# **Commonwealth Association of Technical Universities & Polytechnics in Africa (CAPA-ATUPA)**

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

# **DEVELOPMENT TASK TEAM MEETING FRIDAY APRIL 16, 2021**

## **13h00-14h30 East Africa Time (Nairobi)**

## **12h00-13h30 Southern Africa Time (Johannesburg)**

## **09h00-10h30 West Africa Time (Accra)**

**Agenda**

The Agenda for the meeting is outlined below:

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| **Time** | **Agenda Item** | **Speakers/Facilitator** |
| 12h00 – 12h05 | Assignment of Members to tasks | Johannes Kioko (JK) |
| 12h05 – 12h15 | Update on OER spreadsheet | Misheck Kalungulungu (MK) |
| 12h15 – 13h00 | SARAS template | Robert Okinda (RO) |
| 13h00 – 13h20 | MS Teams presentation | Laura Erfen (LE) |
| 13h20 – 13h30 | Summary of Actions and Closing Remarks | Robert Okinda (RO) |

**Present**

* Shafika Isaacs (SI)
* Johannes Kioko (JK)
* Funmilayo Doherty (FD)
* Rachel Mindra (RM)
* Jahou Faal (JF)
* Angele Messa (AM)
* Misheck Kalungulungu (MK)
* Ozioma Ikonne (OI)
* Laura Erfen (LE)
* Tiego Legodi (TL)
* Robert Okinda (RO)
* Buckman Akuffo (BA)

**Apologies**

No apologies were made.

1. **Assignment of Members to tasks**

* JK reported that the Co-ordinating team decided that:
* JK will join the Communications Skills for Youth Employability team along with FD and RM
* Functional Skills for Youth Employability remains unchanged with BA and MK
* Stephen Obiro joins the Initiative and Enterprise Skills for Youth Employability with OI
* TL and LE joins the ICT Skills for Youth Employability with SK
* This was confirmed by SI (another member of the Co-ordinating team)

1. **Update on OER spreadsheet**

* MK presented a draft spreadsheet for curating OER with columns for Title of OER, Type of OER, Licensing Regime, Short description, Inclusiveness, Target Group, Language, Region, Skills Category, Responsible Person
* LE asked the attendees if the spreadsheet meets the requirements of the curation process as suggested in the OER guidelines and also referenced the aspect of evaluation of the content of OER.
* LE also asked about Quality Assurance – if one comes across two similar OER, how do you determine which one is better suited for our purpose
* LE responded to a question MK had regarding who is doing this. LE suggested that the same people allocated to those skill sets would also work on the curating of OER.
* SI commented that when a set of guidelines are implemented, that is when the complexity is experienced – we then recognise the limitations of the guidelines.
* SI mentioned that we need to identify where we look for the sources of OER which must be made clear when looking at the BY aspect of the licensing regime. The source will indicate the extent to which it is relevant for our context.
* The sourcing team need to look at sources and portals that is more credible.
* SI felt the Skills category (in the spreadsheet) should be more detailed for each of the OER.
* SI mentioned that the OER will be on the ASPYEE portal but how will people find it – how will it be tagged?
* SI also thinks the Target category should be more specific
* SI indicated that we need to agree on the quality criteria which is mentioned in the guidelines. An additional category might have to be added to the spreadsheet for Quality criteria.
* RO asked the meeting attendees for further questions or comment
* SI asked who will update the framework and who will be involved in sourcing the OER to populate the spreadsheet and by when
* RO responded that once the team comes up with a framework, we will have 4 modules to be developed. The people working on the 4 modules can use the spreadsheet to do their work and the Quality assurance will be done at the same time.

