



SignMedia Enterprise

SIGN LANGUAGE BUSINESS GLOSSARY FOR MOBILE DEVICES IN BSL, ÖGS, LIS & IS

User Guide for Trainers ENGLISH



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Contents

- 1. Introduction**
- 2. Technical requirements and accessibility**
- 3. How to use the web based app**
- 4. How to use supporting materials**
- 5. Use in training sessions**
- 6. Trainee/learner progression**
- 7. Further information and support sources**



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1. Introduction

The SignMedia Enterprise (SME) EU project has created an online signed glossary for mobile devices in BSL, ÖGS, LIS and IS.

It is designed to be a tool to support deaf entrepreneurs, freelancers and enterprising individuals in Austria, Italy and the UK who want tools, training and information on how to start, run and grow their own business.

The Sign Media Enterprise glossary resource is designed to help those in business or to start up a business and is based around the knowledge needed to complete a business plan.

There are also a range of supporting resources including example video case studies of successful Deaf people in business, additional useful documents, templates and useful links.

This user guide shows you how to use and navigate the glossary and provides ideas for using it in your training sessions. It also has useful information about where trainees/learners can access further sources of support and progression routes.

The online app and resources are not intended to replace professional business or financial advice. The project partners do not accept any responsibility for decisions made as a result of the project content. All information was correct at time of development.



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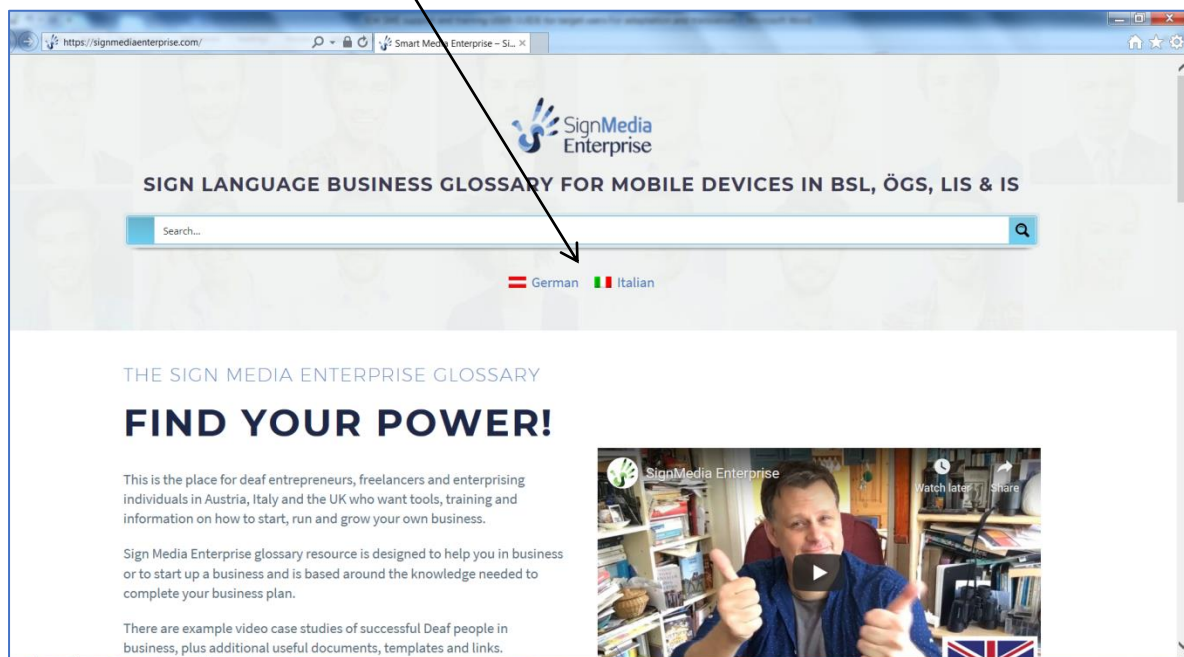
2. Technical requirements and accessibility

To access the online glossary visit <https://signmediaenterprise.com/>

There are no specific technical requirements; however, you will require a good internet connection.

