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

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

# **MINUTS OF THE SIXTH COP MEETING**

# **TUESDAY MARCH 02, 2021**

## **13h00-15h00 East Africa Time (Nairobi)**

## **12h00-14h00 Southern Africa Time (Johannesburg)**

## **09h00-11h00 West Africa Time (Accra)**

**Join on your computer or mobile app:** [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MTE3NDE5NzAtNTM3My00NWQ2LTkxYTctZmM5ZmNhNjI1Yzkz%40thread.v2/0?context=%7b%22Tid%22%3a%225bbab28c-def3-4604-8822-5e707da8dba8%22%2c%22Oid%22%3a%22930dab8e-f00b-4008-8f1a-67ddebba7d6b%22%7d)

**Agenda**

The Agenda for the meeting is outlined below:

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| **Time** | **Agenda Item** | **Speakers/Facilitator** |
| 09h05 - 09h10 | 1. Opening Remarks by Chair
 | Madame Jahou Faal, Secretary-General, CAPA-ATUPA, COP Programme Manager |
| 09h10 - 09h15 | 1. Minutes & Actions from Minutes of 16 February 2021 Meeting
 | Shafika Isaacs, COP Facilitator |
| 09h15 - 10h25 | 1. COP Task Teams Reports and COP Discussion on Critical Issues
	1. Analysis Task Team
	2. Design Task Team
	3. M&E Task Team
 | Task Team Leads & Rapporteurs  |
| 10h25-10h45 | 1. Atingi Demonstration
 | Zipho Tshapela, ASPYEE Co-ordinator |
| 10h45 - 10h55 | 1. Practising Self-Care
 | Shafika Isaacs, COP Facilitator |
| 10h55 – 11h00 | 1. Meeting Actions and Closing Remarks
 | Madame Jahou Faal, Secretary-General, CAPA-ATUPA, COP Project Manager |

**Present**

* Jahou Faal (JF)
* Misheck Kalungulungu (MK)
* Ozioma Ikonne (OI)
* Rachel Mindra (RM)
* Funmilayo Doherty (FD)
* Buckman Akuffo (BA)
* Shafika Isaacs (SI)
* Angele Messa (AM)
* Robert Okinda (RO)
* Salesio Kiura (SK)
* Laura Erfen (LE)
* Tiego Legodi (TL) in place of Zipho Tshapela (ZT)
* Johannes Kioko (JK)
* Mich-Seth Owusu (MSO)
* Olena Rusnak (OR)
* Franziska Seiffarth (FS)

**Apologies**

No apologies were made.

1. **Opening Remarks by Chair**

JF thanked members for attending the 6th COP meeting after collaborative task team meetings. JF thanked members for their cooperation in supporting each other and for being insightful and critical in the drafts that have been circulated. JF requested for a mover and seconder for the adoption of the meeting agenda. MK moved and OI seconded.

