Organisations offering Legal Advice
Know your Rights
Harmonize with the Host Country

☰ ☐ ↺ 🔍 |

# Module 4: Know Your Laws



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Table of Contents x MODULE 4\_Know Your Laws pages: 8-9 / 14

- Executive Summary
- The Importance of Knowing your Laws
- Evidence of Status
  - Asylum Seekers
  - Recognised refugees and beneficiaries of subsidiary protection
  - Third Country Nationals
- Rights as an Employee
  - Asylum Seekers
  - Recognised refugees and beneficiaries of subsidiary protection
  - Third Country Nationals
- Access to Healthcare System
- Access to Education
- Organisations offering Legal Advice
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- Harmonize with the Host Country

## Rights as an Employee

### Asylum Seekers

If you are an asylum seeker, you can have effective access to the labour market, if the decision at first instance has not been taken within nine months of the asylum application. The conditions for granting access to the labour market must be in accordance with the national law of each EU country (Article 15 of the Reception Conditions Directive 2013/33/EU) since each EU country applies different laws.

Source: [Directive 2013/33/EU of the European Parliament and of the Council of 26 June 2013 laying down standards for the reception of applicants for international protection](#)

### Recognised refugees and beneficiaries of subsidiary protection

If you are a recognised refugee or recognized as being in need of subsidiary protection, you have the right to take up employment and to be self-employed (Article 26 (1) and (3) of the Qualification Directive, 2011/95/EU). You also have access to vocational training under the same conditions as nationals. You are also allowed to receive "necessary social assistance", equal to that provided to a national in the host Member State (Article 29 of the revised Qualification Directive).

Source: [Directive 2011/95/EU of the European Parliament and of the Council of 13 December 2011 on standards for the qualification](#)

### Third Country Nationals

If you are a third country national and you hold a work permit, you can have access to labour market and social security under the same conditions that nationals have. Discrimination on the basis of race or ethnicity in the context of employment and when accessing goods and services, as well as the welfare and social security system is prohibited (Racial Equality Directive, 2000/43/EC). You are protected from unjustified dismissals (Article 30), and you have the right to fair and just working conditions, as well as the right to rest and to be paid annual leave (Article 31).

Article 16 guarantees the freedom to conduct business. The Charter also provides for the protection of health and safety at work (Article 31).

Source: [Council Directive 2000/43/EC of 29 June 2000 implementing the principle of equal treatment between persons irrespective of racial or ethnic origin](#)

## Access to Healthcare System

### Asylum Seekers

If you are an asylum seeker, you are entitled to necessary healthcare, which must include at least emergency care and essential treatment for illness, as well as necessary medical or other assistance for those who have special needs (Article 19 of the Reception Conditions Directive, 2013/33/EU). Additionally, particular attention shall be paid to the situation of vulnerable persons. Emergency healthcare and essential treatment of illness shall be also provided to those whose removal has been suspended or who have been given time to depart voluntarily (Return Directive 2008/115/EC).

Source: [Directive 2013/33/EU of the European Parliament and of the Council of 26 June 2013 laying down standards for the reception of applicants for international protection](#)  
[Directive 2008/115/EC of the European Parliament and of the Council of 16 December 2008 on common standards and procedures in Member States](#)

### Recognised refugees and beneficiaries of subsidiary protection

If you are a recognised refugee or recognized as being in need of subsidiary protection, you are entitled to equal access to healthcare as the Member State's own nationals (Article 30 of the Qualification Directive).

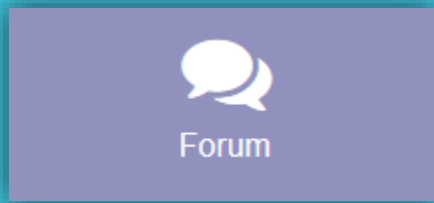
Source: [Directive 2011/95/EU of the European Parliament and of the Council of 13 December 2011 on standards for the qualification](#)

### Third Country Nationals

If you are a third country national and you are legally resident, you are entitled to equal treatment with nationals of the host Member State as regard to the access to healthcare. Provided also that you hold a work permit, you are entitled to have access to healthcare under the same conditions that nationals have.

