

Methodological tool: Collect relevant information for the database

Number of methodological Tool	EUPA_LO_060_M_001
Work Area Code and Title	WA 5: Filing System Documentation and Databases
Unit Code and Title	3.8 Select and apply database tools to collect and organise information in a database
Learning Outcome Number and Title	LO060 Demonstrate the ability to use different methods and different information systems to collect information.
Objective of the methodological tool	After the completion of this exercise, learners will be able to identify possible information sources to collect certain type of information and practice using several methods of collection of data. Learners will also need to think of what information is relevant and useful to collect.
Approximate Time needed for the completion of this exercise	30 min
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written exercise <input type="checkbox"/> Self evaluation questionnaire <input checked="" type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input checked="" type="checkbox"/> Simulation <input type="checkbox"/> Practical training <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input checked="" type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	<ol style="list-style-type: none"> 1. Ask participants to form groups of 3-4 2. "Imagine that you are about to open a fitness centre (gym) in your town, on XY Street (select a real street number and name). Try to find out as much relevant information about your local competitors as possible and put it into a database (table)." 3. The task of each group is to find out information about as many fitness centres operating in their town as possible. You

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	have 20 minutes 4. You may use internet, phone and other sources as well
Exercise is accompanied by	Internet and phone should be available, participants may use their smartphones and ask each other as well
Exercise solution	After the time is up, ask groups to present their data, evaluate not only the number but also relevance of the data in relation to possible competition (were they able to find relevant information? Proximity of other gyms, what services they provide, prices, etc.)
Other comments to the trainer	You should not come up with the hint of what information is important, if they come up with the addresses only, you should elaborate a discussion on usefulness of certain data and the difference between data and information