The online app is designed to be used on mobile devices also.

Language choice: From the home page of the online glossary, click on the relevant language/flag to access that glossary version.



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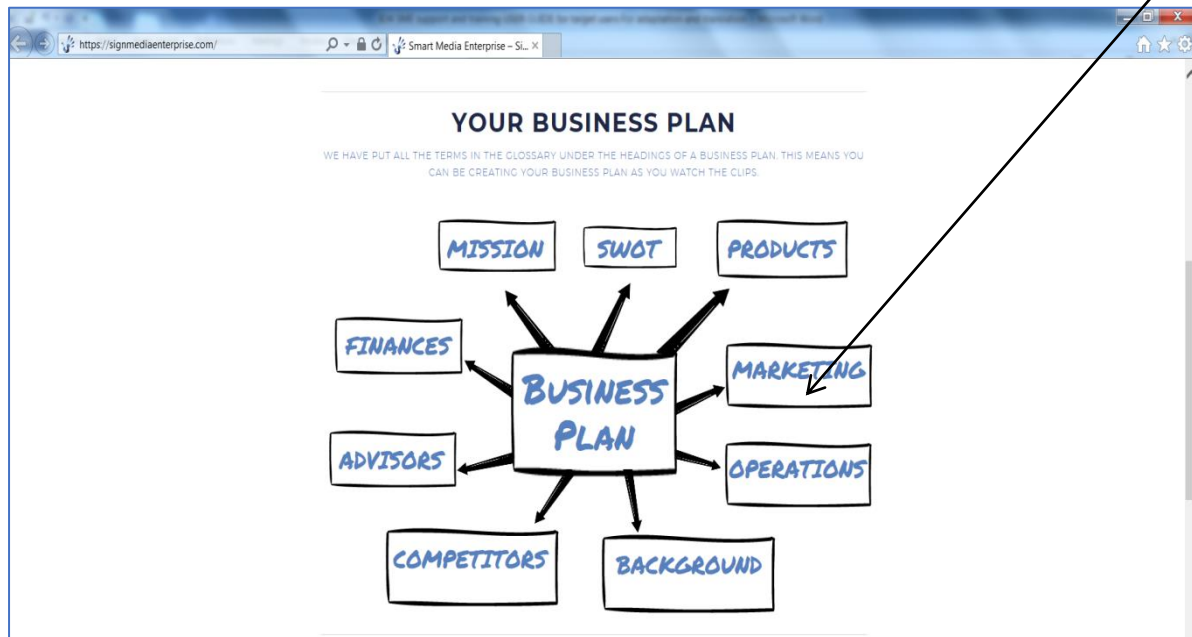
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3. How to use the web based app

The online glossary consists of 500 business based terms in BSL and 100 in IS. Each term has a written definition, an illustration and the signed definition.

The terms in the glossary have been collated under the headings of a business plan. This means that trainees/learners can be creating their business plan as they watch the clips.