Source: [Non-EU nationals — rules for long-term residence](#)

# Module 4: Know Your Laws



## Features:

- Peer to peer support
- Mentoring
- Online Interaction



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[Home](#) ▶ [My courses](#) ▶ [Module 4: Know your Laws](#) ▶ [Topic 1](#) ▶ [Module 4 - Forum](#)

### Module 4 - Forum

Add a new discussion topic

Discussion		Started by	Replies	Last post
<a href="#">Are you aware of the legal framework of your country?</a>		Digital Inclusion Admin	0	Digital Inclusion Admin Thu, 7 Dec 2017, 11:56 AM
<a href="#">The most useful information on the Module</a>		Digital Inclusion Admin	0	Digital Inclusion Admin Thu, 7 Dec 2017, 11:56 AM



# Module 4: Know Your Laws



Assessment



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## Module 4: Know your Laws

[Home](#) ▶ [My courses](#) ▶ [Module 4: Know your Laws](#) ▶ [Topic 1](#) ▶ [Module 4 - Quiz](#)

### Module 4 - Quiz

Grading method: Highest grade

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# Module 5: Entrepreneurship



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## Module 5: Entrepreneurship

[Home](#) ▶ [My courses](#) ▶ [Module 5: Entrepreneurship](#)

### Module Overview

The course intends to introduce participants to the principles of [Entrepreneurship](#). It begins by exploring the main characteristics of and types of entrepreneurships, while it discusses the main characteristics of entrepreneur, by identifying opportunities and challenges in setting up new businesses. It also presents the main steps someone has to follow in order to setup a new venture and initiate the readers to the development of viable business model and entrepreneurial ethics.

### Scope

The Module focuses on [Entrepreneurship](#). The aim is to support the development of an understanding of the nature of [entrepreneurship](#) and to allow participants to determine whether they want to be an entrepreneurs with their own businesses.

### Learning Outcomes

Upon completion of this Module you should be able to:

- Develop personal entrepreneurial skills and behaviour to individually be able to establish a business Develop a business proposition to launch a new venture (start-up a new business venture)
- Pitch business concept for relevant stakeholders to introduce the new venture into the market
- Develop and justify a variety of business scenarios including an entrepreneurial development path from idea to established company
- Reflect on one's own entrepreneurial knowledge, skills and behaviour, and learning process



View the Material



Forum



Assessment



Useful Resources

### NAVIGATION

Home

- Dashboard
- ▶ Site pages
- ▼ My courses
  - ▶ Module 1: Basic Computer Skills
  - ▶ Module 2: Basic Language Skills
  - ▶ Module 3: Practices for entering the labour market
  - ▶ Module 4: Know your Laws
  - ▼ **Module 5: Entrepreneurship**
    - ▶ Participants
    - ▶ Badges
    - ▶ Competencies
    - ▶ Grades
    - ▶ Topic 1

### ADMINISTRATION

- ▼ Course administration
  - ▶ Unenrol me from Module 5: Entrepreneurship

# Module 5: Entrepreneurship



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## Module 5 Introduction to Entrepreneurship

Menu

NEXT →

# Module 5: Entrepreneurship



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## Case Study – The Story of Audrey

*Let's first take a look at the case of Audrey, a woman from France who became an entrepreneur in Netherlands.*



Audrey was born in France and she grew up in a small city close to Paris. She decided to move to Amsterdam where she took advantage of her love and skills in bakery. There she opened a Patisserie.

