



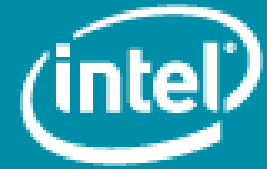
Education



Intel® Learn Easy Steps

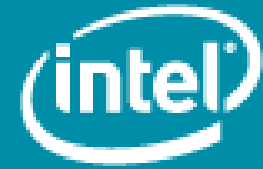
for CALD learners

Strategies that Work:
a CAIF grant



*What is Intel® Learn Easy steps?
How does our project fit in?*

Introducing Intel® Learn Easy Steps



What is it?

A basic technology literacy education program.

Who's it for?

Adult learners with little or no experience with computers.

What does it teach?

Participants learn the “basics” of the computer, enabling them to use the computer in ways that are relevant to their daily lives.

What skills will participants learn?

Through active, hands-on experience, participants learn to explore and use basic computer applications that are used in everyday life:

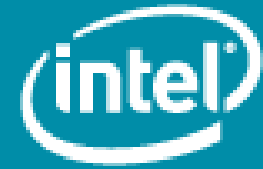
- Internet Search
- Email
- Word Processing
- Spreadsheets
- Multimedia

What will this enable participants to do?

Communicate with friends, family and business associates through email, research and access information on the Internet, create resumes, flyers, invitations, budgets, business documents, presentations, and more.

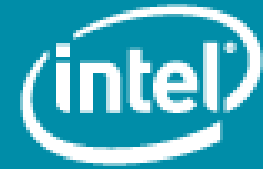


Intel® Learn Easy Steps Teaching Materials

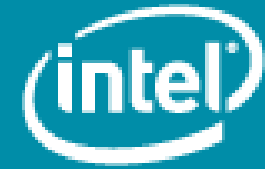


1. IES Basic Curriculum Learner Edition Version 3.5
2. IES Basic Curriculum Staff Edition Version 3.5
 - ❖ Incl updated 2014 Staff Edition of Module 1
3. Activity Book Version 1.5 (comprising Activity Cards)
 - ❖ Incl updated 2014 Help Guide Activity Card
4. Intel® Education Help Guide
5. Intel Online: <https://easystepsonline.intel.com/>

Other support material for Intel® Learn Easy Steps



1. Implementation Guide - Learn Local organisations (Word and PPT)
2. Example of A-Frame Course Plan
3. Example of A-Frame Session Planner
4. Intel Learn Easy Steps Certificate template
5. Intel Trademark and Logo Usage Guidelines
6. Marketing & communication materials
 - ❖ Australian Video - Intel Learn Easy Steps
 - ❖ Brochure “20 hours that could change your life’
 - ❖ Postcard “Digital literacy changes lives’



Intel® Easy Steps
Basic Course
(facilitated course)



Intel® Easy Steps
Activity Cards
(self-instruction)

Modules 1- 5

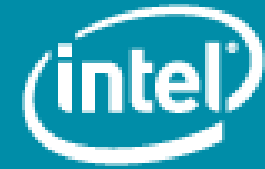
Introduction to computer operations and basic software applications*, with practical examples for adult users

Modules 6-14 (optional)

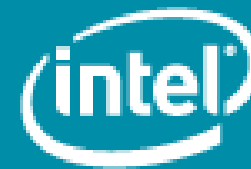
Examples of how to apply basic skills in employment and entrepreneurship, plus additional tools (Skype, Google Docs, Social Media)

- Step-by-Step instruction on how to create a specific product or complete a task
- May be customised for specific targeted audiences.
- May be used to supplement Basic Course, or for independent self-instruction

* Technology areas: Word Processing, Spreadsheets, Multimedia, Internet & Email



Module	Title	Activity
PART 1 - Learning New Skills		
1	Introducing Computers and Operating Systems	Basic PC operations, create files, keyboarding, Notepad
2	Introducing Internet and Email	Internet search, browsing, create and use email
3	Introducing Word Processing	Explore WP; create flyer, resume, greeting Card
4	Introducing Spreadsheets	Explore Spreadsheet; create budget, address book
5	Introducing Multimedia	Explore PPT; create presentation, add graphics, media