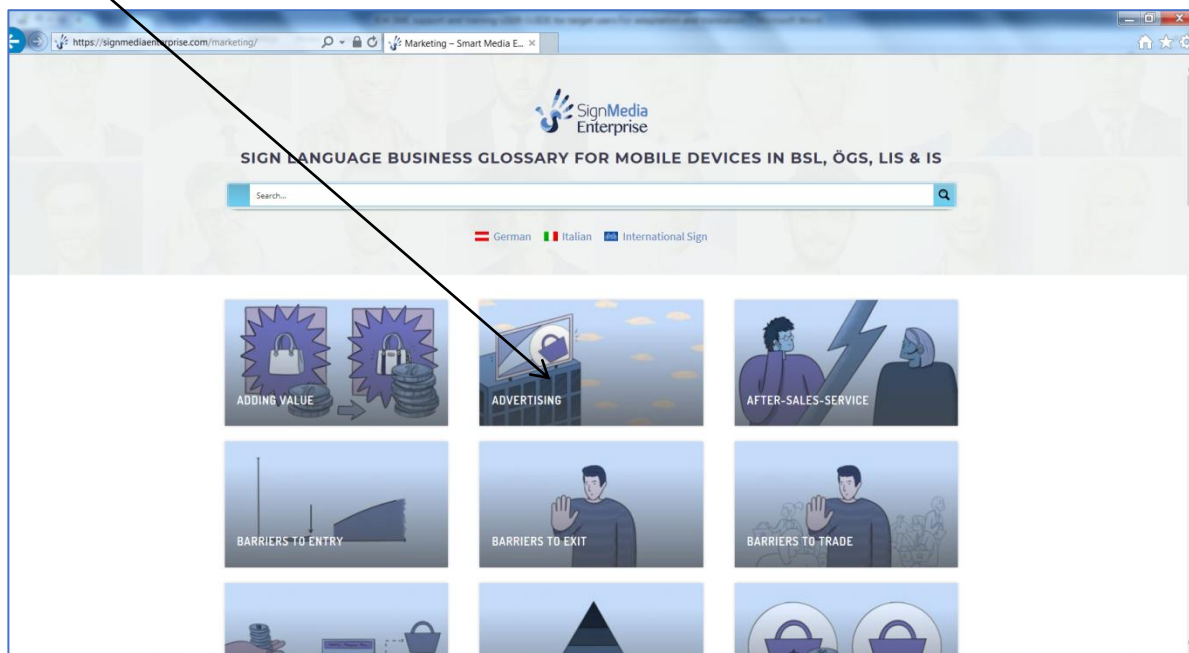
Click on the topic to see the relevant terms. For example, to see terms about MARKETING click [here](#)



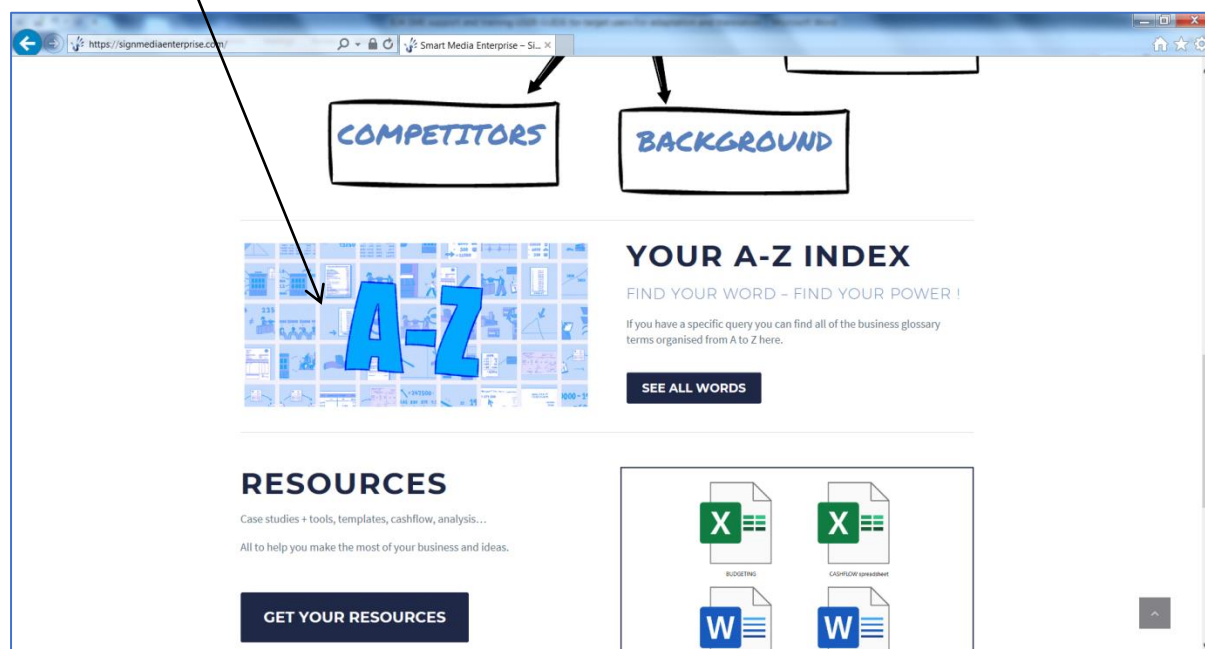
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This will bring up all relevant terms as shown below. Click the term you want to see the definition for.