*Watch Audrey describing her experience.*



*“I always wanted to have my own shop but I wanted it to be small so that I can actually see it”*

← PREV

NEXT →

# Module 5: Entrepreneurship



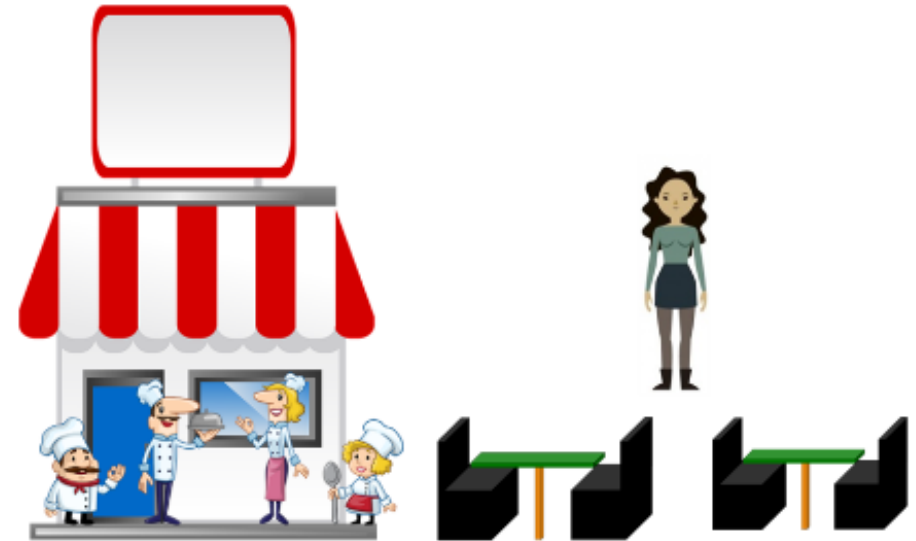
View the Material

## Starting Up a New Business

Launching a successful business requires an awareness of one's knowledge, skills, abilities, aptitudes, values and preferences! It is more likely to thrive in something that you are good at.



A migrant's profile is not significant in determining what kind of business is developed. Rather, skills, capability, knowledge, experience, education, and passion to create are more accurate determining factors that are predictors of a business a person should develop. Next, we will study a business example. We will use imaginary products/services (widgets) to show how a small business is developed and structured.



# Module 5: Entrepreneurship



View the Material

## Step 1- Vision Statement

Menu

Do you remember the case of Aliya? Take a look at Aliya's vision statement. Can you build your own vision statement?



My vision is to produce and sell the best available ethnic food products that are locally adjusted that will be sold directly to customers at a value price. Sell these products for profit directly to passing customers, delivery and catering.



← PREV

NEXT →

# Module 5: Entrepreneurship



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Menu

## Step 2- Business Values Statement

On your right you can see Aliya's business' values statement. Can you build your own business values?



Always provide the best quality food by using the highest quality produce and raw material  
Always use the highest quality production and preparation processes to produce the final products  
Comply with the highest level of hygiene processes and facilities to ensure that the final products are of the best quality  
Respect all employees and customers and listen to their feedback to ensure that we provide the best products possible



← PREV

NEXT →

## Registering Your Business

It is very important to decide to which country you are going to register your business.



Every country has its own rules and regulations on the documents needed to register a business. These may include, for example:

- requirements for registering a business
- laws that govern businesses
- the tax code for small businesses
- professional codes of conduct relevant to specific occupations, etc.

*[Click here to access the UNESCO'S' training package for new entrepreneurs.](#)*

Starting my Own Business Guide

◀ PREV

NEXT ▶

# Module 5: Entrepreneurship



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## The Components of a Business Plan

The business plan should consist of the following components

- title page (name proposed for the business, entrepreneur's name, contact address and other co-ordinates)
- summary of business objectives
- table of contents
- structure of the proposed business
- intended product or service that is to be sold
- marketing plan (based on a simple market survey)
- financial plan
- anticipated returns
- other supporting documents, such as letters of recommendation, certificates of
- education and training, community service documents, etc.

*Click on the following button to download the business plan.*

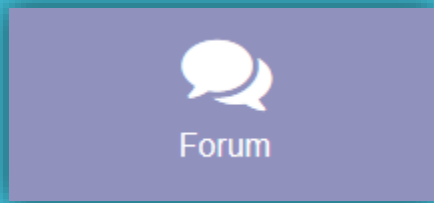
Sample of a Business Plan

# Module 5: Entrepreneurship



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# Module 5: Entrepreneurship



## Features:

- Peer to peer support
- Mentoring
- Online Interaction



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[Home](#) ▶ [My courses](#) ▶ [Module 5: Entrepreneurship](#) ▶ [Topic 1](#) ▶ [Module 5 - Forum](#)

