



Beneficiary Handbook



Ekiti State Digital Skilling Academy

The Ekiti State Digital Skilling Academy Program is a six months intensive training program aimed at equipping youths resident in Ekiti State with entry-level skills to build tech careers and tech-enabled businesses. The program is executed using standardized learning curriculums across four learning tracks:

1. Product Design,
2. Product Management,
3. Front-end development
4. Back-end development.

It is targeted at residents in Ekiti State who want to kickstart their careers in technology. The Digital Skills Academy will serve as a platform for running sustainable programs that enable residents of Ekiti to acquire digital skills and find rewarding careers.

The vision is to establish Ekiti State as a global leader in technology in Africa and beyond. The academy aims to teach, empower, and place 500 Ekiti State residents in technology-oriented digital roles and at least 50 (10%) program beneficiaries in internships or full-time jobs.

Objectives:

- Ekiti state youths with applicable technology skills and knowledge will be able to access local and global entry-level job roles in the technology industry.
- To contribute towards increasing the technology talent pipeline for the local technology ecosystem.
- Program beneficiaries will have increased skill proficiency to enable them to compete in the global job market for roles in their areas of specialization.
- Underemployed youths will have gained technology competency to land jobs, switch career paths to tech and/or secure promotions and develop technology solutions.

Training Delivery

Duration

- a. The EDSA training program will last for 24 weeks
- b. The timeline is February – July 2023.
- c. Other program activities continues even after training delivery

Learning Equipment

- a. It is recommended that you have a personal computer or laptop with a good internet connection to access the training materials.
- b. Please ensure that your device has the necessary software and applications installed to avoid any technical issues.
- c. If you encounter any issues with your equipment or internet, please report it to our support team immediately.

Virtual Classroom

- a. The virtual classroom is the platform where the live training sessions will be conducted. Find the list below:
 - EDSA Backend A & B (Morning and evening sessions)
 - EDSA Frontend A & B (Morning and evening sessions)
 - EDSA Product Design A & B (Morning and evening sessions)
 - EDSA Product MGT A & B (Morning and evening sessions)
- b. Facilitators will conduct interactive sessions, including lectures, group discussions, and case studies, to ensure that the training is engaging and informative.
- c. You can use the chat or raise hand feature to ask questions or clarify any doubts during the session.

Class Time

- a. Training delivery is from **Mondays – Fridays** of every week, and the learning duration is **4 hours**
- b. The training program offers **morning** and **evening** sessions to accommodate different schedules.
- c. The morning session will be conducted from **9:00 am to 1:00 pm**, while the evening session will be conducted from **4:00 pm to 8:00 pm**.
- d. The exact timings for your class will be communicated to you before the training begins.
- e. Facilitators are the only ones permitted to start classes; you can join once you notice the class is ongoing.

- f. We recommend that you open Microsoft Teams at least 10 minutes before the session starts to ensure you can access the virtual classroom without any technical issues.

Soft Skills Training

- a. In addition to technical training, we also recognise the importance of developing soft skills to enhance your career prospects.
- b. Soft skills are personal attributes that enable you to interact effectively with others and perform well in a professional environment.
- c. Our soft skills training program will focus on developing your communication, teamwork, leadership, time management, and problem-solving skills.
- d. It will be held at selected dates and facilitated by the placement Team, Tech4dev

Bi-weekly Town Hall Meetings

- a. The bi-weekly town hall meetings will be held on Thursdays **1:30 pm – 2:00 pm**.
- b. The town hall meetings will be conducted via Microsoft Teams, and the link will be shared with you before the meeting.
- c. The town hall meetings will provide you with an opportunity to interact with the program coordinators, ask questions, and get feedback.
- d. The town hall meetings will also provide you with an opportunity to engage with other learners and share your experiences.

Study Groups

- a. Facilitators will direct the creation of study groups to reinforce learning and support each other
- b. We recommend that study groups meet outside of the training hours, to discuss the training materials, assignments, and any other related topics.
- c. The facilitators will not be involved in the study group discussions, but you can reach out to them if you need any assistance.

Affinity Groups

- a. Affinity groups are formed based on the beneficiaries' interests or backgrounds, and they provide an opportunity to network and collaborate with like-minded individuals.
- b. We encourage the beneficiaries to join the affinity groups, and we will provide the details on how to join them.
- c. The affinity groups will have designated moderators, who will be responsible for coordinating the group activities and discussions.
- d. The discussions within the affinity groups should be respectful, and any discriminatory or offensive language will not be tolerated.

Surveys

- a. Surveys will be carried out to understand the dynamics of the learning within your class and areas where we can improve better in subsequent trainings.
- b. Filling out this survey is mandatory for all participants of the training program.
- c. Find the list of surveys to be carried out:
 - Baseline Survey
 - Midline survey 1
 - Midline survey 2
 - Midline survey 3
 - Endline survey

Communication

- a. We will communicate all the important information and updates about the training through email, and it is essential to check your email regularly (edsa.support@tech4dev.com).
- b. You can forward your complaints and requests to the same email address above. For technical issues, forward to (support@tech4dev.com)
- c. We will also have a dedicated communication channel on Microsoft Teams to interact with the trainers and other participants, and we encourage you to use it to clarify your doubts and share your insights. Find the teams below:
 - EDSA Programs-All
 - EDSA Backend-All
 - EDSA Frontend-All
 - EDSA Product Design-All
 - EDSA Product Management-All
- d. Please maintain a professional and respectful tone while communicating with others, and avoid any discriminatory or offensive language.

