

FlexiSAF Internship Program Onboarding

A guide to the FlexiSAF
Internship Program (FIP)



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Welcome!

Hello Interns! Welcome to the FlexiSAF Internship Program, we are excited to have you join us as an Intern and we hope that your participation in the program is a memorable and enjoyable experience. On behalf of everyone at Flexisaf Edusoft Limited, we extend our warm welcome to you.

During this onboarding session, you will gain insight to the company and the program as a whole; its processes, procedures and all you need to succeed as an Intern.

Finally, congratulations on making it through the selection process and we hope that this program acts as a guide through the right path for you.



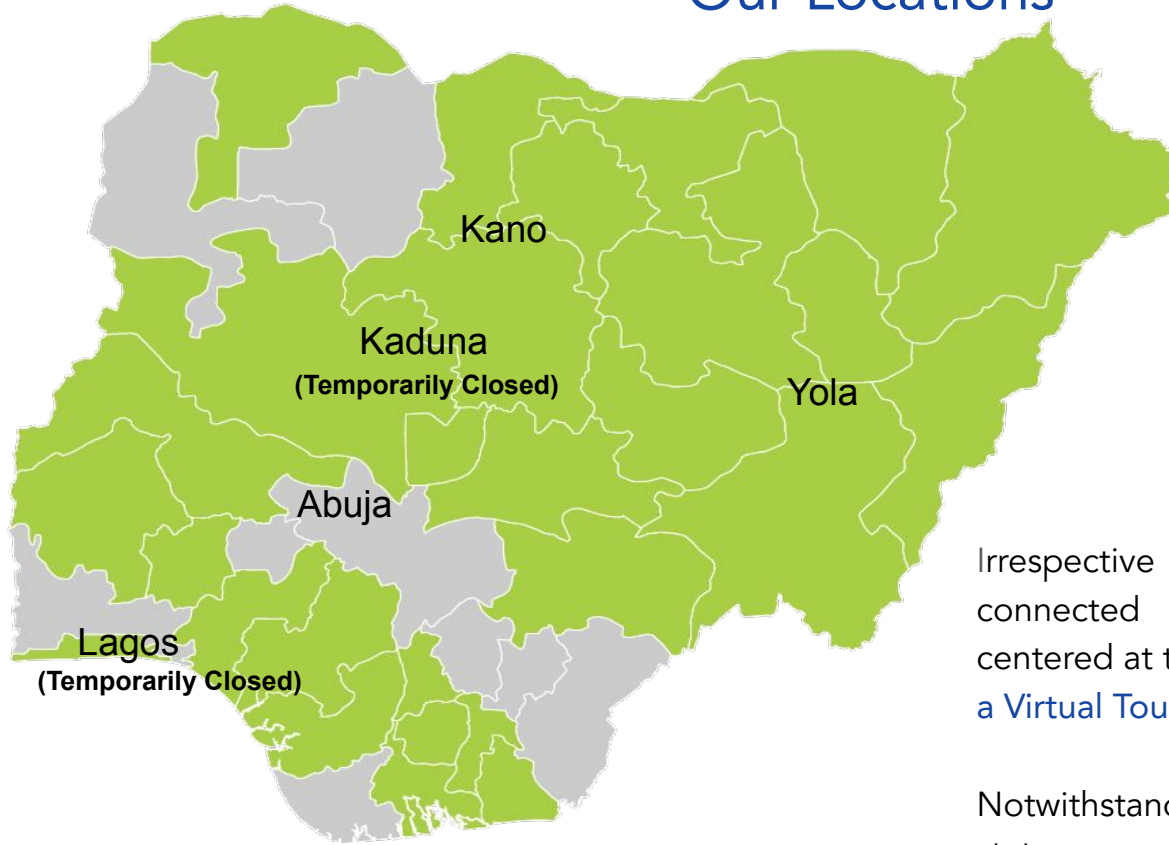
Our Story ... So far

- Founded as FlexiSAF Tech. Solutions Limited 2008.
- In 2009, the companies first products; a Result and CGPA Compiler was adopted by all Gombe state-owned Secondary Schools.
- The organization was incorporated in 2012 as Flexisaf Edusoft Limited.
- FlexiSAF Emerged top 5 in the Startup Istanbul, Turkey event of 2017.
- Between 2018 to date we have worked with several organizations, local international, schools from K12 to tertiary level to provide training services, School Management Systems, Examination Management Systems, Application Management Systems, Results and Certificate Verification Systems, through technology.
- In 2022, Flexisaf branched out to start its International arm and we opened an office in the UAE (Jumeirah, Dubai), London (United Kingdom).

#FunFact: The first ever version of the result compiler was written by the CEO, Faiz Bashir between the ages of 14-16 years old.



Our Locations



Irrespective of our office locations, we are connected by a special bond that is centered at the corporate head office. [Take a Virtual Tour of the Head Office here.](#)

Notwithstanding, we operate from several states across the country including the South East, South West, South South and the North.