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Add a new discussion topic

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# Module 5: Entrepreneurship



Assessment



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[Home](#) ▶ [My courses](#) ▶ [Module 5: Entrepreneurship](#) ▶ [Topic 1](#) ▶ [Module 5 - Quiz](#)

### Module 5 - Quiz

Grading method: Highest grade

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## Module 5: Entrepreneurship

[Home](#) ▶ [My courses](#) ▶ [Module 5: Entrepreneurship](#) ▶ [Topic 1](#) ▶ [Useful Resources](#)

### Useful Resources

#### English

- Bygrave, W.D. & Zacharakis, A., (2010). The Portable MBA in *Entrepreneurship*, 4th Ed. New York: John Wiley and Sons Publishers
- Onuoha G., (2007) *Entrepreneurship*. AIST International Journal 10, 20-32.
- Pickle, H.B. & Abrahamson, R.L. (1990). *Small Business Management*. New York: John Wiley & Sons, Inc
- Stevenson, H.H. & Jarillo, J.C., (1990). A Paradigm of *Entrepreneurship*: Entrepreneurial Management, *Strategic Management Journal*, 11, Special Issue: Corporate *Entrepreneurship*, pp. 17-27
- US Small Business Administration (n.d.). *Business Guide*. Retrieved from: <https://www.sba.gov/business-guide/launch/pick-your-business-location-zoning-laws>
- UNESCO (2006). *Starting my Own Small Business*. Retrieved from: <http://www.unevoc.unesco.org/go.php?q=Starting%20my%20own%20small%20business>
- MIPEX (2015). *Migrant Integration Policy Index 2015: the Netherlands*. Retrieved from: <http://www.mipex.eu/Netherlands>
- European Commission (2016). *Evaluation and Analysis of Good Practices in Promoting and Supporting Migrant Entrepreneurship*. Retrieved from: <http://ec.europa.eu/DocsRoom/documents/18421>

#### German

- Im neuen Job-ISBN 978-3-836-30195-4
- Der erste Tag im neuen Job: <https://www.absolventa.de/karriereguide/berufseinsteiger-wissen/der-kleine-knigge-in-der-arbeitswelt-der-erste-tag>
- Was Kollegen in der Probezeit wünschen und fordern: <https://www.berufsstrategie.de/bewerbung-karriere-soft-skills/probezeit-erwartung-unternehmen-kollegen.php>
- Einstiegshilfen für die Probezeit: <https://www.berufsstrategie.de/bewerbung-karriere-soft-skills/probezeit-tipps-einstiegshilfen.php>
- So klappt der erste Tag im neuen Job: <http://www.sueddeutsche.de/karriere/berufseinstieg-so-klappt-der-erste-tag-im-neuen-job-1.1778546>

#### Greek

- «ΕΙΣΑΓΩΓΗ ΣΤΗΝ ΕΠΙΧΕΙΡΗΜΑΤΙΚΟΤΗΤΑ», ΚΩΝΣΤΑΝΤΕΛΟΥ ΑΝΑΣΤΑΣΙΑ: <https://www.eap.gr/images/stories/pdf/deo44a.pdf>
- Εγχειρίδιο Επιχειρηματικότητας για υποψήφιους και νέους επιχειρηματίες, ΙΔΡΥΜΑ ΟΙΚΟΝΟΜΙΚΩΝ & ΒΙΟΜΗΧΑΝΙΚΩΝ ΕΡΕΥΝΩΝ: <http://repository.edulll.gr/edulll/retrieve/3929/1167.pdf>



Useful Resources

# Module 5: Entrepreneurship

# Summary of the DIGITAL INCLUSION Platform's Features

- The platform is user-friendly and multifunctional (multimedia presentation, downloadable material, forums)
- The platform offers multilingual material
- The platform can be used in a blended or in a fully online mode depending on the training options and preferences available
- The platform offers opportunities for exchanging opinions, views, tips etc. thus promoting online interaction through the forum function
- Learners have the chance to get a certificate awarded with ECTS



Thank you!