



FPD – ASAP sponsored online training

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Head of Cluster: Innovations

USAID/Accelerating Support to
Advanced Local Partners

Presentation contents

- Overview of FPD
- Overview of FPD's role on ASAP & approach to training
- Overview of FPD's online / e-learning functionality
- List of ASAP sponsored training programmes
- Process to enroll

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- **Overview of FPD**
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FPD Mission & Vision

Our Mission

To catalyse social change through developing people, strengthening systems and providing innovative solutions.



Our Vision

To build a better society through education and development.



FPD's Origins

South African indigenous organization

Brand established by South African Medical Association (SAMA) in 1997

Separate legal entity established in 2000



PEPFAR

- Started working under PEPFAR in 2005 as a sub under PACT
- Became a prime in 2007
- Been a prime managing subs on 6 PEPFAR grants

FPD's Registration



- registered with the **South African Department of Higher Education and Training**
- accredited service provider for **Continuous Professional Development (CPD)** by the Medical and Dental Professions Board of the HPCSA.
 - FPD's CPD-accreditation of courses is recognized by healthcare councils of all other African countries.
- Offer:
 - formal qualifications,
 - CPD-accredited short courses,
 - non-accredited short courses

To date, FPD has provided

 **R650 Million**

in educational grants

FPD has enrolled **436,113**
students on its courses
(since 1998)



772 838

of individuals infected with HIV
were successfully linked to
treatment and care in 5 years.



Experience in **private sector General Practice (GP) contracting model**
for HIV service delivery using
State-funded items in a controlled
manner.



11 855 833

individuals received
free HIV testing



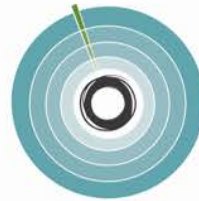
Expertise with **CBO-capacity development,**

Students Breakdown



Course Enrolment

- 81% Health Sciences
- 7% Education
- 4% Business
- 4% Nursing
- 4% Occupational Health and Safety



South Africa / Africa

- 99.33% South Africa
- 0.67% Africa



Urban/Rural

- 59% Urban
- 21% Peri Urban
- 20% Rural



Gender

- 75% Female
- 22% Male
- 3% Not prepared to disclose



Geographical

- 43% Gauteng
- 3% Northern Cape
- 16% Eastern Cape
- 5% Western Cape
- 7% KwaZulu-Natal
- 6% North West
- 9% Limpopo
- 8% Mpumalanga
- 3% Free State



Professions

- 25% Professional Nurses
- 17% Administrative
- 12% Did not disclose
- 10% Lay counsellors
- 10% Medical Doctors
- 7% Educators/Trainers
- 7% Community Health Workers
- 4% Other Nurse
- 3% Other Medical
- 3% Medical Support
- 2% Managers

Training Footprint

FPD believes in bringing training as close to participants as possible, FPD courses have been provided in the following countries:

Training Conducted:

Class Room E-Learning

Angola [®]	Ghana [®]	South Sudan [®]
Botswana [®]	Kenya [®]	Swaziland [®]
Burundi [®]	Lesotho [®]	Tanzania [®]
DRC (all provinces) [®]	Malawi [®]	Uganda [®]
Egypt [®]	Mozambique [®]	Zambia [®]
Eritrea [®]	Namibia [®]	Zimbabwe [®]
	South Africa [®]	

Training was also conducted in Canada[®]



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FPD approach to training



Role on ASAP

- Provide discrete training (in-person, blended, online) in leadership development, monitoring and evaluation, and other courses as defined during project implementation

Approach to training

- Open distance education with a blended or an e-learning mode of delivery.
 - FPD's open distance education model allows students to study wherever they are located.
 - Blended model provides for practical face to face sessions (and now virtual sessions) in combination with theory and interactive e-learning activities provided online.
- FPD's Learner Management System (LMS) is Moodle-compatible and has enjoyed a 100% system uptime since its launch in 2013.