Our Core Values

1. Be Passionate and Committed



2. Pursue Growth and Learning



3. Be Productive While Having Lots of Fun



4. Build Open and Genuine Relationships



5. Unleash Your Potential Through Teamwork



6. Make Life Exciting By Solving Customers' Problems



7. Be Socially Responsible to Make a Lifelong Impact



Meet the 3Cs



Faiz Bashir, the CEO & Co-founder



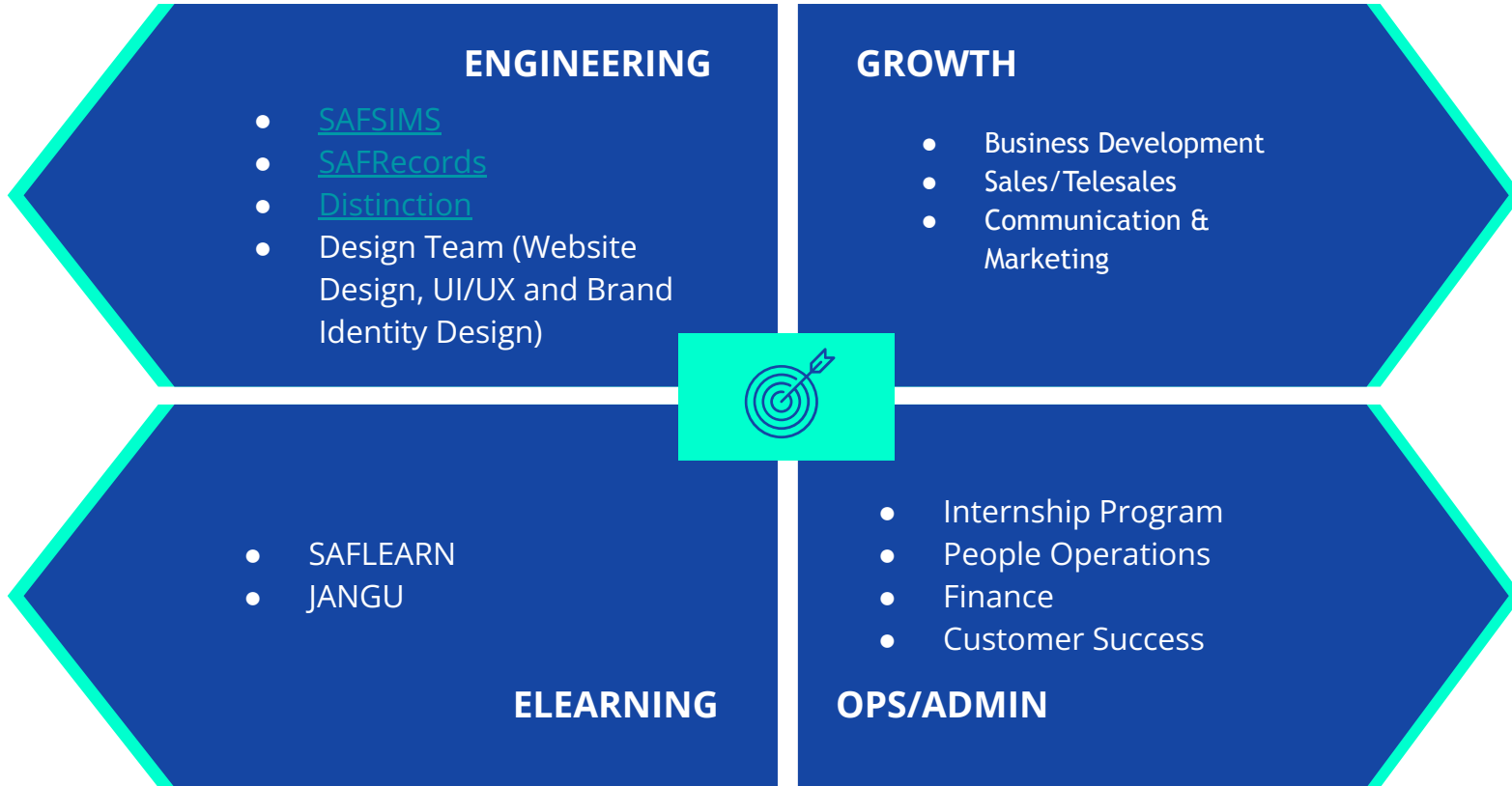
Alameen Ibrahim, CTO



Mahmud Ahmed Usman, COO



OUR DIVISIONS



Our 'Why' (Vision)



How FIP Aligns With our Vision



FlexiSAF is more than just a business, we have a very lofty vision as an organization to make a positive impact! In line with the FlexiSAF vision, FIP goals are:

GOAL 1