Module	Title	Activity
PART 2 - Applying Skills to Business and Entrepreneurship		
6	Introduction to Entrepreneurship	Create Mind Map (business ideas) via PPT and Graphics
7	Money Management & Finances	Start-up Costs and Cash Flow, sharing thru Skype
8	Developing a Marketing Plan	Create Mkt. Plan presentation, communicate via email
9	Branding	Create logo, letterhead, business cards, email signature
10	Marketing Material	Create brochure, catalogue; communicate via Skype
11	Online Marketing	Create web site, use social media (FB) to communicate
12	Collecting Feedback Online	Create survey (Google Docs), share via Skype Share
PART 3 - Showcasing Your Work		
13	Developing a Product Portfolio	Prepare presentation using PPT
14	Showcase	Present your PTT presentation showing your work

Supported by Intel® Education Help Guide
<http://www.intel.com/education/helpguide/index.htm>

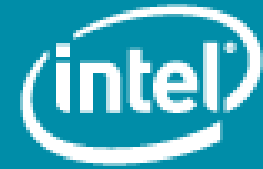


Intel® Learn Easy Steps ACTIVITY CARDS

***More than 45 available online at
[http://www.intel.com/education/easysteps
activitycards/](http://www.intel.com/education/easysteps/activitycards/)***

***25 included in the resource: Activity Card
Workbook***

Intel® Easy Steps ACTIVITY CARDS



Self-Instruction in key technology areas

Intel Easy Steps provides a series of Activity Cards, each of which provides instruction on how to create a useful product or complete a specific task.

Each Activity Card has:

- A sample of the product
- Step-by-Step instructions to create the product, supported by the Intel® Education Help Guide
- A “Challenge” suggesting a way to improve the product

Examples of Products:

- Advertisement/Poster
- Brochure
- Budget
- Flyer
- Invitation
- Letter
- Newsletter

Partial
SAMPLE

Intel® Easy Steps **Brochure**

Create a Brochure

Have you ever needed an easy and inexpensive way to advertise your business? You can create a brochure which is a small leaflet or pamphlet often containing product or service information. In a business, brochures are used to introduce and advertise products or services to potential customers.

Look at the following example:

ABOUT THE PERSON
Vilma Shah completed her Bachelor's degree in Fine Arts from JNU Technological University. She also holds a Diploma in Photography from the Fine and Visual Arts Institute. She started Star Photo Studio in 2000 as the demand for wedding photographs increased.

Star Photo Studio

Don Mile
Near Cherk Bazaar
Kalinpong
Phone: 234578
www.starphoto.com

We capture the star in you!

STAR PHOTO STUDIO
Star Photo Studio was established in 2000. It has the latest equipment for the best picture quality. The studio also has a new stock of accessories to meet all your photography needs.

OTHER SERVICES
Video Editing
Photo Editing

STARPHONE
We specialize in:
Wedding Photography
Party Photos
Event Photography

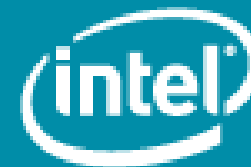
Brochure Page 1 Example **Brochure Page 2 Example**

As in the example above, a Brochure created on the computer typically:

- Is made using a single sheet of paper that is printed on both sides and folded (tri-fold). It is set up in columns.
- Contains information about the products and services offered by the business
- Includes the company logo
- Incorporates pictures that help make the written information clear or attractive to the potential customer
- Contains information about how to get in touch with the business to obtain the product or service

Activity Cards

(sample titles available – March 2014)



How to ...

- **Create an address book**
- **Send an E-card**
- **Use skype to make calls & share documents**
- **Create a Facebook account**
- **Use your mobile phone as a modem**
- **Make an online purchase**
- **Play and upload videos using YouTube**
- **Process digital images**
- **Create a resume**
- **Create a survey form**
- **Use an external storage device**
- **Manage your files and folders**
- **Use a webcam**
- **Use a scanner**
- **Use a printer**

New Activity Cards are regularly added online



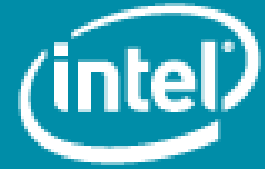
Intel® Education Help Guide

<http://www.intel.com/content/www/us/en/education/k12/education-help-guide.html>

- Referenced throughout Easy Steps modules and activities
- Step-by-step instructions for hundreds of tasks
- User-friendly, non-technical language
- Commonly-used applications including word processing, spreadsheets, graphics, multimedia
- Freely available online
- Can also be downloaded free in a wide range of languages
- Note that it may be helpful in some circumstances to provide the Help Guide to learners on a CD or USB drive.