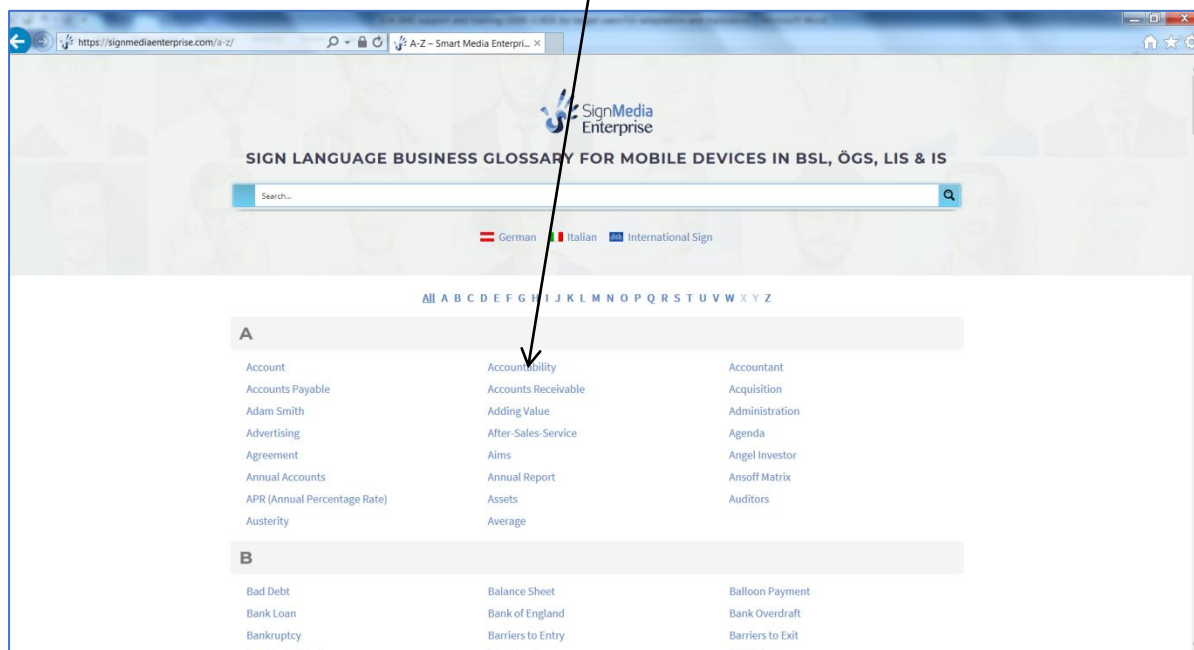
If you have a specific query you can find the whole business glossary terms organised from A to Z in the A-Z index.