Introduce interns to Software Development and various career paths within the IT sector through our vast wealth of professional experience in the software development industry.

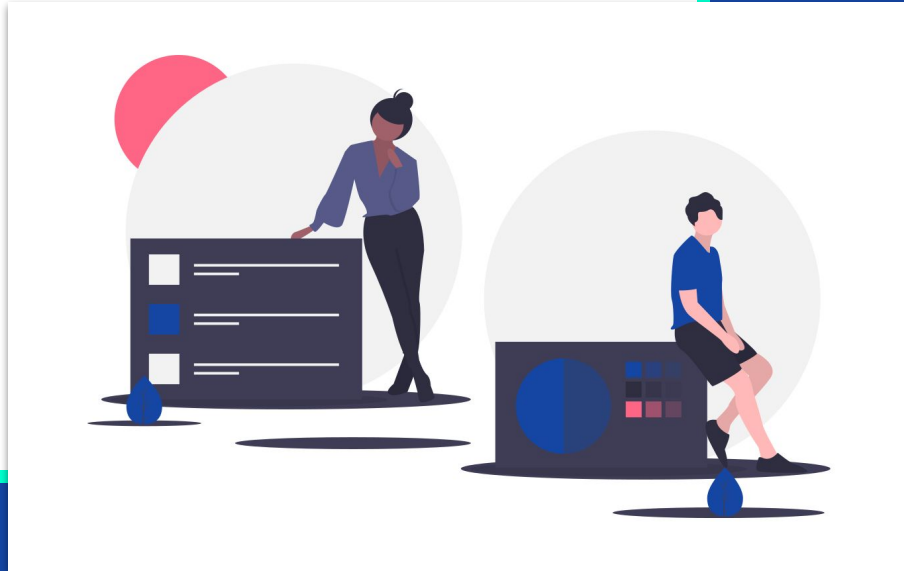
GOAL 2

Attract, Train, Create and Nurture a pool of talented individuals that will serve as an avenue of resource during recruitment for Flexisaf, Partner organizations and others.

GOAL 3

Aspire towards achieving an internationally recognised tech internship program.





Processes & Procedures



Introduction (WHAT IS FIP)

Free Tech-based Training

The FlexiSAF Internship Program (FIP) is an Unpaid, payment-free tech training program geared at attracting, nurturing and guiding people towards gaining tech skills.

