

**Digital Content for
Youth Employability Skills Training
in Africa
Community of Practice**

MINUTES OF THE WELCOMING MEETING

held (virtually) on Wednesday December 9, 2020

9h00-11h00 West Africa Time

Present

Stephen Obiro (SO)- Business Africa Representative
Stephen Gichohi (SG) - Business Africa Representative
Misheck Kalungulungu (MK) - Subject Matter Expert CAPA-ATUPA network/member
Ozioma Ikonne (OI) - Subject Matter Expert CAPA-ATUPA network/member
Rachel Mindra (RM) - Subject Matter Expert CAPA-ATUPA network/member
Funmilayo Doherty (FD) - Subject Matter Expert CAPA-ATUPA network/member
Buckman Akuffo (BA) - Subject Matter Expert CAPA-ATUPA network/member
Shafika Isaacs (SI) - Facilitator & Knowledge Manager
Angele Messa (AM) - OER & Platform Experts (EduClick)
Robert Okinda(RO) - Instructional Design Technologist
Salesio Kiura(SK) - LMS, Graphics & Multimedia Expert
Laura Erfen (LE) - SIFA
Zipho Tshapela (ZT) - CoP Coordinator
Johannes Kioko (JK) - Project Coordinator
Jahou Faal (JF)- Project Manager
Mich-Seth Owusu (MSO) –
Ernst Hustaedt, Head of SIFA Programme, GIZ

AGENDA

1. Opening Remarks by Chair - Johannes Kioko Muoka, Senior Programmes Manager, CAPA-ATUPA
2. Welcome by ATUPA - Jahou Faal, Secretary-General, CAPA-ATUPA
3. Welcome by AUDA-NEPAD | GIZ - Ernst Hustaedt, Head of SIFA Programme, GIZ
4. Introductions by Experts - Shafika Isaacs, Facilitator, + All
5. Objectives of the COP - Laura Erfen, Advisor SIFA Programme, GIZ
6. COP Terms of Reference & Roles & Responsibilities - Shafika Isaacs
7. COP Ground Rules - Johannes Kioko Muoka
8. Comments and Reactions - All
9. Preparation for the first working meeting 12 January 2020 - Shafika Isaacs, + All
10. Closing Remarks - Jahou Faal

1. Opening Remarks by Chair - Johannes Kioko Muoka

Mr Johannes Kioko made the following opening remarks in his capacity as Chair of the meeting:

- Contact started in meetings in **AUC Forums** such as AU TVET Cluster, ATJ
- The **GIZ supported CAPA** in the 2019 Annual **International Conference & TVET Youth Forum** in Kigali, Rwanda
- Provided a Keynote Speaker who addressed the Conference on GIZ work in **Agri-TVET**
- Sponsored **14 TVET youth from different countries** to participate in the Youth Forum
- Provided a **Judge** who served in the Judging panel for CAPA-StartUpAfrica **Pitch Africa Talent Innovation Competition** for TVET Students 2019
- GIZ made a **courtesy visit to CAPA** in Nairobi in September 2019 where further collaboration including the surveys were discussed
- A **Technical Working Group (TWG)** was formed
- Towards the end of 2019 and early 2020, the TWG of CAPA & GIZ conducted **Baseline Survey** in TVETs in CAPA membership.
- The Baseline Survey on Employability Skills Training clearly demonstrated **eagerness to embrace use of digital tools** for Employability Skills Training
- It emerged that **trainers would highly benefit from digital tools** and materials across all Employability Skills
- Project was conceived as a response to concerns raised by employers that **graduates** of training institutions **are not work-ready** e.g. in ATJ
- Employers assert that often times they have to spend **time and resources retraining** employees
- To support **manpower mobility in the continent**, there's a need for a common curriculum to prepare TVET trainees with Employability skills.
- The TWG **presented its findings** to GIZ, AUDA-NEPAD and CAPA Executive Board at a forum in early May 2020
- Consensus emerged on the **need for a COP to develop digital material** for Employability Skills Training in TVETs in Africa
- AUDA-NEPAD & GIZ organized a 2 part webinar in mid-May 2020 on **Digital & Remote Learning as a response to COVID-19 and beyond**
- Discussions emphasized **the need for digital material for remote learning** which reinforced the importance of the COP on Employability Skills
- **Analysis Phase** has been largely been covered by the TWG in Survey on Employability Skills Training in TVETs
- **Experts Group** for the Community of Practice (COP) on Development of Digital Material for Employability Skills Training **has been established**
- **What follows** the launching/welcoming meeting for the COP is:
 - Curating of OERs
 - Curriculum design
 - Content development
 - Validation of content
 - Digitizing curriculum

- Piloting
- Transiting information for awareness

The meeting attendees were reminded that the meeting was being recorded and that they had to approve the meeting proceedings.