- *Note that CDs of the Help Guide are not provided by ACFE*
- *The Help Guide Activity Card supplied separately with your Activity Workbook contains the latest instructions for how to access the Help Guide online.*

Intel® Learn Easy Steps Online

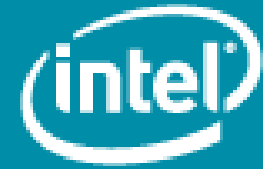


- <https://easystepsonline.intel.com>
- Short how to videos
- Online activities

Intel® Learn Easy Steps Online



Design of sessions



Within each technology area:

- Session begins with a technology introduction and hands-on “exploration”
- Participants engage in a guided practice using the technology
- Participants complete at least *one* relevant activity (resume, flyer, budget, etc)
- Participants share their work and discuss how the technology can be used in other ways
- Participants conclude by answering a skills set checklist



Intel® Learn Easy Steps

Master Trainer knowledge and experience

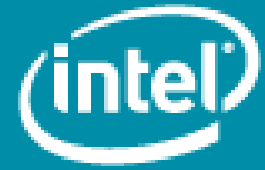
- Working with adult learners
- Teaching digital literacy
- Experience within Learn Local organisations
- Knowledge of Pre-accredited Quality Framework & A-Frame

Intel® Learn Easy Steps

Summary of Master Trainer role

- Participate in a training session by a Senior Trainer before commencing delivery of the Intel® Learn Easy Steps program
- Review and be familiar with all training materials
- Review and be familiar with all support materials and marketing resources
- Design/customise Intel® Learn Easy Steps program in accordance with requirements of pre-accredited delivery
- Ensure the program contains a minimum of three Intel® Learn Easy Steps modules, and that the selected modules are delivered in their entirety
- Contribute to online repository/community of practice for Senior Trainers and Master Trainers such as through the Wiki (<http://inteleasysteps.acfe.vic.edu.au/home>)
- Ensure that the Intel® Learn Easy Steps program materials are used only for the purposes of delivering pre-accredited training and are not passed on to any other parties
- Participate in reporting and evaluation activity as required

Intel® Learn Easy Steps for CALD learners



- Strategies that Work aims to :
 - Develop a kit
 - Develop/ adapt / collate materials to support delivery to CALD
 - Trial the materials and provide feedback
 - Establish a Community of Practice

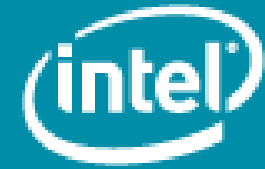


Thank you
Any Questions

Intel® Learn Easy Steps

The LLO survey says....

Intel® Learn Easy Steps 2014



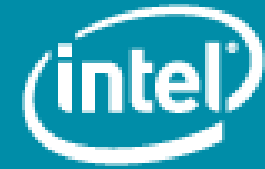
2. Do you currently deliver or have you delivered Intel Learn Easy Steps to learners who don't speak English as a First Language (CALD learners) in 2014.

		Response Percent	Response Count
Yes		22.2%	6
No		77.8%	21
	If no, why not		19
answered question			27
skipped question			3

3. If yes, which units does your centre currently offer?

		Response Percent	Response Count
1: Introducing Computers and Operating Systems		100.0%	8
2: Introducing Internet and Email		100.0%	8
3: Introducing Word Processing		87.5%	7
4: Introducing Spreadsheets		62.5%	5
5: Introducing Multimedia		62.5%	5
	Other (please specify)		1
answered question			8
skipped question			22

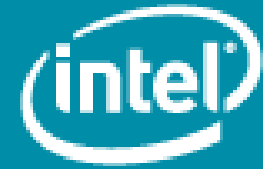
Intel® Learn Easy Steps 2015





4. Are you planning to deliver Intel Easy steps to CALD learners in 2015?			
		Response Percent	Response Count
Yes		37.0%	10
No		29.6%	8
Not sure		33.3%	9
If no, could you explain the reasons			8
answered question			27
skipped question			3