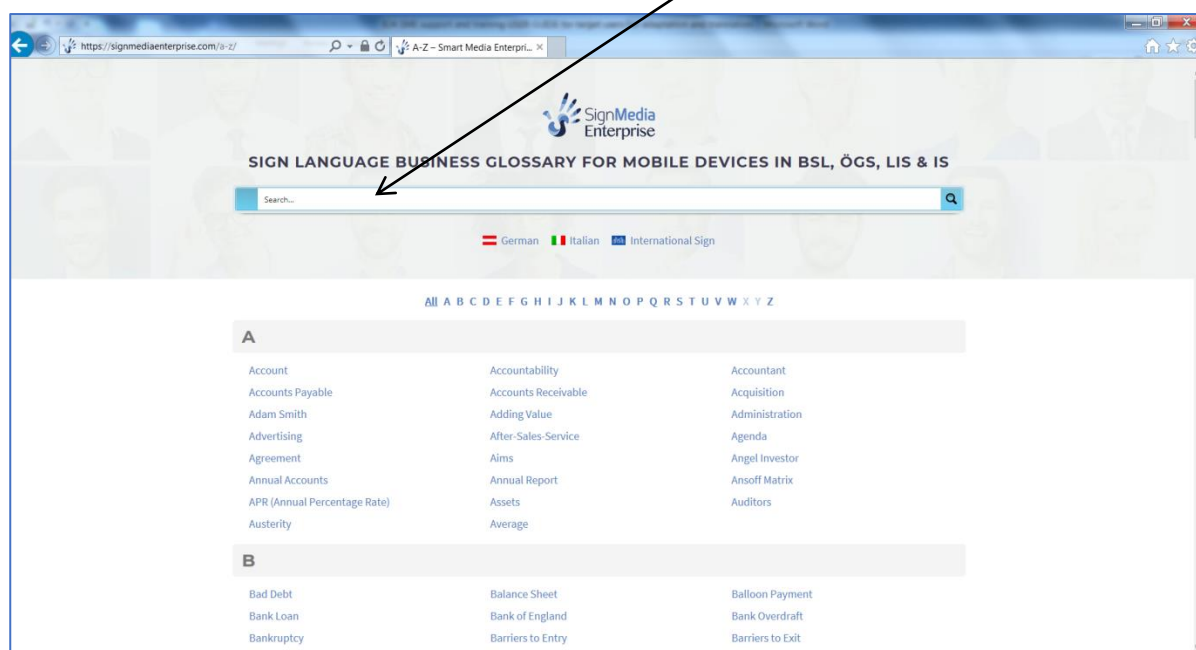
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Click the term you want to see the definition for.



Or, you can search for a specific term using the search bar.

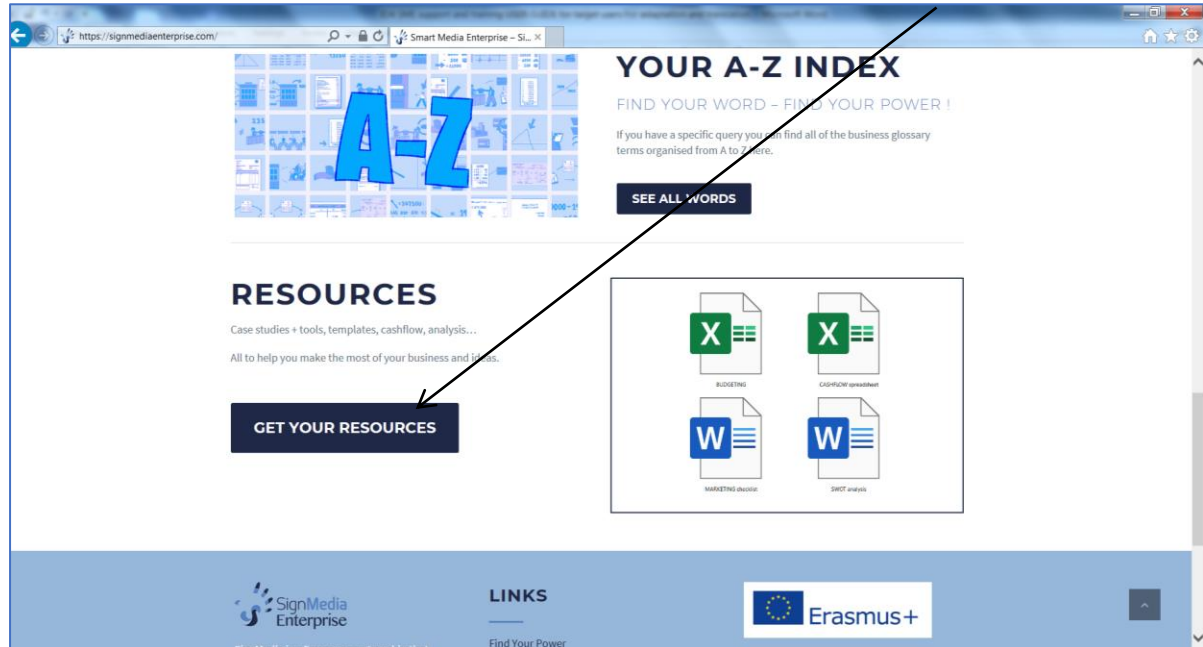


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4. How to use supporting materials

There is a range of supporting materials you and your trainees/learners can access. Click here to access them.



