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

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

MINUTES OF SECOND COP MEETING HELD ON TUESDAY JANUARY 12, 2021

Agenda

The agenda for the meeting is outlined below

Time	Agenda Item	Speakers/Facilitator
09h05-09h10	1. Opening Remarks by Chair	Johannes Kioko, Senior Programmes Manager, CAPA-ATUPA & COP Programme Co-Ordinator
09h10-09h15	2. Minutes & Actions from Minutes of 9 Dec 2020 Meeting	Shafika Isaacs, COP Facilitator
09h15-09h25	3. Response to the OER sourcing homework • Preparation for OER Sourcing and Curation Workshop	Shafika Isaacs, COP Facilitator
09h25-09h35	4. Recap of Objectives, Deliverables & Timelines of the COP	Laura Erfen, Advisor SIFA Programme, GIZ and Johannes Kioko, COP Co-ordinator
09h35-10h00	5. COP Workplan	Shafika Isaacs, COP Facilitator, Johannes Kioko, Senior Programmes Manager, CAPA-ATUPA & COP Programme Co-Ordinator
10h00-10h40	6. Phase 1 Deliverables of the Workplan • Curriculum Framework & Needs Analysis	Shafika Isaacs, COP Facilitator, Johannes Kioko, Senior Programmes Manager, CAPA-ATUPA & COP Programme Co-Ordinator
10h40-10h55	7. COP M&E Framework & Theory of Change Process	Shafika Isaacs, COP Facilitator
10h55-11h00	8. Summary of Actions and Closing Remarks	Johannes Kioko, Senior Programmes Manager, CAPA-ATUPA & COP Programme Co-Ordinator

Present

- 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
- Stephen Obiro (Business Africa)
- Dominic Orr (GIZ Atingi)
- Olena Rusnak (GIZ Atingi)

Apologies

- Jahou Faal, Secretary General CAPA-ATUPA,
- Stephen Gichohi, Business Africa

1.   Opening Remarks by Chair

Johannes Kioko (JK) chaired the meeting in the absence of CAPA-ATUPA SG Ms Jahou S. Faal. As meeting chair, JK extended warm fraternal new year greetings from CAPA-ATUPA SG, the apology of Mrs. Jahou Faal and her message of goodwill to the meeting.

He welcomed everyone to the meeting and reminded attendees of the purpose of the COP which is to come up with content and curriculum for the teaching of employability skills in African TVET institutions and having these materials made available freely as open education resources (OER) on platforms like ASPYEE and Atingi so that they can be accessible to practitioners who can adapt them to their regions and impart their employability skills. JK reminded the meeting that this work was informed by surveys that were conducted which revealed a need for employability skills among youth so that employers do not have to spend too much time on retraining graduates from TVET institutions.

2.   Minutes & Actions from Minutes of 9 Dec 2020 Meeting

- SI briefly took the meeting through the minutes of the previous meeting
- The Chair asked the attendees to propose that previous meeting minutes be adopted
- BA proposed that minutes be adopted. His proposal was seconded by RM

3.   Response to the OER sourcing homework

- SI explained that the homework served to encourage familiarity among COP members with sourcing OER and to help with preparation for an upcoming OER Sourcing and Curation Workshop

- SI explained that a number of attendees responded to the homework requirements and a number of OER were submitted. She advised that it would be useful to know how participants experienced the exercise. The idea was to get a sense from the participants of what their experience was like, what they found when searching for OER, the kind of OER they were able to locate, the insights that emerged when searching for OER that can potentially be used in the COP.

- JK opened the floor for feedback and comments regarding OER

- FD found it was difficult to find OER for African youth on employability skills. Materials show the same principles and employability skills for different countries. The literature review indicates that institutions can decide that teachers embed these employability skills through different teaching methods where teachers are trained. Some institutions prefer to have a stand-alone course where the students can go through the course during their stay at the institution and get the certification.

- AM found the existing material broad but mostly from outside of Africa. More OER from America and Europe. Many OER from India. The contexts of most of the OER are not related to that of the African continent. There is also difficulty agreeing to what employability skills are. AM also came across a website called *oerafrica.org* which is a shared space for teachers with online assessments which is very practical on employability skills. So much information like open textbooks, assessments for teachers and courses on learning how to learn.

- RM found it interesting looking for OER. Many resources available. Very few within the African context and most of these have been modified from the American, European and Asian context. The differentiating between soft and employability skills – we need to draw the line on fragmenting the soft employability skills for us to be deliberate on which ones we are developing in their broadness. This assignment enabled RM to expand her knowledge on existing OER. Many have broad courses and mainly focus on providing more material on the ordinary vocational and open education courses we go through in college and high school. Our role is to modify and adopt and begin to think about the OER that work in the African context and to think about doing things differently but learning from what has already been done and make it a lot more applicable. The guidance that has been provided in the OER opens the mind in terms of what we need to do.

