**Participant’s Playbook - #GenerasiGIGIH Intermediate Level**

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**PLEASE READ THIS:**

1. This is a live document, any changes inside this playbook will mark in RED highlights.
2. Do not share this playbook and others technical playbook to others people outside the GenerasiGIGIH Intermediate participants, any violation for this could cause the withdrawal from the program

**Hi GenerasiGigih Intermediate Participants!**

First of all, congratulations for being selected as the participant of #GenerasiGIGIH Intermediate Level. Your name will go down in history as the person who joined the first batch of #GenerasiGIGIH! In this intermediate level you’ll get a chance to participate in a weekly technical class taught by tech-professionals from Gojek, english tutor from Cakap, and trainers from XLFL, and IDP mentoring.

**Our Goals**

We aim to facilitate you to learn the most essential skills for each learning path—data analyst, frontend engineering, and backend engineering—through a comprehensive curriculum. We also wanted to facilitate you to improve your english and personal development skills with classes with Cakap and XLFL.

## **Program Details**

There are three sets of programs that will be conducted during intermediate level: (1) weekly technical class for every learning path, three times a week every Monday, Wednesday, and Friday; (2) Cakap english class every Tuesday and Thursday; and (3) group IDP mentoring.

This program will be conducted fully online through this Zoom call. Here’s how the weekly technical class session structure will look like:

**How the class will looks like**

|  |  |
| --- | --- |
| **Time** | **Events** |
| 17.00-17.10 | Opening |
| 17.10-18.10 | Homework review + Handson session |
| 18.10-18.30 | Break |
| 18.40-19.40 | Continue Material |
| 19.40-20.00 | Closing |

## **Program Rules**

1. All participants are **required to meet this requirement at the end of the intermediate level:** (i) **minimum** **70% attendance in technical class**; (ii) Passing minimum score on final exam; (iii) Passing minimum score on final assignment/selection phase; (iv) **minimum 70% attendance in English class**; (v) **minimum 100% attendance in Career Readiness & IDP Mentoring**. Since every module will be related with one to another, **please be mindful and try to keep up if you miss the previous session.**
2. We encourage you to be **very active in all sessions!** Don’t be afraid to ask questions and involve yourself in the class discussions. This is important to ensure you maximum levels of understanding.
3. **All materials in this program are strictly confidential**, you can’t share it to other people without GoAcademy and Yayasan Anak Bangsa Bisa team consent.
4. **No violation of rules and code of conduct,** any violation will result in warning/sanction
5. We really **appreciate constructive feedback**, every end of the day, we will share the happy sheet feedback form and we’re really excited to read your feedback so we can improve for the next session.

**GoPoints**

We use a point system to assess your performance during the intermediate level, the results will determine whether you will enter the advanced level or not.

|  |  |  |
| --- | --- | --- |
| **Welcome Point (congrats for making it through Intermediate Level!)** | | +100 pts |
| **Get points when...** | Attend session (check in-check out) | +100 pts |
| Finish assignment/homework | up to +200 pts |
| Ask or answer questions | +100 pts (oral)  +75 pts (via chat) ++100 (in English) |
| Weekly reflection | up to +200 pts |
| Biweekly class recognition  (3 for each class) | +500 pts |
| **Lose points when...** | Do not attend class | -50 pts (sick/emergencies)  -300 pts (no show) |
| Incomplete assignment/homework | -150 pts |
| Hard violation of rules or code of conduct | From -50 pts |

## **Class Rules**

1. All participants **must use laptops/computers** to join the Zoom call. Since we do a lot of hands-on activities, using other devices would limit your participation in the session.
2. **Be on time**, maximum time for late is 15 minutes
3. Be ready and prepared, finish the homework, do pre-reading, do technical check
4. **Be respectful** by dressing appropriately, inform when you need to be away/out of the class via chat, raise your hand if you want to ask question/interrupt the speaker, communicate clearly and stay on topic
5. **Be present** by prevent distraction, no multitasking, always turn on your camera as much as possible
6. **Be positive**,share appreciation verbally, be open to and give constructive feedback
7. You are **free to turn on/off your Zoom cam**, we’d love to see your face but since there are problems like internet bandwidth we fully understand if you can’t turn on your cam.
8. **Mute your microphone** as when you have nothing to say during the class
9. To maximize the limited time that we have in class, there are 2 ways to **ask questions** during coach explanation or throughout the class:

