Towards Independence

Using Computer Technology

Name:

ASDAN

Contents

This module has been developed as the result of collaborative work between ASDAN and practitioners delivering the Towards Independence programme. Our thanks go to all those who contributed to the development of these materials.

Welcome

You are starting a module called

Using Computer Technology

In doing the activities in this module you will be asked to:

- say
- show
- choose
- make things

You can say things by talking or signing, or by using any other means to let someone know what you want to say.

You can choose and show things by using:

- pictures
- digital recording
- other means
- photographs
- computer

or by telling someone else so they can write or do it for you. All the way through you can have as much help as you need.

As you complete each activity, you or your tutor can tick ☑ the box shown alongside the activity and the corresponding box on the **Record of Activities** page.

When you have finished the module, remember to complete the **Module Review** and **Next Steps** at the end of the book.

Record Boxes

At the end of each section you will find a page of record boxes:

This box can be used by your tutor to write an extra activity for you to do. This might ask you to practise some of the skills you have already shown, or it might ask you to do an extension activity.

This box can be used in any way to show your achievements throughout the section. It might also show what you need to work on next.

This box can be used to record your achievement by allocating a P level or other descriptor and subject area.

This box shows skills you have used well. These might be Basic Skills, Key Skills or other important life skills.

This box shows what sort of help you had.

This box shows where the work is kept in your ring binder (or other place).

Your tutor will sign and date these boxes when all the other boxes have been filled in.

Activity:

optional

Comments:
Tutor/Supervisor/Learner

optional

P level or other centre assessment tool:

optional

Subject area:

Level of support: Skills: Evidence ref:

Verified by: Date:

Sample

Levels of Support

Ask your tutor to talk to you about these:

NH **No Help** – you can do things on your own

SH **Spoken/Signed Help** – you are helped by someone speaking or signing suggestions to you
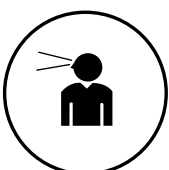
GH **Gestural Help** – you are helped by someone using hand signals or other gestural prompts

PH **Physical Help** – you are helped by someone holding you and/or helping you to move

SE **Sensory Experience** – you are given the opportunity of being involved through a sensory experience, e.g. hearing, touch, sight or taste

ER **Experience Recorded** – you are provided with an experience of the activity but are unable to take part

Section A:
Knowing your computer

		✔

1	Show you can find the different parts of a computer.
	
	For example:
	
	   ○ on and off switch
	   ○ monitor or screen
	   ○ mouse
	   ○ keyboard
	   ○ camera
	   ○ other
		☐

2	Show you can switch the computer on.	☐
3	Show you can recognise familiar icons on your screen.	☐
4	Show you can run a program or app.	☐
5	Show you can close programs or apps and shut down the computer.	☐

Section A:
Knowing your computer

Activity: optional

Comments: optional
Tutor/Supervisor/Learner

Sample

P level or other centre assessment tool: optional

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

Section F (continued):
Internet shopping

✔

8   Place your order.

9   Check that you have received confirmation of your order.

10   Note the day you are likely to receive your order.

Sample

Section F (continued):
Internet shopping

Activity: *optional*

Comments: *optional*
Tutor/Supervisor/Learner

Sample

P level or other centre assessment tool: *optional*

Subject area:

Level of support:

Skills:

Evidence ref:
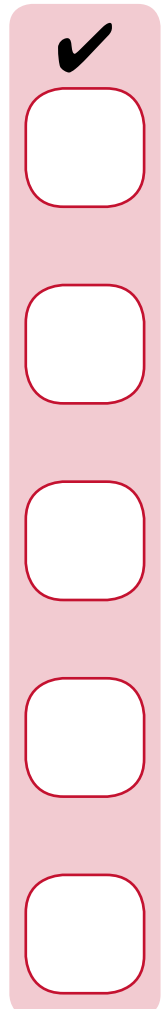
Verified by:

Date:

Section L:
Project

In this section you can choose your own activity.

Here are some ideas:

- Produce a news sheet or bulletin
- Produce a video or multimedia diary
- Produce a symbol timetable
- Set up a website
- Produce some posters or signs for your centre
- Produce a visitor information sheet or booklet about your centre
- Other

✔

1 Decide what your project will be.

2 Plan your project.

3 Make a list of the things you need.

4 Do your project.

5 Show what went well in your project.

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Section L:
Project

Activity: optional

Comments: optional
Tutor/Supervisor/Learner

P level or other centre assessment tool: optional

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

Sample

Next Steps

My next challenge:

Activities and modules that will help:

Who can help me and when:

Remember to record that you have completed this module and review on the **Record Page** in your **Starting Out** module.

Learner signature:

Tutor/supervisor signature:

Date:

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