- BA emphasised that there are a lot of OER but not relating to Africa. It's right that this project fits in that gap and it gives him enthusiasm to work hard. He can see that this project is filling a huge gap where he did not initially see. One basic material that sets

  to outlie 4 key areas which the youth of Africa needs to be able to get these employability skills – mindset, work ethics, learning strategies, social and emotional skills – is lacking in Ghana and if we focus on these we'll be doing good work. The use of multimedia is paramount.
- SI thanked the participants that spoke and summarised the key points that emerged which is that there are a lot of resources available but there are huge gaps in terms of OER and content that is relevant for the African continent.
- SI mentioned that some have also identified African resources that are produced by organisations in Africa for African youth. How do we sift through the minefield of resources that are available? Does context matter? Do we only source OER that are relevant for Africa only? These would be some of the questions that we will need to think about.
- We've got to define for ourselves whether we have a shared understanding of what employability skills are in the 21st century and in the current Covid context. What has emerged from the debates over the last few months around the kinds of skills we need to adapt to crises conditions and whether we all have a shared understanding of that in order to identify the appropriate OER to support the development of these relevant skills. It raised a number question that we will deliberate on which will define how we go about our work.
- SI said further that a draft set of guidelines were developed on how to curate OER for youth livelihood and employability skills in Africa. The main purpose is to stimulate conversation among all of us to ensure that we have a shared understanding.
- The guidelines provide working definitions of the key terms; a brief overview of the rationale for adopting OER policy; what we mean with curating OER and what strategies do we adopt to curate OER
- They also provide suggestions on the kinds of strategies as we try to curate OER that are relevant for our purpose.
- The recommendation is that we circulate these guidelines following this meeting and that we set up a dedicated session and work towards an established set of guidelines that will guide our work at the level of sourcing and curating OER for which this COP was established
- SI said further that the team is proposing to discuss the OER platform established by Atingi and ASPYEE platforms and that this meeting should take place next week Tuesday to have this dedicated discussion

- ZT suggested to place all the resources that was shared on the COP or ASPYEE platform as it will be useful to have these resources in a repository where all members can have access
- JK welcomed the suggestion and adopted the proposal after members agreed

4. Recap of Objectives, Deliverables & Timelines of the COP

- LE took the meeting through the objectives of the COP.
- She reminded everyone that we do not have a lot of time to deliver on key outputs
- JK confirmed that the COP has to deliver by May/June 2021 and we should give priority to the schedule that will be developed for the COP.
- JK appealed to COP members to ensure attendance of meetings and commit to the delivery of COP assignments

5. COP Workplan

- SI took the meeting through the revised project plan in line with the objectives for the COP, as shown in the diagram below

REVISED Project Plan 2021

Activities	Sub-activities	2021						
		Jan	Feb	Mar	Apr	May	Jun	Jul
Analysis	Technical working Group	16 Jan						
	Update needs assessment based on recent literature	19 Jan						
	Validation of results	27 Jan						
	OER Sourcing & Curation Guidelines Workshop	19 Jan						
Design	Course Design Team set-up	16 Jan						
	Agreement on Curriculum Framework	23 Jan						
	Development of design templates							
	Develop curriculum package							
	Storyboarding & prototyping							
	Reporting - course design							
Development	Content development team set-up							
	Iterative e-content development							
	Testing/ validation on ASPYEE							
	Reporting - content development							
Implementation	Identification of trainees for pilot							
	Orientation of trainees							
	course delivery on ASPYEE Platform							
	Tracking/ monitoring course delivery							
	Reporting - implementation							
Evaluation	Course evaluation team set-up							
	Development of M&E framework							
	Monitor design & implementation at all levels							
	Reporting - M&E							

- JK opened the floor for comments
- FD wanted to reach an agreement on the days of the week when meetings will be held
- BA wanted clarity on the way teams will be set up
- SI reminded everyone that there are different types of meetings. Smaller task team meetings would meet more regularly and each task team will decide on times. The bigger COP meetings will meet once every 2 weeks. The COP meetings will monitor progress with the smaller task teams.

- SI stated that we need to think about who would be best positioned in the smaller task teams
- OI mentioned that that once the workplan is fully completed, the convenor or lead facilitator can make suggestions based on everyone's backgrounds and everything will move from there. The circulation of the workplan should be accompanied by suggestions of task team members.

- RM agreed with OI suggestion.
- SI recommends that we resolve all the task team aspects in this week as time is tight.

6.   Curriculum Framework & Needs Analysis
- SI reminded the meeting of the Phase 1 Deliverables of the Workplan
- SI indicated that we need to round up the analysis work
- We have an established Technical working group of 5 people on the Analysis phase
- The task is to update the existing needs assessment based on the survey findings by consulting the most recent literature that gives insight on the kinds of employability skills that emerged within the COVID context.
- The teams from ASPYEE and Atingi can elaborate on their work and experience
- This task team can also work on a curriculum guiding framework

7.   COP M&E Framework & Theory of Change Process
- SI guided the attendees through the slides for Theory of Change.
- We need a clearly defined context, what problems are we trying to address and what are the intended outcomes and impact for this project
- The Theory of Change and the logic model will serve to reinforce the existing concept and the workplan.

8.   Summary of Actions and Closing Remarks

Action	By Whom	By When
Date for the OER curation workshop	Shafika Isaacs and Zipho Tshapela	19 January 2021
Assign task teams	Johannes Kioko and Laura Erfen	16 January 2021
Send out dates and times for COP meetings	Zipho Tshapela	16 January 2021
Circulate the OER Curation Guidelines Draft and Updated Concept Note	Shafika Isaacs and Zipho Tshapela	16 January 2020

The Chair (JK) thanked everyone for their contributions in the meeting. JK thanked everyone for the homework they did in sourcing the OER which will be put in a repository. JK emphasised that everyone must attend meetings because of the strict timelines and attend to any assignments. JK conveyed the gratitude of the CAPA-ATUPA Secretary General and the Secretariat for the dedication that you have shown so far and also conveyed their utmost

surety that the work of the COP will be delivered in good time and the output will be of very good use to the TVET institutions across Africa.

ZT provided clarity on the registration and logon process. Members who were able to register must confirm if they can log on. Members struggling to register must send ZT a screen shot of any difficulties.

The meeting was formally closed at 10h30 West Africa time.