2. Welcome by ATUPA - Jahou Faal, Secretary-General, CAPA-ATUPA

Madame Jahou Faal made the following welcoming remarks

- JF welcomes all COP members
- The conversation started of a collaboration between CAPA, AUDA-NEPAD and supported by GIZ to initiate a project on digital content for employability skills training in August 2019 at CAPA International Conference in Kigali, Rwanda
- Several meetings of planning followed starting with the establishment of the working group
- The co-mandate of CAPA is sharing of innovative ideas in TVET as well as capacity building initiatives among TVET practitioners in Africa
- This project resonates with the direction that CAPA is moving which is a continental organisation embracing all African countries (not just Commonwealth countries)
- The project comes when the world is in a pandemic and TVET Institutions are struggling

3. Welcome by AUDA-NEPAD | GIZ - Ernst Hustaedt, Head of SIFA Programme, GIZ

Mr. Ernst Hustaedt made the following points in his welcoming remarks:

- SIFA is a German and European Union funded initiative working with African Union and AUDA-NEPAD in order to improve conditions for employment-orientated skills development in Africa.
- This is done on 4 levels:
 1. **Dialogue** between private and public sector academics on how employment-orientated, demand-orientated and practical-orientated skills development in Africa can be improved.
 2. How can **partnerships** between the public sector and private sector be improved.
 3. How can **knowledge sharing and dissemination** on the continent be improved?
 4. All of this will become **policies** that are adopted and developed at the AU commission level. The responsible ministers will move forward towards employment-orientated skills.
- Also working on Qualification framework for the African continent through various National departments and ministries as well as working with the ILO on skills anticipation
- Africa is the fastest growing population. The down side is that 20 million jobs have to be created every year. The upside is that Africa is the only continent with the demographic dividend and production has to be shifted from other countries to Africa where the human resources are.

- It became clear after the pandemic hit that skills development and training goes to the next stage which is to become practical orientated and build on e-learning platforms and new modern technologies and methodologies.

4. Introductions by Experts

All participants introduced themselves. They included the following:

- Shafika Isaacs is the learning specialist and moderator/facilitator for the COP
- Mich-Seth Owusu is a programme officer at the African Union Commission Human Resources Science and Technology department in Addis Ababa, Ethiopia.
- Robert Okinda was nominated by the SG of CAPA to work in this COP and looks forward to working with the team to design the course
- Buckman Akuffo is from Koforidua Technical University, Ghana and is the Director of Open and Distance Learning. They promote flexible learning and training youth and women in the Northern and Eastern regions of Ghana.
- Funmilayo Doherty is a TVET teacher at the Yaba College of Technology, Lagos, Nigeria and has been involved in the flexible skills development initiative with the Commonwealth of Learning
- Salesio Kiura is currently a Director at the School of Computing and Information Technologies at the Technical University of Kenya.
- Misheck Kalungulungu is currently training the department of research and consultants at a teachers college in Zambia.
- Ozioma Ikonne is head of Professional Development at Gambia Technical Training Institute and manages Gambia's only TVET teachers training programme.
- Rachel Mindra is Head of Department of Finance at Makerere University Business School in Uganda.
- Stephen Obiro is the Head of Advocacy, Communication and Partnership at the Federation of Kenya Employers and Business Africa
- Stephen Gichohi is with SIFA as the Regional Coordinator in East Africa and is with Business Africa in Nairobi
- Angele Messa is an Educational Technology Entrepreneur and works with Educlick – an organisation which develops alternative learning methods for those who cant access formal education.
- Zipho Tshapela works for GIZ but is seconded to the African Union Development Agency working on the African Skills portal for youth employment entrepreneurship which will host the COP
- Laura Erfen is a SIFA team member and was part of the working group that conducted the survey on employability skills training. She will mainly focus on administration.