* Type your question with this format: [ASK] [your question].
* Click raise hand, the moderator will let you ask your questions. You can unmute yourself when you’re asking questions

1. Every learning path classes will be divided into two class: Kelas Bangsa dan Bisa
2. All participants will use Google Classroom as platform to access learning materials and submit homework
3. The schedule for every classes will be scheduled via Google Calendar that will be sent to your email

## **Class Activities**

You can find the guideline for each activities from Intermediate module (Technical, English and IDP mentoring)

**Cakap English Manual Class Guideline**

**How to Join Class**

1. Para peserta akan dimasukan ke dalam grup komunikasi yang telah ditentukan.
2. Tim cakap akan mengirimkan Gsheet di grup komunikasi begitu grup terbentuk, Gsheet ini akan berisi:

a. Nama group

b. Nama Student

c. Email

d. Course dan Level

e. Dan, link ke Platform Pembelajaran

1. Tim Cakap akan memberikan panduan tentang tata cara penggunaan Platform Pembelajaran kepada peserta di dalam grup komunikasi yang sudah dibentuk.

**How to access Learning Management Dashboard**

1. Para peserta akan mendapatkan akses login melalui email masing-masing.
2. Untuk setting password pertama kali, para peserta harus klik “Forgot Password” dan membuat password yang baru.
3. Learning Management Dashboard dapat diakses di alamat berikut: https://student.cakap.com/ atau melalui aplikasi Cakap.
4. Para peserta dapat mengakses progress pembelajaran pada akun masing-masing. Progress pembelajaran akan muncul pada “tab progress report” yang nantinya akan diisi oleh guru di setiap kelas.

**Individual Mentoring Guideline**

The IDP is designed to guide you to work on your career goals. It provides you with a format for goal setting, reflection and developing the next steps for planning and executing your personal learning journey. This IDP is designed to help you better prepare for your upcoming career journey in tech fields. You can check the format [here](https://docs.google.com/document/d/1sG1sLAqN00SUMlaVFTPnALLIMA4ZPpndkRmB21xswbQ/edit?usp=sharing).

**How to Filling in the IDP Table**

There are four sections to the IDP table that you need to complete, here are they

1. **Personal Learning Goal,** Write down your short term goal to make your SMART goals work. On this, you can specify the list by getting to know the requirements of your goals. On this, you can adopt the job requirements of your desired goal.
2. **Timeframe,** Write down your short term goal to make your SMART goals work. On this, you can specify the list by getting to know the requirements of your goals. On this, you can adopt the job requirements of your desired goal.
3. **Priority,** Assess your personal learning goals priority by considering these criteria

* High, It requires ≤ 50% of your effort & time on the entire IDP journey
* Medium, It requires ≤ 25% of your effort & time
* Low, It requires ≤ 10% of it

1. **Development Plan,** The action plan for your personal learning goals, you should specify each point that you have presented on the personal learning goals. Here are the example:

You’ll be mentored by a dedicated person that will guide you in a small group setting (1 IDP mentor for 10 students) , the mentoring session will be **2 times in a month for each group**.

As Mentee, here are things you need to factor

* Be mentor-able, meaning that you are opening your mind & self to let others help you, especially in terms of career preparation. Do appreciate your mentor’s time & energy by:
  + Effectively communicate your proposed schedule, don’t just say hi in whatsapp chat. Do provide complete information.
  + Prepare an agenda on what to discuss, prepare questions and points of discussion too. Do not ever jump into mentoring without any preparation.
* Take responsibility for your IDP, it’s not your mentor’s, therefore you need to stay committed to working on your plan.

# Technical Curriculum

As you will be separated into 3 different learning tracks, please access this technical learning playbook to get to know the **curriculum from each track, what to prepare, machine installation and how to join the class, and who'll assist you in class.** Please access the playbook that is specific on your learning track.

Please **READ** the technical playbook carefully to help you make the most of the class

* [**Playbook for GenerasiGIGIH Backend Track**](https://drive.google.com/file/d/1yzUUxeRe8u7ZLelZUrB4a4i50T4eyGJ1/view?usp=sharing)
* [**Playbook for GenerasiGIGIH Frontend Track**](https://drive.google.com/file/d/1pqd3bEn9GznPLZ5-1-e0KmQ8rL8xR6iJ/view?usp=sharing)
* [**Playbook for GenerasiGIGIH Data Analyst Track**](https://drive.google.com/file/d/1sUskQpOFy7hGDVJHa2TR-2IheaQ1UAOc/view?usp=sharing)