Ethical and Legal Guidelines

- a. We expect all our beneficiaries to adhere to the ethical and legal guidelines of the training program and the country's laws.
- b. We strictly prohibit any form of plagiarism, cheating, or unethical practices during the training, and any such incidents will lead to immediate termination of the training.
- c. Please respect the intellectual property rights of others and avoid sharing any copyrighted material without proper permission.

Learning & Sharing

- a. Take screenshots of your daily, weekly, and monthly learning milestones and share with your online community and friends on social media

- b. Follow and tag all relevant stakeholders in your story and posts (Ekiti state Government, Meta and Tech4dev)
- c. Tag key accountable persons involved in your learning journey (the Ekiti state governor, ministers and commissioners, Meta, the founders of Tech4dev)
- d. Share your story on all social media handles (Twitter, LinkedIn, Instagram & Facebook)

Assessment & Grading

The EDSA training program is designed to be challenging, engaging, and informative. To ensure that you receive the maximum benefit from the program, we will use a comprehensive assessment criteria. The assessment criteria will be based on several factors including:

- Daily Attendance
- Weekly assessment
- Soft Skills training
- Monthly mini project
- Community participation and engagement
- Mentorship session participation
- Professional certification
- Capstone Project completion
- Final examination
- Demo-day presentation

You will receive scores and grades for each assessment criteria, which will be accumulated to calculate your final grade. The scores will be based on a 100-point scale, with pass mark of 80%.

Attendance and Participation

- a. It is mandatory to attend all the training sessions, as each session builds on the previous one.
- b. Attendance is taken seriously, as all future activities and grading stems from the cumulative attendance for each week and month.
- c. If for any reason you are unable to attend a session, please inform your facilitator at least 12 hours in advance.
- d. Please ensure that you actively participate in all the training activities and assignments as they are designed to reinforce learning.
- e. Our trainers will provide feedback on your performance and progress, and it is crucial to take this feedback positively and incorporate it into your learning.

Weekly Assessment

- a. To ensure that you are making progress and receiving the maximum benefit from the program, facilitators will conduct weekly assessments.
- b. The weekly assessment will be conducted on Fridays and will cover the topics covered during the week.
- c. The weekly assessment will be graded, and the scores will be added to your overall assessment criteria.

Physical Community Outreach

- a. As part of our commitment to the community, there will be physical community outreach activities where you will have the opportunity to apply your learning to real-life situations.
- b. We will communicate the details of the outreach activities, such as the date, time, and location, to you in advance.
- c. We expect all our beneficiaries to participate in the community outreach activities, as they are an integral part of the training program.

Mentorship Sessions

- a. We understand that the beneficiaries may face challenges during the training or after completing the training, and hence we offer mentorship sessions to provide guidance and support.
- b. The mentorship sessions will be conducted by experienced professionals from the industry who will provide personalized guidance based on your needs and goals.
- c. We will communicate the details of the mentorship sessions, such as the date, time to you in advance.

Monthly Mini Projects

- a. The training program includes monthly mini-projects, which are designed to reinforce the concepts learned during the training.
- b. You will be given a topic or problem statement, and you will have to submit your solution within a specified timeframe.
- c. The facilitators will provide feedback on your mini-project, which will help you to improve your skills and understanding.
- d. The mini-projects will be graded, and your scores will be added to your overall performance evaluation.

Professional Certification

- a. A beneficiary of the EDSA program must complete at least 1 professional certificate course related to the learning track before the end of the 4th month of the training program (June)

Final Examination

- a. You are to write the final examination to determine your qualification for graduation.
- b. Final examination will take place in the month of August after the technical and soft skills training delivery

Capstone Project

- a. The capstone project is the final project of the training program, which will require you to apply all the concepts learned during the training to solve a real-world problem.
- b. You will work in a team, and the project will be assigned by the facilitators and Instructional design Team.
- c. You will have to submit a detailed report, along with a presentation, to demonstrate your solution.
- d. The capstone project will be graded, and your scores will be added to your overall performance evaluation.

Demo-Day

- a. The demo-day is a showcase event, where you will present your capstone project to industry professionals, potential employers, and other stakeholders.
- b. You will have the opportunity to network with the attendees and receive feedback on your project.
- c. The details will be communicated to you in advance.

Certification/Job Placement

Graduation

- a. The graduation ceremony is the culmination of the training program, where you will receive your certificate of completion.
- b. The details will be communicated to you in advance.
- c. The graduation ceremony is an opportunity to celebrate your achievements with your peers, trainers, and other stakeholders.

Placement

- a. At the end of the training program, there will be job placement support to help them secure employment.
- b. Only beneficiaries who met all training and placement requirements and scored above the pass mark of 80% will be considered for placement. Your pass mark is a cumulative of the daily attendance, weekly assessment, soft Skills training, monthly mini project, community

participation and engagement, mentorship session participation, final examination and capstone Project completion.

Professional Certification

You are expected to have 1 certification at the end of the 6 months of training at the academy. Below are the recommended certifications to take per learning track and when.

Learning Track	Certifications	At what point in the program do I take it?	Paid or Free?
Product Design	Google UX Design Certification Course	Month 1	Financial Aid is available.
	UX & Web Design Master Course: Strategy, Design, Development	Months 1 to 2	\$13 for the course and certification (UDEMY)
Product Management	AWS - Real-World Product Management Specialization Certification University of Virginia - Digital Product Management Specialization Certification University of Alberta - Software Product Management Certification	From Month 1	Financial Aid is available.
Software Dev.	Meta FrontEnd Development Ceretification Course	From Month 1	Financial Aid is available.
	Beginner Full Stack Web Development: HTML, CSS, React & Node	Month 1	\$13 for the full course and certification

Contact Us

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NOTICE:

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Using technology to advance sustainable human capital development in Africa