FPD's online / e-learning functionality

Technology platform	Description	Icon
On-demand e-learning Online courses (asynchronous)	Self-paced (1 participant) videoed tuition or presentations, narrated PowerPoint, or interactive webpages. Formal qualifications, accredited SC with CPD, micro-training	
Virtual Training sessions E-workshops (synchronous)	Workshop driven (10-20 participants) Virtual classroom with facilitator for virtual training, incl. white-boards, discussions forums & virtual break-away sessions. Formal qualifications, accredited SC with CPD, micro-training	

PSS EdTech: e-learning

On-demand e-learning -- 8 years of online education with 100% system uptime



Longer courses are designed to transfer large amounts of knowledge and skills to delegates. Courses require between a few hours to 120 hours to complete, depending on the nature of the course. These courses can be in the format of videoed tuition or presentations, narrated PowerPoint, PowToon or interactive webpages.



COVID-19 Response Team Training



CPD Manager > Courses > FPD > COVID-19 Response Team Training

WELCOME

Your progress 

Welcome to the COVID-19 Response Team Training!

This course has been developed to provide essential skills and knowledge to Community Healthcare Workers and other members of the Response Teams that will be visiting homes to screen for COVID-19 disease in household members. The screening of households has become an essential component in the containment of the disease to identify those members of the household with symptoms linked to COVID-19 timeously and refer them for care and treatment and, if necessary, quarantine as indicated. These measures have been put in place by the Department of Health following the lockdown procedure in the country since 26 March 2020.



On-demand e-learning

The screenshot displays the MPC (Medical Practice Council) e-learning platform. On the left is a dark sidebar with navigation options: Course sections, Participants, Badges, Competencies, Grades, CPD Manager, Site home, My courses, Private files, More..., and Site administration. The main content area is divided into three sections:

- 1. KNOWING THE BASICS OF COVID-19**
 - Activity 1: Watch the video on knowing the basics of COVID-19 (checked)
 - Activity 2: Download the resource slides for topic 1 (unchecked)
Download the resource slides provided on knowing the basics of COVID-19.
 - Activity 3: Download video on knowing the basics of COVID-19 (unchecked)
The video for topic 1: knowing the basics of COVID-19 is available for download here.
- 2. THE ROLE OF THE COVID-19 RESPONSE TEAM**
 - Activity 1: Watch the video on the role of the COVID-19 response team (checked)
 - Activity 2: Download the resource slides for topic 2 (unchecked)
Download the resource slides provided for the role of the COVID-19 response team
 - Activity 3: Download video on the role of the COVID-19 response team (unchecked)
The video for topic 2: the role of the COVID-19 response team is available for download here.
- 3. DOING A HOME VISIT**
 - Activity 1: Watch the video on doing a home visit (unchecked)
 - Activity 2: Download the resource slides for topic 3 (unchecked)

A 'Screenshot' button is visible at the bottom right of the interface.

Study at your own pace at any time
Enrollment via voucher

Virtual training classrooms – new innovation from 2019



HOME



JOURNAL
CPD



ONLINE
EDUCATION



SERVICE
BUREAU



CPD
MANAGER



MEDICAL
PLACEMENTS



KNOWLEDGE
SHARE



FIND MY
CERTIFICATE



SCHOLARSHIPS



EVENTS
CALENDAR



ONLINE
SHOP

Register

Login



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Courses

Users

Files

Session Stats

0%

Learning Center



Courses



Add new course



Room 1

This is room #1

Instructor *Waldo Delpont, Carmen Walker,
Wiehan van der Linde, Luan Erasmus, B...*



Room 2

This is room #2

Instructor *Waldo Delpont, Carmen Walker,
Wiehan van der Linde, Luan Erasmus, B...*



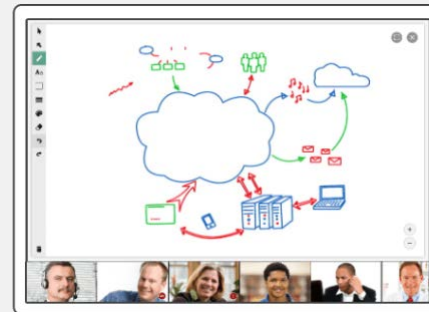
Virtual training classrooms

Full Functionality

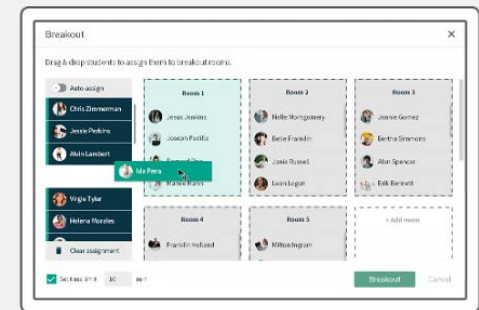
Lecture as if the student was in the same room as you.