Industry-Standard

Interns are given the right amount of world-class skills bordering around software development and design, including soft skills, bringing them closer to their dream jobs using a tailored, well-structured curriculum

Key Requirements

Participants are expected to make provision of a computer, internet connectivity and show commitment during the cohort by completing tasks along the way and a final hands-on project at the end of the cohort.



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Visit flexisaf.com/internship to discover all our available pathways and how you can join us.



Introduction (WHAT IS FIP) - Cont'd

Multiple Choice Question (MCQ) Assessments - during the cohort

Coding challenges pertaining to weekly tasks - during the cohort.

Design Challenges during the cohort.

During the cohort we tend to sort out qualified interns who are a fit for available Trainee offerings therefore, we encourage participants to go ahead with submitting their deliverables as at when due to take advantage of such opportunities when they arise. Note that until qualified, this program is not an opportunity to work directly with our products or teams.



REMOTE

Rules of Engagement

- ALL participants are expected to complete ALL assigned tasks by the end of the first 3 to 4 weeks of participation in order to continue with the program.
- Participants who delay in submitting their task may not partake in certain activities or become beneficiaries of certain benefits.

SIWES

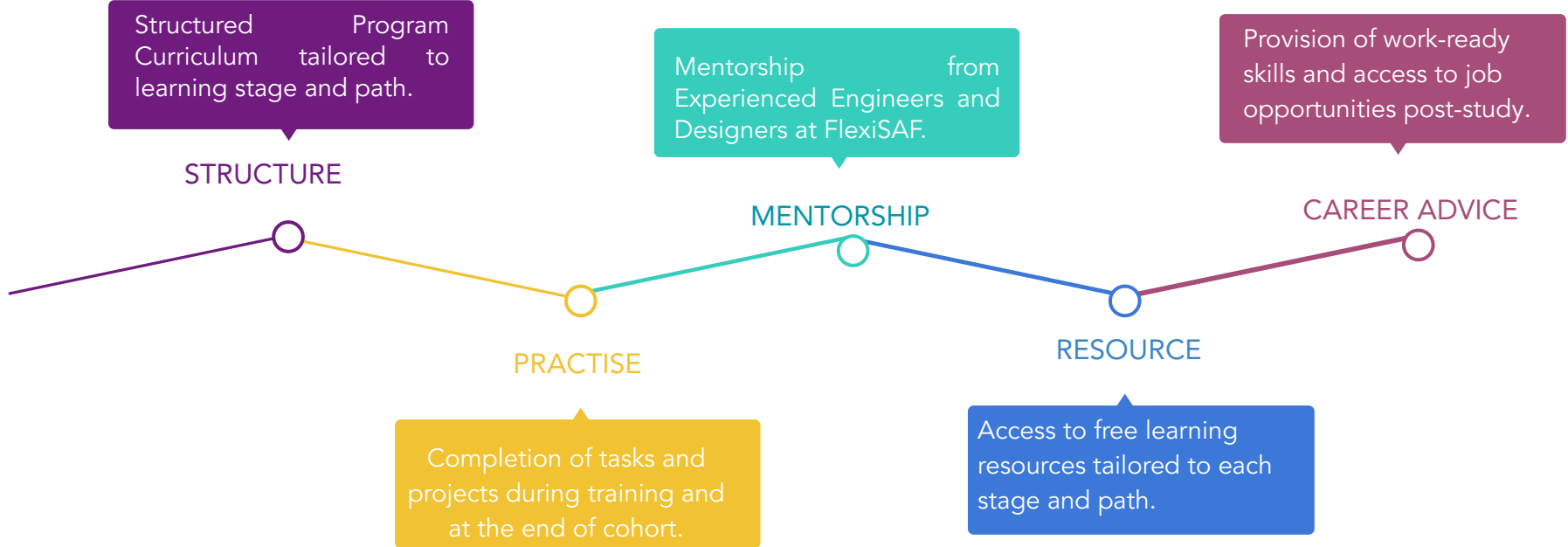
Rules of Engagement

- Missing one session without prior notice and informing the Coordinators results in a Final Warning letter.
- Missing the following session without prior notice results in a Termination letter, a copy will be shared with the SIWES Coordinator or Director of the Student's institution to inform them of our decision to end the placement.