Video case studies tell the stories of successful Deaf professionals and organisations. We hope these provide inspiration and an insight into their experiences.

There are a range of resources including:

- Cash Flow
- PESTLE
- SWOT
- STRATEGY
- UNIQUE SELLING POINT
- DIGITAL MARKETING

These have been designed to provide more detailed information in relation to some of the key terms in the glossary. They are downloadable resources and some provide templates for trainees/learners to complete themselves.

There is also a dedicated Facebook page where they can link with other people and provide support

<https://www.facebook.com/signmediasmart/>



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5. Use in training sessions

This section suggests some possible ways the glossary app and supporting materials could be used to support training.

Blended Learning

The glossary and supporting materials could be used in the context of blended learning. This means that learners will learn partly from the glossary app and supporting materials, while also participating in contact teaching.

Stand-alone resource

The glossary app and supporting materials could be used as a stand-alone training resource. This means the learners would be taught on their own using the glossary app and supporting materials, with the trainer acting as facilitator.

Use in a workshop environment

The glossary app and supporting materials could be used as supplementary materials, in which learners can find further information about the topic of the workshop.



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6. Trainee/learner progression

ECVET:

The SME online glossary and supporting resources have the potential to be used to support the study of relevant qualifications and/or training across the EU. If your learners engage in such qualifications and/or training, during a learner 'mobility', there are a number of models and tools which can support the recognition of learning. One model is ECVET (The European Credit System for Vocational Education and Training).

ECVET is a technical framework which supports the transfer, recognition and accumulation of learning outcomes. ECVET provides a set of principles and tools that facilitate the process of learner recognition, with a view to achieving a qualification.

In ECVET, a series of tools and templates can be used in the delivery of geographical mobility programmes, which support learners in getting the most out of international experience and ensuring a better understanding of learning provisions and qualifications in other countries.

The use of learning outcomes creates a clear picture of what a learner will know and be able to do by the end of a course. ECVET provides templates to facilitate the learning mobility process, namely the Learning Agreement (LA) and the Memorandum of Understanding (MoU), which confirm the learning duration and expected learning outcomes as well as plans for credit transfer and accumulation.

ECVET for learners - Mobility programmes can become more attractive to learners with tangible outcomes that relate to an existing VET programme or qualification. Receiving formal recognition for the learning achievements acquired during a mobility abroad means that learners no longer have to repeat or catch-up missed elements of learning on return. Following the ECVET principles, quality assured and well-documented learning puts learners in a better position to present acquired skills to employers.

ECVET for VET institutions/practitioners - VET providers can develop more productive long-term partnerships with their partners overseas, facilitate increased learner participation and enhance programme design. Learning from their peers in other European countries, VET practitioners can enhance programme design, learning delivery and learning assessments. Through the use of learning outcomes, ECVET allows for improved design and enhanced quality assurance in the delivery of mobility programmes.

The ECVET website provides more detailed information for learners and providers, along with a range of supporting documents such as model agreements.

Source: Erasmusplus.org.uk (2019)

Further study for trainees/learners:

In the UK, there are a number of business based qualifications, training and CPD opportunities. Some examples of where to direct your trainees/learners can be seen below:



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<https://www.hearinglink.org/living/work-education/access-to-education/>

<https://www.ndcs.org.uk/information-and-support/education-and-learning/your-childs-future/higher-education/>

<https://www.ucas.com/>

<https://www.findcourses.co.uk/>

<http://www.open.ac.uk/courses/business-management>



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7. Further information and support sources

There are numerous sources of information, help and advice available. Some examples can be seen below which may be of use to your trainees/learners (these are not endorsed by the SME project partners):

<https://www.gov.uk/set-up-business>

<https://www.gov.uk/set-up-a-social-enterprise>

<https://www.gov.uk/business-finance-support>

<https://www.gov.uk/government/organisations/hm-revenue-customs/services-information>

<https://www.britishchambers.org.uk/>

<https://actiononhearingloss.org.uk/information-and-support/work/>

<https://www.princes-trust.org.uk/help-for-young-people/support-starting-business>

<https://www.gov.uk/guidance/help-and-support-if-youre-self-employed>



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