Allow for virtual engagement of participants with their peers

Cross platform compatible



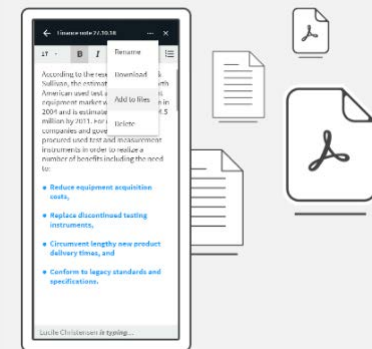
Digital Whiteboard



Breakout Rooms



Screen Sharing



Realtime Notes

- Access controlled via voucher system



Virtual training classrooms



HOME



JOURNAL
CPD



ONLINE
EDUCATION



SERVICE
BUREAU



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Files

Tools

Chat

Playlist

Participants

Notes



PARTICIPANTS 1



This is an illustration of the whiteboard function and interaction in the Virtual Classroom.

MUTE ALL



Werner Swanepoel

LIVE



CHAT

@ the answer is 12

Werner Swanepoel 12:12

Live chat functionality

Werner Swanepoel 05:03

Type here...

A+

A-

CLEAR ALL

Hide Webcams

2 / 2



Werner Swanepoel

Accessibility

- To access FPD's EdTech platform, users must have either **a smartphone, tablet or PC with internet connection of at least 2mbs.**
 - **Virtual classrooms** work better with **4mbs** & require uninterrupted internet.
- Users can login from web browsers such as Chrome, FireFox, Safari and Edge
 - please note Internet Explorer has been discontinued and has been replaced by Edge and thus no longer supported.
- TRISCOMS® is the same platform used by UNFPA and UNESCO for the training of educators across SADC.
- Registered professionals have logged over 1.6 million CPD hours via our TRISCOMS® platform via various channels.



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940 scholarships available from 4 FPD schools (available between 18 May – 30 September 2020)



- 5x COVID-19- related courses (on-demand e-learning)
-



- 1x COVID-19- related course (on-demand e-learning)
-



- 3x FPD Management (on-demand e-learning & virtual classroom)
 - 1x DAI course (virtual classroom)
 - Ad hoc use of ASAP's virtual classroom
-



- 3x FPD IT (on-demand e-learning)
- Ad hoc use of ASAP's virtual classroom for interactive workshops on data presentation
- Offering from Microsoft Academy for BI analysts

COVID related short course

FPD School of Health Sciences:

- Short course on COVID-19 for Healthcare Professionals, including updates (e-learning)
- Short course on Mental Health resilience for health care professionals (e-learning)
- Short course on Gender Based Violence in COVID environment (e-learning)
- Technical Guidance on how to set up a COVID screening, testing and treatment facility
- 7 Day Mental health kit to survive lock down (e-learning)
- Short course on: COVID-19 Frontline Ready,



Note: COVID courses being updated with latest evidence



Short course on COVID-19 for Healthcare Professionals, including updates (e-learning)

- **Duration & delivery mode:** 12 hours e-learning with content presented in the format of video tuition presented by experts in the field.
- **Accreditation:** 10 Clinical CEU's on Level 2.
- **Assessment:** multiple-choice questionnaire after viewing each video
- **Target audience:** Healthcare professionals registered with their respective councils

Modules:

- COVID-19: What is the novel virus, epidemiology, outbreak in China, infectiousness/attack rate
- Aerobiology and infection control of contact, droplet nuclei and airborne pathogens*
- South African COVID-19 preparedness and response activities*
- Coronaviruses and what did we learn from other human coronaviruses including SARS and MERS
- Personal protective equipment including (N95): Actions and Strategies to stop the spread of COVID-19
- How to clinically approach COVID 19 infected patients from mild to severe disease*
- Mechanical Ventilation in COVID-19*