- ALL Participants are expected to complete a FINAL PROJECT to MARK the end of their participation. This may be suggested by the Coordinators or a project of their choosing.
- TOP participants will be rewarded at the end of cohort to celebrate their achievements, hardwork and grit.



Benefits of the program



Program Timeline

TERM 1

JAN-APRIL
*(Applications Close End
of October)*

MAY-AUG
*(Applications Close End of
March)*

TERM 2

TERM 3

SEPT-DEC
*(Applications Close End
of July)*

NOTE: Consideration is given to students on SIWES and NYSC placement if they apply on time and their placement falls within the Internship period.



Available Categories

1

Graduate

Join the program as a Graduate seeking to improve your skill set, gain experience with coaching and mentorship from a team of experienced Mentors.

2

NYSC Placement

Apply for your work placement, becoming work-ready.

NYSC
towards

3

SIWES Placement

Apply for your SIWES placement and gain practical experience.

4

Undergraduate

Gain valuable Software Development and Design skills whilst in school



Learning Pathways

FRONTEND

Learn to create simple Webpages, forms, Web Applications, RESTful Applications, using HTML, CSS, SCSS, Javascript, ReactJS, Version Control, NodeJS.

GENERATIVE AI & DS

Learn how to build AI Models, Python Programming for AI, Natural Processing Language, Deep learning frameworks (Pytorch, Tensorflow), Generative AI and Machine learning concepts, Ethical AI and Responsible AI Practices.

BACKEND

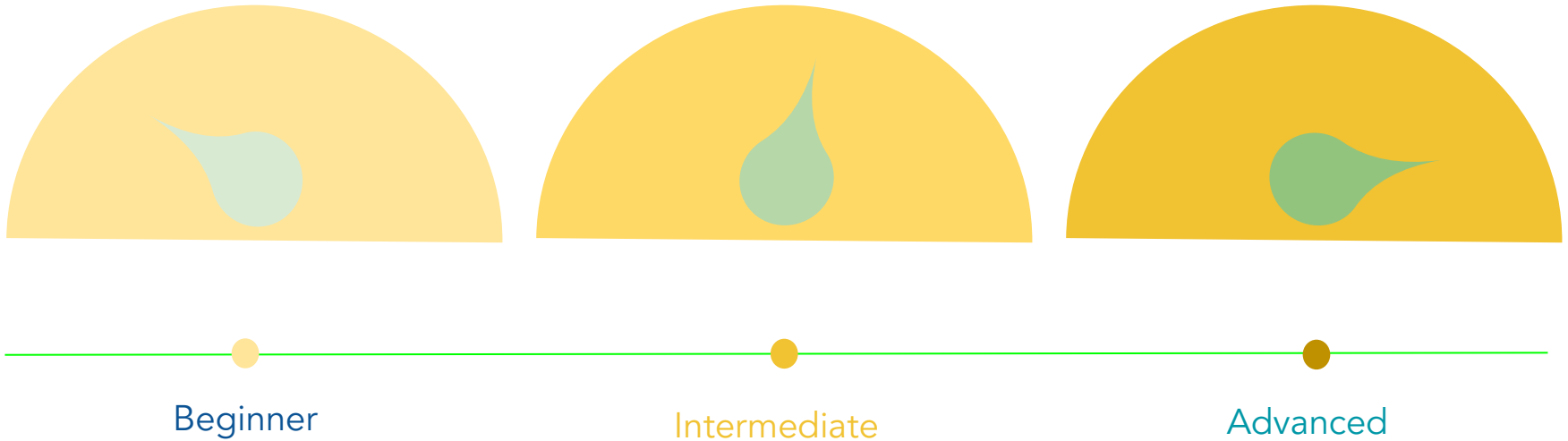
Learn how to write backend applications using Java EE, creating APIs and making API calls, CRUD applications using Spring, PostgreSQL, SQL, Version Control).

