



# Tutor handbook

## Basic Advanced

Proportional Message

# thrive

Using Interactive Infographics to Build  
Social and Civic Competences of  
Migrant Women



## THRIVE Tutor Handbook

The aim of this short handbook is to support you, an educator, trainer or mediator to use the THRIVE Interactive Infographics with female migrants or third country nationals. When developing these Interactive Infographics, the focus has been to support female migrants or third country nationals in their Civic, Social and Economic Integration into their host country.

Through the THRIVE project, we have developed a suite of 36 Interactive Infographics – to address the Civic, Social and Economic Integration of female migrants into their new country.

This handbook will help you to use one of these Interactive Infographics in your work with female migrants and third country nationals. In this short handbook, you will be introduced to what an interactive infographic is, a little about the topic that is being addressed in this Interactive Infographic and you will then gain an insight into the activities that are embedded in this Infographic and some guidance on how they can be used best in a group of female migrants or third country nationals.

This short handbook addresses an Interactive Infographic developed to support female migrants and third country nationals who are trying to build their key competences in relation to Soft Skills.

### What is an Interactive Infographic?

An Interactive Infographic is an engaging educational experience for learners. The Infographics consist of learning materials that engage the user to “interact” with information. The THRIVE Interactive Infographics are comprised of digital resources that are embedded into the Infographic poster through the use of QR codes. If you click on the QR codes in this Infographic, you will find a range of digital learning materials including educational videos, online magazine articles, online educational escape rooms, digital breakouts, games, quizzes, WebQuests. The infographic is presented as a poster with QR codes. If you scan each QR code, you will find it is linked to one of the digital learning resources listed above. In this way, a



simple poster can be brought to life and turned into an educational resource that you can use with female migrants and third country nationals or VET learners.

Through using an Interactive Infographic, you can ensure that female migrants and third country nationals can engage with education materials in a location that suits them – perhaps on a coffee break, or when waiting for a meeting or class to start – wherever the female migrants and third country national can view the Infographic, they can access the learning materials embedded in it. It is for this reason that it is important that the Infographics are printed out and displayed in locations that are accessible for female migrants and third country nationals where they will have the opportunity to engage with the learning materials. In addition, we would suggest that you display these Infographics on community noticeboards, in community centres, libraries and other information hubs in your community, where learners can access the digital learning content embedded in the poster.

The Infographics can also be used in a facilitated session through classroom-based learning. We will discuss this use for the Infographics in this handbook.

#### Introduction to the topic:

This topic refers to the importance of soft skills and how they can be identified and improved. Soft skills refer to both character traits and interpersonal skills that will influence how well a person can work or interact with others. The term “soft skills” covers a wide range of skills as diverse as teamwork, time management, empathy, negotiation, and self-awareness. Leadership, communication, creativity, critical thinking, and adaptability skills are also among the most important! The integration of female migrants and country national is essential to enhance their quality of lives, as well as unlock their full potential and fully integrate within the community, and soft skills play an important role in finding employment.



### Getting to know the Resources:

In this section, we will provide you with a brief introduction to the digital resources and activities that we have embedded in this Interactive Infographic, and we will also give you some tips and hints for how these can be used to develop the Civic, Social and Economic integration of female migrants or third country nationals.

### What is covered in the Explainer Video?

The explainer video covers the importance of soft skills in relation to hard skills. It goes from their definition to further examples of soft skills valued by employers.

To use this Explainer Video with female migrants or third country nationals in a group or in a facilitated training session, you can decide to use it as an introduction to the activity before you deliver the Digital Breakout, Online Educational Escape Room and/or WebQuest activity with your group of learners or migrants. Using the video in this way will give learners or migrants a short but detailed overview of the topic, and they will begin to learn some of the key vocabulary and concepts that they will need, in order to complete the challenge-based learning resources that are embedded further in the Interactive Infographic.

### What is covered in the Quiz?

The aim of this quiz is to determine the female migrant or third country national's aptitude on soft skills and empowering pro-activity and on seeking opportunities. As a trainer working to help engage marginalised and vulnerable female migrants and third country nationals, especially in politically charged areas, in their social, civic and economic integration into their new country, it is important that you ensure that this quiz is completed by learners before they commence the challenge-based learning resources contained in this Interactive Infographic. This will allow you to assess if the level and complexity of the resources contained in this Interactive Infographic are appropriate to the learner's needs.



This quiz consists of 10 questions, which can be used to assess the basic level competencies, regarding soft skills for migrants and third country nationals, to facilitate inclusion and integration in Portugal.

Depending on how the learner performs in this quiz, you can then advise the learner to complete the challenge-based learning activities from one of the other levels: Basic, Social, or Civic Level. In addition, you can also advise if the learners should complete the challenge-based learning resources autonomously, as part of a small group for peer-learning or directly with your support and instruction.

What is a Digital Breakout or an Online Educational Escape Room and how can you use it?

A Digital Breakout or an Online Educational Escape Room are similar types of resources. They are both challenge-based learning resources – in that they pose learners with a set of challenges that they need to solve, using their critical thinking skills, to be able to progress to the next level and to ultimately solve the overall challenge being posed to them. These are unique resources that force learners to reflect on their prior knowledge and experience, critically evaluate challenges that are presented to them, solve clues and puzzles, and ultimately overcome a series of mini challenges, in order to progress. These digital resources are learner-centred and engaging for learners of all ages and abilities. They are built using Google Forms, and can be timed, so that learners only have a set time to solve the puzzles and challenges posed to them. Learners, or teams of learners, follow a single storyline or scenario throughout the breakout, finding clues, cracking codes, solving puzzles, and answering questions. The purpose of A Digital Breakout is to teach learners about a specific topic or issue, in a fun and engaging manner.