1. **SARAS template**

* RO presented the SARAS (Statement, Assessment, Resources, Activities, Support) Learning Design template that will be used to structure our course on the ASPYEE platform.
* On each module, several skills will be covered. For every skill, a document will be developed, separate for each skill. Two people will work on each module
* RO further explained the document using an appendix for explanations.
* RO asked if there are any questions before moving on to an example
* FD asked for clarification on the Statement column – is the learning outcomes supposed to be written there?
* RO responded that he decided to list everything (Knowledge, Skills, Attitudes, Competencies, Learning Outcomes) that will act as a guideline to use the template. RO mentioned that he will demonstrate an example to make things more clear.
* FD needed more clarification. The skills mentioned in the column – is it the employability skills or the skills that the learner must demonstrate at the end of the course?
* RO explained that for each module there are several skills and for each skill there are things that we are expected to remember after going through it. For each learning outcome, there’s a knowledge, skills and attitudes that will be expected. For each of these templates, we do it for every skill that will be expected. The term skill was used by previous task teams and to RO they are part of the learning outcomes we need to get.
* SK further explained that when the survey started, there were 6 skills. From the Design team we got a set of skills (Foundational, Communication, Learning literacy, Team skills, problem solving, entrepreneurship, self management, leadership, adaptability and digital literacy). Then there are the modules and inside there are skills and after that we have expected learning outcomes that the learners should acquire once they go through our content. SK understands FD’s search for clarification to be around that.
* RO indicated that for each of the skills, we’ll develop this document. RO understands that the terminology can be confusing and asked if we could have different terminology to avoid confusion
* OI says the SARAS template is supposed to provide guidelines to the designers and facilitators and going with learning outcomes would be more useful.
* RM made reference to the M&E framework and the terms that we’ve been using to reference the expected outputs, outcomes and deliverables from the Development task team. RM doesnt think there is confusion. We are making reference to developing employability skills learning resources that will be used by the youth. RM would like to look at the actual outputs expected from this team that allude to the employability skills training curriculum. The other aspect around output is digitised materials available as OER in the ASPYEE portal.
* RO says we need to have a curriculum that will be used and we have the digitised material on the ASPYEE platform. The SARAS document is part of what we’re working on regarding the curriculum and we have the OER that will be developed and curated.
* FD suggested that we can be more specific regarding the skills on the SARAS template by mentioning employability skills. The other skills on the Statement – the Learning Outcomes can be there with Knowledge, Skills and Attitudes in brackets.
* RO asked if there are any other questions
* As there were no questions, RO presented an example of a SARAS document on a Learning Outcome (Observing professionalism when implementing training programmes)
* RO asked if there are any questions when he was done with his presentation
* LE reminded the members that ASPYEE is not a learning management system. This is why Atingi was brought in. Atingi was presented as a learning management system where one can upload SCORM files. ASPYEE can be used for the spreadsheet we are creating. LE then asked if the end product will be a SCORM file or will it be a course environment like a learning management system?
* RO mentioned that he discussed in an earlier meeting with SK about the micro credentialing – if it’s on ASPYEE we can have it on SCORM and if it’s on SCORM we can embed the four modules on ASPYEE. We can do it whether it’s on SCORM or a learning management system.
* RO reminded the team that we have the four modules and the team will be divided into four. The 4 channels have been created on MS Teams.
* SI, RO and AM will have access to all 4 teams.

1. **MS Teams presentation**

* LE briefly presented the MS Teams page for the smaller teams
* LE mentioned that members will receive 2 emails – one for the MS Teams account and a second one for the specific MS Team
* RO reminded the team that this will be used to finalise this template
* RO expects that by next Friday, all the word documents from each of the teams will be reviewed by himself, AM and SI.
* It is important that we agree on what is expected from the learner on completion of the four modules. We need to work collaboratively for each module and agree on the knowledge skills and desired attitudes that should be attained by the learners.
* RO kindly requested that we work as a team and collaborate with one another so that the learning outcomes are clear. Once the learning outcomes are clear, the sourced OER will be specific and targeted to each learning outcome.
* Once this document is completed by next Friday, we will share a template for storyboarding for each of the 4 modules which will assist in structuring the content either on AU Learn, ASPYEE or Atingi as we will have agreed upon.

1. **Summary of Actions and Closing Remarks**

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| **Action** | **By Whom** | **By When** |
| Members to populate the SARAS template | All | 23 April 2021 |
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JK thanked the chair for the meeting was steered and rapporteur for holding the fort while the chair wasn’t there. JK thanked the members for the good deliberations and interactions.

JK formally closed the meeting with a prayer.