*module being updated

Updated course available 22 May

Short course - Mental Health resilience for health care professionals (e-learning)



- **Duration & delivery mode:** 12 hours, e-Learning
- **Accreditation:** 10 CEU at Level 2
- **Assessment:** MCQs (with required pass rate of 70%)
- **Target audience:** All frontline workers, especially HCPs providing essential services in clinics and hospitals

Learning outcomes:

- Explain the physical reactions to lockdown causing stress, anxiety, burnout for everybody dealing with COVID-19 patients and/or being in lockdown
- Relate how COVID-19 has exacerbated existing stressors for Frontline Workers and discuss means of creating resilience to cope with them
- Discuss the psycho-social effects of COVID-19 on healthcare workers (and patients) with discussions on depression, anxiety, panic attacks and how to cope with them
- Implement interventions to promote mental health resilience and inner peace.



Short course on Gender Based Violence in COVID environment (e-learning)

- **Duration & delivery mode:** 10-hours, on-demand e-learning
- **Accreditation:** 11 CEU on Level 2
- **Assessment:** MCQs
- **Target audience:** healthcare providers that encounter survivors of SGBV and GBV. This includes doctors, nurses, clinical associates, social workers, and psychologists

Topics:

- Understanding sexual (SGBV) and gender-based violence (GBV)
- Prevalence of gender- and sexual based violence
- Understanding the consequences of GBV and SGBV
- Psychological effects of SGBV and GBV
- SGBV and GBV as a global emergency
- Response to SGBV and GBV
- HCP obligations in terms of responding to GBV and SGBV
- Providing support to survivors of SGBV and GBV



Short course on how to set up a screening, testing, and treatment site (e-learning)

- **Duration & delivery mode:** 3 hours, e-learning,
- **Accreditation:** 6 CEU points Level 2
- **Assessment:** MCQs
- **Target audience:** all hospital or clinic managers and administrators who are involved in setting up screening and testing facilities.

Topics:

- COVID-19 the basics
- Facility readiness, developing a facility masterplan
- The importance of a screening and testing facility for COVID-19
- Personal protective equipment
- The flow chart for screening with steps to be implemented
- The flow chart for testing with steps to be implemented
- The flow chart for treatment with steps to be implemented
- Summary of steps required

Available



7-day mental health kit for surviving lock down

- **Duration & delivery mode:** 7 hours, online e-learning education through interactive learning activities, videos, presentations, and articles
- **Accreditation:** None
- **Assessment:** No assessment, but questions posed for self-reflection
- **Target audience:** general public wishing to maintain and improve mental health and well-being during the COVID-19 lockdown period

- **Modules:**
 - Day 1 – Talk by a Psychiatrist – Prof Christoffel Grobler – Introduction to Mental Health during lockdown
 - Day 2 – Mindfulness and meditation
 - Day 3 – Planning your day - The importance of routines and discipline
 - Day 4 – Stimulating Creativity in lock-down
 - Day 5 – Exercise and Lifestyle adaptations
 - Day 6 – How to cope with anxiety during lock down, including music therapy
 - Day 7 – Depression and feelings of isolation

Available



COVID-19: Short course for Frontline Workers (e-learning)

- **Duration & delivery mode:** 3 hours, e-Learning,
- **Accreditation:** 6 CEU points Level 2
- **Assessment:** MCQs requires 70% response rate
- **Target audience:** all hospital or clinic managers and administrators who are involved in setting up screening and testing facilities.