The Digital Breakout on the basic advanced level addresses soft skills and overcoming obstacles difficulties that more often than not migrant women face on finding decent employment.



Digital Breakouts can work both as an individual or group activity. You can choose to deliver the Digital Breakout in a group-work setting by having individual or small groups of learners or employees completing the challenges and developing their own competence in relation to Social Support Institutions in Portugal. If using these resources in a group-work setting, ensure that you set a time limit to complete the challenges – this will add an air of competition to the breakout sessions!

What will female migrants or third country nationals achieve?

By completing the challenges in this Digital Breakout female migrants or third country nationals will achieve the following learning outcomes:

Knowledge	Skills	Attitudes
<ul style="list-style-type: none"> <li>• Practical knowledge navigating the High Commission for Migration in Portugal.</li> <li>• Factual knowledge of the social institutions for migrant support.</li> <li>• Knowledge relating to housing, employment, qualification, and health support services.</li> <li>• Practical knowledge on how to find relevant information on the ACM website.</li> </ul>	<ul style="list-style-type: none"> <li>• Using the services according to personal needs.</li> <li>• Research skills.</li> <li>• Navigate an informative website.</li> </ul>	<ul style="list-style-type: none"> <li>• Proactivity.</li> <li>• Value life experiences (inside and outside the labour market).</li> <li>• Helping others.</li> </ul>

Debriefing questions:

Once female migrants or third country nationals in your facilitated workshop have completed the Digital Breakout, you can pose the following questions to them in an informal group discussion, so that you can gauge what they have learned through this experience:





1. Did you find this Breakout helpful as in identifying issues in finding employment and on soft skills?
2. Was the content of the breakouts significant to you in some way?
3. Do you believe you will be able to find more information in the ACM's website in the future?

What is a WebQuest and how can you use it?

A WebQuest is an inquiry-oriented activity in which most or all of the information used by learners is drawn from the internet. WebQuests are designed to utilise learners' time well, to focus on using information rather than on looking for it, and to support learners' critical thinking at the levels of analysis, synthesis, and evaluation. Every WebQuest has five parts that are considered vital. These include the introduction, the task, the process, the evaluation, and the conclusion. To support learners in accessing the information in a coherent manner, in the THRIVE WebQuests, the Process step contains a range of useful links (Resources) to support learners to complete that step in the Process.

WebQuests present a scenario in which a group of learners enhance and develop their knowledge and research skills whilst completing the objectives presented. WebQuests set learners a challenge and then provide links to reliable sources online where they can find information to support them to complete the challenge. By providing learners with these links, the aim of a WebQuest is to develop a deeper understanding of the topic being addressed among learners, because they are being asked to review information from different sources, analyse the content and then make up their own mind about the topic. WebQuests are also used to ask learners to develop their own projects or activities, so they take responsibility for their own learning.

WebQuests are particularly useful for encouraging female migrants or third country nationals to develop their core civil, social and economic competencies because they allow for authentic learning experiences. By this we mean that learners are presented with a real-world



scenario or problem that they may face in their daily lives, and they are supported to find solutions to address it. This means that their learning experience is grounded in developing practical solutions to problems they face, and so their solutions have a real-world application. Research has shown that this is a key motivator to learners.

WebQuests also allow learners to reflect on their own skills and competences, and to identify how what they have learned through the WebQuest can be assimilated into their own skill set and used to enhance their personal development.

On the WebQuest “Skills you need to succeed” female migrants and third country nationals will improve their knowledge regarding soft skills through research and the preparation of a presentation to prepare a training for their co-workers, as well as have a better understanding of what their own strongest soft skills are.

WebQuests work best as small group activities. When completing the WebQuest that is embedded in this Interactive Infographic, learners should ideally work in groups of 2-3. When developing the WebQuest, we did not prescribe a time limit for completing the challenge. Depending on the availability of the female migrants or third country nationals completing this challenge, you are free to set a suitable time limit that is realistic and suitable for the learners you are working with.

To complete the challenge, learners will need access to the internet, access to a laptop, PC or smart device and a printed copy of the WebQuest so that they can work through the challenges and the steps in the process on their own. Learners should work collaboratively on this task, but independent from your instruction; therefore, it is important that you are there to supervise what they are doing, but that you do not get involved in how they complete the challenge. Through the WebQuest, learners should develop their own understanding of the topics covered, so it is important that they have the space and freedom to make sense of the topic for themselves.







### What will learners achieve?

By completing the challenges in this WebQuest, learners will achieve the following learning outcomes:

Knowledge	Skills	Attitudes
<ul style="list-style-type: none"><li>• Factual knowledge on the regularisation of the stay in Portugal.</li><li>• Practical knowledge on navigating an informative website.</li><li>• Knowledge on sorting out information.</li><li>• Knowledge of the Portuguese system.</li></ul>	<ul style="list-style-type: none"><li>• Organization skills.</li><li>• Information assessment skills.</li><li>• Conduct research.</li><li>• Develop collaboration and teamwork skills.</li></ul>	<ul style="list-style-type: none"><li>• Proactivity.</li><li>• Using information and services according to personal needs.</li></ul>

### Debriefing questions:

Once female migrants or third country nationals in your facilitated workshop have completed the challenges as part of the WebQuest, you can pose the following questions to them in an informal group discussion, so that you can gauge what they have learned through this experience:

- How would you rate the over-all experience? Did you enjoy learning through completing a WebQuest challenge?
- Did you enjoy the scenario? Do you think that this is an engaging way to learning about soft skills? Why?
- Were you happy with the presentation and training you shared with your colleagues?





(It is important that through these questions, learners are encouraged to reflect on what they have learned and can apply this new knowledge to their current situation.





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