5. If yes, which Easy Steps modules is your organisation planning to deliver 2015?			
		Response Percent	Response Count
1: Introducing Computers and Operating Systems		92.9%	13
2: Introducing Internet and Email		100.0%	14
3: Introducing Word Processing		85.7%	12
4: Introducing Spreadsheets		57.1%	8
5: Introducing Multimedia		64.3%	9
Other (please specify)			5
answered question			14
skipped question			16

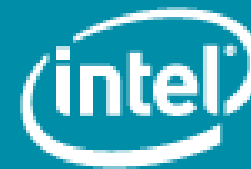
Intel® Learn Easy Steps





6. If you are delivering or have delivered INTEL Easy Steps to CALD learners in 2014, is it/was it

		Response Percent	Response Count
to an exclusively CALD learner cohort		25.0%	2
to a mixed cohort that includes CALD learners		75.0%	6
		Other (please specify)	2
		answered question	8
		skipped question	22

Intel® Learn Easy Steps



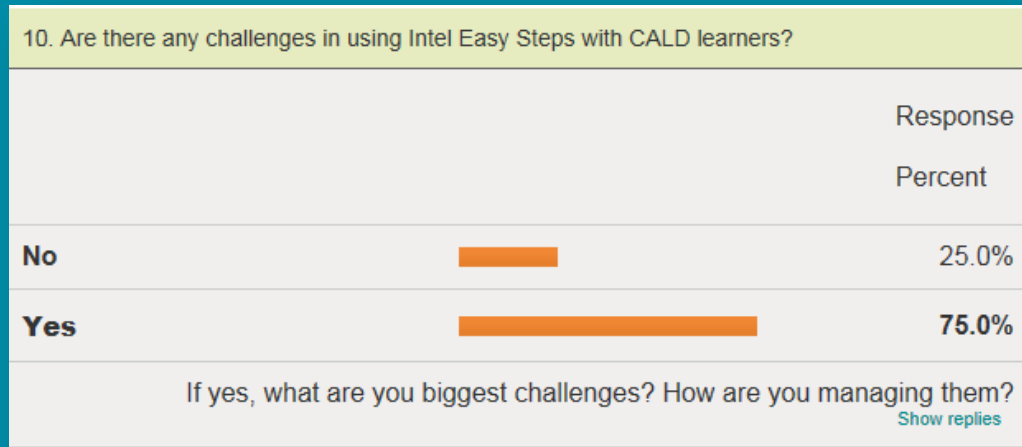
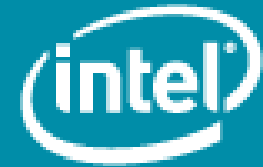
7. How many of the tutors delivering Intel Easy Steps have a TESOL or other ESL qualification?

	Response	Percent
All		0.0%
Some		14.3%
None		85.7%

8. If you have CALD learners, how would you rate their levels of English?

	Beginner	Post-Beginner	Intermediate	Advanced
Speaking	66.7% (12)	61.1% (11)	38.9% (7)	11.1% (2)
Listening	58.8% (10)	64.7% (11)	35.3% (6)	11.8% (2)
Reading	76.5% (13)	64.7% (11)	29.4% (5)	5.9% (1)
Writing	70.6% (12)	70.6% (12)	29.4% (5)	5.9% (1)

Intel® Learn Easy Steps



The modules and activities require a lot of reading.

Support for language.

Sometimes they need clarification with interpretation and understanding.

Reading the text in the manual.

Many of our groups are illiterate in their own languages.