Topics:

- COVID-19: global overview in context; COVID-19 the basics
- Personal Protective Equipment
- Frontline Health: Mental Health, balancing work and relaxation, lifestyle adaptation
- Specific guidelines for non-healthcare Frontline staff
- Guidelines for Frontline Health staff
- Protecting family
- Frontline Help

Under Development TBC

COVID related short course

FPD Occupational Health, Safety & Wellness School:

- Short course on COVID-19 for the workplace (e-learning)



**OCCUPATIONAL
HEALTH, SAFETY &
WELLNESS SCHOOL**



Short course on COVID-19 in the workplace (e-learning)

- **Duration & delivery mode:** 8-hours, e-learning with content presented in the format of narrated PowerPoint
- **Accreditation:** 2 Clinical CEU's and 6 Ethical CEUs on Level I
- **Assessment:** multiple-choice questionnaire
- **Target audience:** anyone that is responsible for managing a workforce and/or involved in planning, staffing, organizing, leading, directing and controlling activities.

Topics:

- COVID-19 pandemic: origins, definitions, transmission, impact, myths & fake news
- Government policies and directives and Impact on business
- Business strategy to respond to the impact of COVID-19
- Short- and medium-term planning and communication
- Creating a safer work environment for employees, contractors, and clients
- Practical measures to protect staff

SADC version of course available 22 May

Management related short course

FPD Business School:

- Introduction to Project Management (e-learning)
- Introduction to Financial Management (virtual classroom)
- Public Financial Management (PFM) during COVID19 (DAI) (virtual classroom)
- Short Course in Monitoring and Evaluation for PEPFAR (e-learning)



Management related short course

ASAP Consortium Member Short Courses (via FPD's ASAP virtual Classroom:

SustainAbility Solutions

- Managing USAID Cooperative Agreements
- Subaward Management from Cradle to Grave
- Short Course on Fighting Fraud

DAI

- Short Course on Public Finance and Accountability



Short course in the introduction to Project Management (on-demand e-learning)

- **Duration & delivery mode:** 3-month, online short course (self-paced).
- **Accreditation:** 15 Ethical CEUs on Level 2
- **Assessment:** formative and summative assessment.
- **Target audience:** lower level managers and individuals interested in acquiring project management skills. **Preference:** managers at Local Partners receiving USAID funding

Modules:

- The different phases of the project cycle.
- Use various project-planning tools.
- The challenges of project management.
- Insight into project management.
- The realities of working with various stakeholders.
- Evaluate your personal effectiveness for the upcoming project.



Short course in introduction to financial management (virtual classroom)

- **Duration & delivery mode:** equiv. 2-day e-learning delivered via virtual training classroom (synchronous) over +/- 8 two-hour slots
- **Assessment:** formative and summative assessment.
- **Accreditation:** None. Certification of completion
- **Target audience:** managers and other individuals interested in understanding the principles of finance in business and the interpretation of basic financial accounts.

Modules:

- Topic 1: Introduction
- Topic 2: Sources and application of funds
- Topic 3: Management of profitability
- Topic 4: Cash flow management
- Topic 5: Debt and asset management
- Topic 6: Ratio analysis
- Topic 7: Budgetary planning and control

Available; workshop needs to be booked with 15-20 participants



Managing USAID Cooperative Agreements presented by SustainAbility Solutions

Duration & delivery mode: equiv. 2-day e-learning delivered via virtual training classroom (synchronous) over +/- 8 two-hour slots

Assessment: formative and summative assessment.

Accreditation: None. Certification of completion

Target audience: managers and other individuals interested in understanding the principles of USG Rules and Regulations

- CFR 200: Financial & Program Management
- Cost Share
- Property Standards
- Procurement Standards
- Recording, Record Retention
- Closeout
- Marking
- Agreement Package - Letter and Schedule, Standard Provisions, Source & Nationality, including Restricted Goods, Audits

Managing USAID Cooperative Agreements

presented by SustainAbility Solutions



Duration & delivery mode: equiv. 2-day e-learning delivered via virtual training classroom (synchronous) over +/- 8 two-hour slots

Assessment: formative and summative assessment.

Accreditation: None. Certification of completion

Target audience: managers and other individuals interested in understanding the principles of USG Rules and Regulations

- CFR 200: Financial & Program Management
- Cost Share
- Property Standards
- Procurement Standards
- Recording, Record Retention
- Closeout
- Marking
- Agreement Package - Letter and Schedule, Standard Provisions, Source & Nationality, including Restricted Goods, Audits

Subaward Management from Cradle to Grave

presented by SustainAbility Solutions

Duration & delivery mode: equiv. 2-day e-learning delivered via virtual training classroom (synchronous) over +/- 8 two-hour slots

Assessment: formative and summative assessment.