DESIGN

Learn User Interface and Experience design (UI/UX) using tools such as Figma, Adobe XD, Photoshop, while also getting to understand the basics of CSS, HTML, Javascript, e.t.c). Learn Brand Identity Design using tools such as Adobe XD, Illustrator or Figma. Learn Website Design using Figma, Wordpress while also gaining knowledge on Frontend Basics to style beautiful Websites.



Learning Stages



Learning Pathways with different stages:

- ☐ FRONTEND
- ☐ BACKEND
- ☐ GENERATIVE ARTIFICIAL INTELLIGENCE AND DATA SCIENCE

Learning Pathways without different stages:

- ☐ UI/UX DESIGN
- ☐ BRAND IDENTITY DESIGN
- ☐ WEBSITE DESIGN

Whenever requested on any forms or sheets
ALWAYS select NA.



Program Curriculum Elements

Contributors

Front End Developers
Back End Developers
Designers



Learning Stages (as applicable)

Beginner
Intermediate
Advanced



Assessment

Individual Tasks/Projects (depending on learning stage)
Group Projects (teamwork between all 3 learning paths)



Learning Paths

Front End
Back End
Design (UI/UX Design, Brand Identity Design and Website Design))



Resources

Text based
Video based



Learning Outcome

Clearly outlined
Provide clarity on set objectives narrowed to a specific subject area



Duration

Each learning stage of the program runs for 4 months per cohort



Summary - What you need to know

- Interns may have One-on-One or Group sessions with their assigned Mentor to discuss tasks, projects, industry-related updates, e.t.c.
- Group Review sessions will also hold at intervals amongst Interns with other interns from different Learning Stages/Paths to foster teamwork, present tasks and discuss challenges.
- Some Interns especially those on the advanced stages may be paired in groups at some point during the cohort to work on group projects or In-Team Projects, paired with beginner to intermediate stage Interns in line with our **Peer to Peer mentorship initiative (PTPMI)**.
- There are no classes for this program except workshops, sessions organised by the Program Coordinators or Mentors or facilitated by the **(PTPMI)** Mentors. The resources provided are to guide you through the process. If deemed insufficient, search through popular free platforms such as Youtube, freecodecamp to find relevant ones.
- Jobs, paid internships as Trainees are not promised at the end of the program.
- Certificates of participation will be provided at the end of the program to ONLY interns who meet the requirements; submission of ALL deliverables and final handson project within the required timeline. Also, we are happy to make special considerations for those applying for a scholarships, academic programs, seeking for letter of recommendations; this is on a need to need basis.