1. **Minutes & Actions from Minutes of 16 February 2021 Meeting**
* SI briefly reported on the previous COP meeting minutes held on 02 Feb 2021.
* JF encouraged all members to use the chat function as much as possible.
* JF requested for the meeting minutes to be adopted if there are no questions or comments
* LE moved and OI seconded and the meeting minutes were adopted.
1. **COP Task Teams Reports and COP Discussion on Critical Issues**
* JF opened the floor to SK to report on the Analysis Task Team meeting.
* **Analysis Task Team:**
* SK requested for some guidance on what is expected in the Analysis report. The Analysis and Design teams have met and reviewed the document that they share and have received some comments.
* SI reminded members that the purpose of the COP meeting is to provide an update of consolidating comments from COP members who are not in the task team and to provide insight on the kind of input received for further deliberation and finalisation of the respective documents. Any observations about inputs received as a task team leader would be useful in this discussion. If there is anything critical, then the COP can collectively give input.
* SK referred to two documents from the Analysis team: (i) the comments on the OER and (ii) the combined output of the Analysis and Design teams which targeted identification of employability skills and the approaches that could be used to deliver employability skills
* SK has received feedback on the two documents and he is working on the comments on the OER and will present this at the next Analysis team meeting.
* SK had concerns that the links between the different phases (Analysis, Design and Implementation) is not very explicit. This is his thinking when looking at the various comments received.
* SK mentioned that he would appreciate more comments from the COP members
* SI had two observations: (i) We need to decide on which OER license we recommend the COP adopts. A range is available on the creative comments licensing website. The Analysis team can deliberate on this and make a recommendation. (ii) The OER content that will be curated will be stored on the ASPYEE and Atingi portals. Some of that will be used in the development of our own courseware. These two aspects need to come out more clearly in the guidelines.
* SI also mentioned that out guiding document (aka the Compass) outlines the linkages between the different task teams as well as each team’s outputs.
* SK agreed with SI’s comments. SK also referred to the Atingi and ASPYEE portals accessibility on the African continent. The COP needs to evaluate on how to make these portals more available in our institutions where the youth can access them as well as the youth who are not in the institutions.
* **Design Task Team:**
* MK mentioned that Design team met on 01 March to consolidate some aspects between the Design and Analysis teams.
* MK presented the document “Design and Analytics TT Merged document”
* MK requested some guidance from the COP regarding how the 10 skills in the proposed Employability Skills Framework (point 3.3 in the document) will be developed. Will these skills be stand-alone courses or will they be integrated into the main framework?
* JF invited members from the other teams for input
* LE commented (via chat) that we need to bring in more platforms and we will be better informed when we’re done with the Atingi platform
* SK mentioned (via chat) that many institutions have implemented individual platforms; different learning management systems like Moodle are being used at institutions. SK is looking forward to the Atingi presentation
* LE mentioned (via chat) a very good set of employability skills are identified in the framework appreciating the leadership skills, adaptability and the resilience as part of the proposed skills.
* **M&E Task Team:**
* FD mentioned that the M&E Task team met on 26 Feb
* FD stated that some comments on the logical framework were made and has been incorporated into the document.
* FD also mentioned the comments by RO on the activities of the Development & Implementation (D&I) Task Team. The activities for the D&I team is that the capacity building workshop is for online facilitators. RO’s comment was suggesting that the capacity building workshop should be for content developers. The COP should provide guidance on the capacity building workshop should be for both online facilitators and content developers.
* FD also mentioned another comment by RO. The mandate of the COP was to end at piloted and validated course on employability skills and not implementation. The COP is to provide guidance because implementation have already been included in the activities of the D&I team
* FD presented the M&E task team document “Feb 27 – Logical Framework – Improved after Comments TT Meeting (002)”
* RM continued with the presentation of the document after her connection issues were sorted
* JF commended the M&E team leadership for capturing the comments from the COP members. JF opened the floor for comments or questions
* OI thanked the M&E team for a job well done. The M&E document provides a comprehensive framework for navigating the things that the COP needs to do. OI also thanked colleagues for their comments for improvements.
* OI mentioned the identification scope for employability skills. Rather than the emphasis on the number of employability skills, more emphasis should be put on the teaching approaches to pursue them as there are some overlapping of skills.
* OI also mentioned on the issue of content developers and online facilitators, the focus should be more on facilitators to enable them to acquire the skills they could use to help people across the continent.
* RO wanted to clarify his question to the M&E team. The context of his issue – the COP is to develop the e-learning content. Are there any members with the expertise to develop e-learning content?
* SI reminded the COP that the Logical Framework document will be the compass. There are clearly defined specific outputs that each of the task teams will be responsible for producing. We need confirmation from the task team leaders that they are comfortable with the outputs and this could be raised in the forthcoming task team meetings.
* SI also wanted to make a distinction between output indicators and outcome indicators both quantitatively and qualitatively.
* SI also mentioned that we must have an agreement as to what the COP is taking responsibility for in terms of producing output. The eight employability skills is not so much a reference to eight employability skills but a reference to eight OER related to employability and competency-based resources.
* SI suggests that all comments are noted and the task team should refine and the COP should endorse it.
* RO mentioned that the aspect of capacity building he alluded to can be included as an activity and not an outcome. RO wanted SI address this issue.
* SI proposed that this matter be deferred to the co-ordinating team because there are two options: (i) Capacity building as an activity is something that is integrated in the way we work. When the design of the courses are worked on, capacity building is integrated into them (ii) A dedicated activity for a dedicated capacity building workshop for course developers.
* AM mentioned that one of the aspects we need to consider when identifying employability skills is the context. The definition of employability skills has not evolved but the content has evolved in time. The context of the employability skills developed during 2008-2013 related more to recession of African countries whereas today the context is around the new normals like the sanitation crisis affecting everyone.
* AM also mentioned that as an instructional designer, she does content development.
1. **Atingi Demonstration**
* OR presented the Atingi portal by exploring the various tabs and activities on the online.atingi.org website
* OR then presented a PowerPoint presentation “2021-03-02\_COP SIFA“ on Open Badges
* OR also mentioned that an app is available for download on Android.
* JF opened the floor for comments or questions
* FD asked what the number of participants that enrol and complete the courses on the platform. What are the types of activities for each of the courses? How many activities are there per course?
* OR responded that the Atingi platform has reached 1 million people meaning that they’ve engaged with the platform via social media or the landing pages. Out of this, 200 000 have been registered as Atingi users and more than 20 000 have completed. Regarding the activities, it’s completely up to you. You can select any activity and it can be integrated into the platform through API to Moodle system. The number of activities depends on the course design.
* FD asked over what period of time is the 20 000 that OR mentioned?
* OR mentioned that Atingi is running for more than 10 months but has been actively engaging since June 2020.
* LE suggested a Q&A session at the next meeting.
1. **Practising Self-Care**
* SI mentioned the topic for self-care management for today is the value of sleep. Our lives are deadline driven and sleep is normally sacrificed with such a lifestyle. This kind of work arrangement can be detrimental to the body and the brain. Some tips to note prior sleeping can include: not looking at a screen (computer or tv), saying a prayer or meditation, Calcium or Magnesium supplements, keep a gratitude journal, anything that calms the mind before sleeping.
* JF opened the floor to the members
* JK mentioned a warm glass of milk or hot chocolate just before bed.
* MSO mentioned that having dinner earlier (like 5pm) – this reduces the chances of indigestion during sleep as this can cause you to wake up and getting back to sleep can be difficult.
1. **Summary of Actions and Closing Remarks**

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| **Action** | **By Whom** | **By When** |
| All task teams to refine the documents we have worked on | Task team leaders | Ongoing |
| Team leaders to have a look at the outputs and indicators | Task team leaders | Ongoing |
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JF thanked all meeting attendees in various languages and for creating time and being constructive.

The meeting was formally closed.