5. Objectives of the COP

- Curated OERs for Employability Skills Training
- Curriculum and digital content for Employability Skills Training
- Concept of replication and scaling

6. COP Terms of Reference & Roles & Responsibilities

Shafika Isaacs provided a brief overview of the roles and responsibilities of COP members. They included the following

- Jahou Faal - **Project Manager** – provide managerial guidance to the expert group through the process of digital content development and preparing reports and documentation
- Johannes Kioko - **Project Coordinator** – serves as a liaison between project team, private sector, trainers, trainees in CAPA member institutions, GIZ and other stakeholders
- Zipho Tshapela - **CoP Coordinator** – assists in facilitating the setup of the COP, registration and responds to technical challenges
- Laura Erfen - **SIFA** – administrative support and conceptual guidance
- Shafika Isaacs - **Facilitator & Knowledge Manager** – supporting expert group in developing implementation of action plan. Facilitating and organizing the COP sessions and moderating the exchange between COP members
- Robert Okinda - **Instructional Design Technologist** – developing course concepts, the guide to the digitalisation of e-learning courses, developing the programme story boards, lead the digitisation of appropriate learning experiences and coordinating of the e-learning courses and guiding the instructional design dimensions of the courses
- Salesio Kiura - **LMS, Graphics & Multimedia Expert** – assists with creating user interfaces targeted at particular users, developing content for assigned areas ensuring appropriate sequencing, programming the e-learning course on content management systems, producing and editing audio and video for the courses
- Misheck Kalungulungu, Ozioma Ikonne, Rachel Mindra, Funmilayo Doherty, Buckman Akuffo - **Subject Matter Experts** – Guiding the content and products that will be sourced and curated as OERs. Brings in the local contexts of the communities that will be targeted.
- Dominic Orr, Angele Messa - **OER & Platform Experts** – Experienced in integration of OERs into digital learning platforms
- Stephen Obiro, Stephen Gichohi - **Business Africa Representatives** – provides perspective of the demands of the private sector in terms of skills and how the courses should be designed

The meeting agreed that SI will also share the more detailed terms of reference with COP members.

7. COP Principles and Ground Rules

Johannes Kioko took the meeting through the following principles and ground rules

7.1 COP Principles:

- Mutual trust
- Accountability
- Collaboration

7.2 COP Ground Rules:

- Open to multiple points of view
- Agree to disagree
- Active participation of all COP members
- Timeous attendance of meetings

- Timeous delivery of all assigned outputs

8. Comments and Reactions

The following comments and reactions were raised in the meeting

- RM expressed her appreciation in terms of providing clarity on the ground rules and rules of engagement. The discussion has been insightful from all presenters and the support system is commendable.
- SO mentioned that this is an important initiative and Business Africa is very grateful. The language differences is key to BA. Wanted to know what will define the COP success or failure
- SI welcomed different responses and added what are the lessons learned from previous engagements as COPs.
- SI invited COP members to send questions that will need to be considered to define the work more clearly and efficiently.
- LE commented that the success will be defined in that it's broadly used, people will benefit from this offering and which channels are used to disseminate the content.
- SI mentioned the uptake of the end product will be a crucial success factor. The numbers of young people using the OERs and content for skills development and learning for ways that will improve their livelihoods.
- SO requested a schedule of meetings for the first half of 2021

9. Preparation for the first working meeting: 12 January 2021 (11h00 Nigeria Time)

Homework: All experts to search for **2 OERs** focused on employability skills for African youth.

The OERs can assume any of the following forms:

- Training materials such as vocational training course materials;
- Open courses focused specifically on employability skills development for youth;
- Course components that relate to the development of employability skills;
- Manuals and how-to toolkits in support of developing employability skills;
- Career guidance materials;
- Podcasts in local languages related to employability skills;
- Mobile apps that can support youth with employability skills development, job searches, job retention, setting up and managing businesses; and
- Courses and course components that specifically relate to the development of practical vocational skills.

10. Closing Remarks - Madame Jahou Faal

Madame Faal, Secretary General of CAPA -ATUPA made the following closing remarks

- Mission accomplished – remarkable to do this launch on short notice before end of 2020

- The team is very dynamic and the mix of expertise in the group is impressive and will add value to the task ahead
- All the stakeholders are relevant in making this happen

11. Actions

The meeting agreed on the following actions

| Action | By Whom | By When |
|---|-----------------|------------------|
| Share Terms of Reference | Shafika Isaacs | 11 December 2021 |
| Search for 2 OERs | All COP Experts | 12 January 2021 |
| Set up Next meeting for 12 January at 11am Nigeria Time | Zipho Tshapela | 14 December 2021 |

The meeting ended at 10h40 West Africa Time.