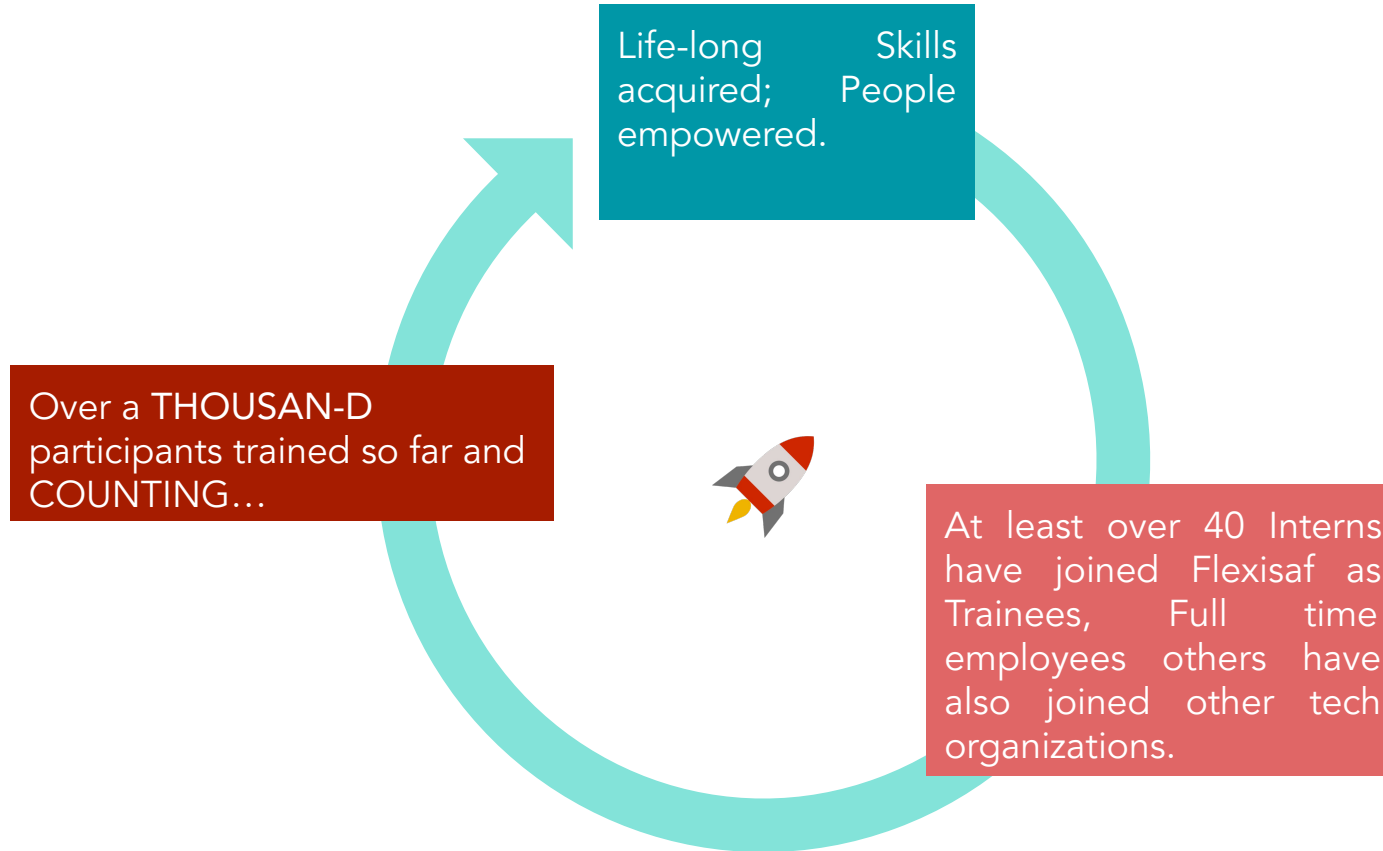
Additional Information

The program has officially commenced once you receive the following therefore, **do not** await any further instructions before you commence your learning process.

1. An acceptance letter (where applicable- SIWES and NYSC).
2. Terms and Conditions Document which should be digitally signed and submitted digitally (applies to ALL interns, REMOTE or ONSITE).
3. An introductory email to your Mentor following the probationary period.
4. An introductory email to the branch manager in your city (for those outside Abuja- SIWES and NYSC).
5. The program curriculum appropriate and tailored to your learning stage and learning path. Follow the instructions in your email carefully especially for those in pathways that have been assigned to learning stages.
6. Registration on relevant platforms / Local environment setup (where applicable).



Success Stories



Congratulations!

Share Updates on your participation using the DP image link in your acceptance email, completed tasks and Projects (except for group projects or In-team projects) throughout the course of the program on your social media accounts, TAG US; @/Flexisaf, “Mariam Ali Ameh” “Michael Okoronu (LinkedIn).



THANK YOU

Forward all questions to both
addresses below henceforth and
we will be happy to provide a
response ASAP:

mariam.ameh@flexisaf.com AND
michael.okoronu@flexisaf.com