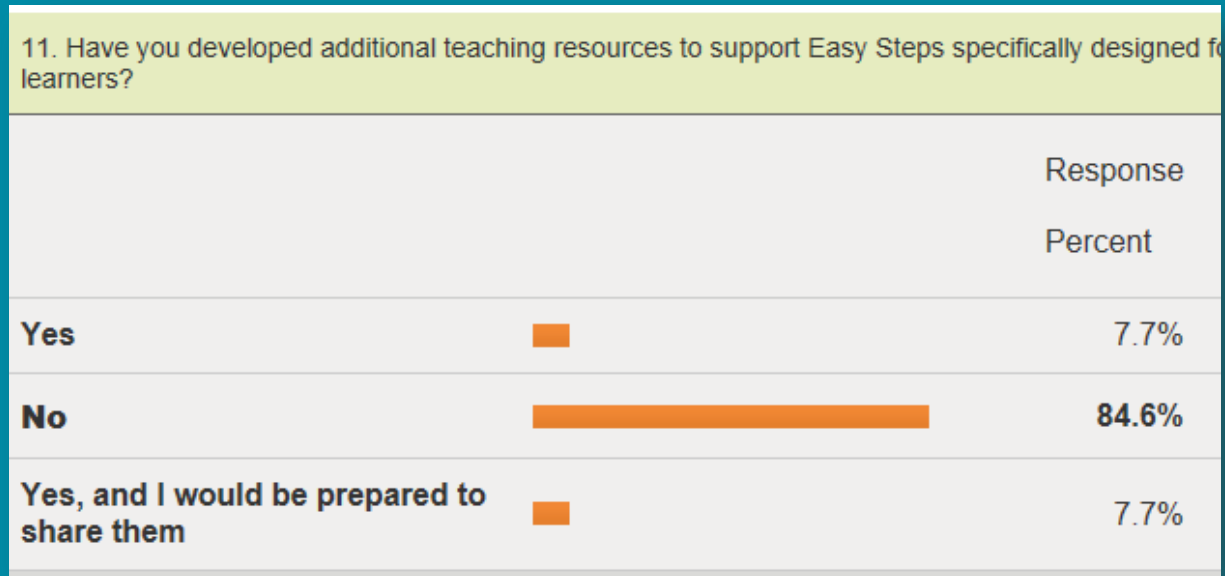
Resources not appropriate for access stream CALD.

The manual is too wordy and thus it makes it hard for our students to use for self paced learning.

Too many words. Notepad???? Why use it?

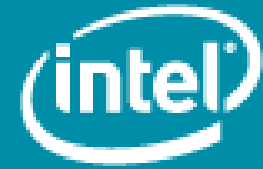
Not being able to read, and comprehend some of the concepts. Need to use videos to assist.

Intel® Learn Easy Steps

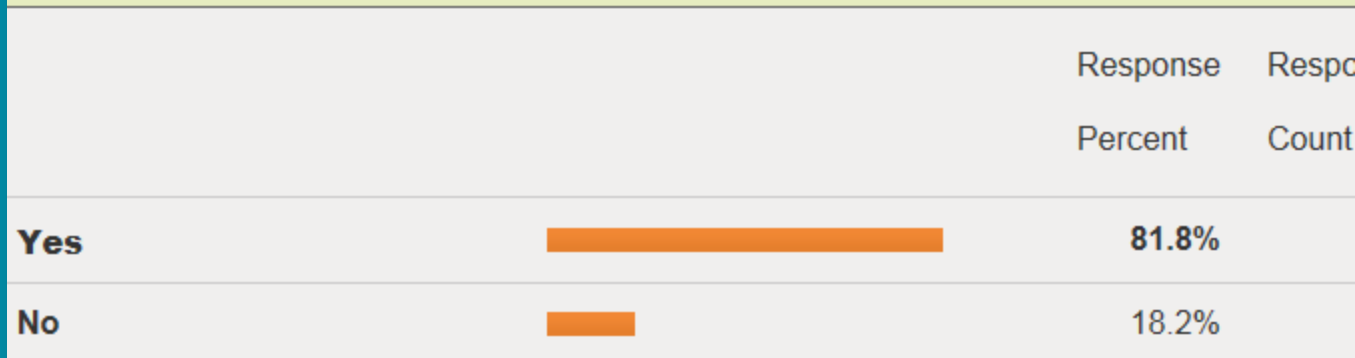


- Resources with basic simplified English
- Word and vocabulary lists, audio and video clips
- Visual media
- Simple instructions with pictures
- Sharing resources

Intel® Learn Easy Steps



13. Would you be interested in trialling a set of additional teaching resources specifically designed for CALD learners to support Intel Easy Steps delivery in the classroom in 2015?



Happy to trial any new resources but we only have limited enrolments with English as a second language.

Intel® Learn Easy Steps Community of Practice



15. What would you like the Community of Practice to offer/do? (you can select more than one)



Intel® Learn Easy Steps 

Thank you
Any Questions?