Accreditation: None. Certification of completion

Target audience: managers and other individuals interested in understanding the principles of USG Rules and Regulations and subaward management

- Planning for subawards
- Acceptance of risk
- Objectives of subawards
- Competition for subawards
- Required vetting
- Selection of subrecipients
- Selection subaward type:
 - Sub-agreements/subgrants
 - Fixed amount subawards
 - Contracts/subcontracts
 - Purchase orders
- Contents of subaward package
- Subaward proposals and budgets
- Pre-award assessments
- Managing risk
- USAID approvals for subawards
- Flow downs
- Collaborative relationships with subrecipients
- Donor's requirements
- Prime recipients' requirements
- Authorizations
- Checklists
- Capacity building
- Project implementation
- Financial management
- Required financial reporting
- Disallowed costs
- Procurement
- Documentation
- Effective oversight and monitoring
- Subaward close-out

Under Development

Short Course on Fighting Fraud

presented by SustainAbility Solutions

Duration & delivery mode: 3 hours

Assessment: formative and summative assessment.

Accreditation: None. Certification of completion

Target audience: managers and other individuals interested financial controls

- Build capacity to fight fraud
- Identifying areas of high fraud risk
- Designing projects to mitigate fraud
- Fraud prevention procedures and controls
- Tell-tale signs of fraud
- Setting up a 'Speaking Up' service

Under Development

Short Course on Public Finance and Accountability during COVID-19 presented by DAI

Duration & delivery mode: equiv. 2-day e-learning delivered via virtual training classroom (synchronous) over +/- 8 two-hour slots

Assessment: formative and summative assessment.

Accreditation: None. Certification of completion

Target audience: National, Provincial and Local Government staff

PFM

- Fiscal Controls (re-orienting controls, not diluting them)
- Adapting government's fiscal architecture for emergency response
- Public Revenue (Understanding how COVID-19 may affect the rate of growth in revenue collections and change the composition of client populations)
- Public Spending (understanding emergency public procurement support)

Accountability:

- Tracking and accounting for resources deployed in emergency response and reporting it transparently
- Posting all procurement information related to COVID-19 on government portals
- International Cooperation and General Policies
- Ensuring availability of funds to service delivery units and disbursing them efficiently with due regard to controls
- Fast-tracking expenditure authorization procedures (e.g. delegated authority to sub-national governments)
- Extension of tax deadlines and notifications through SMS

Under Development

Short Course in Monitoring and Evaluation for PEPFAR (e-learning)



- **Duration & delivery mode:** equiv. 3-5 days full-time study days, on-demand e-learning
- **Accreditation:** None
- **Assessment:** summative assessment
- **Target audience:** M&E staff at PEPFAR partners

Learning Outcomes:

- Understand the basic components of monitoring and evaluation
- Develop a monitoring and evaluation plan
- Differentiate between target versus results monitoring
- Understand the usage and reporting of data
- Explain the management of data quality
- Understand routine data quality assessments
- Understand monitoring and evaluation in the PEPFAR environment & in digital age

Available



Ad hoc capacity development workshops (virtual classroom)

- **Duration & delivery mode:** dependant on need & virtual classroom
- **Accreditation: None.** Certificate of completion if required
- **Assessment:** To Be Determined (TBD)
- **Target audience: TBD Preference: TBD**

Modules:

- TBD
- TBD
- TBD

IT related short courses for COVID & M&E

FPD School of IT and Microsoft Academy:

- Short courses on Microsoft Teams for end users (e-learning).
- Short Course in Excel for Beginners (e-learning)*
- Short Course in Excel for Advanced Users (e-learning)*
- Various Microsoft Courses in support of data analytics and BI
- Workshops on Data Visualization



FPD SCHOOL OF INFORMATION TECHNOLOGY

- Active Microsoft Imagine Academy
- Microsoft Partner Network member
- Gold Azure partner
- MASP & Preferred MS training partner
- Certiport Authorised Testing Centre with permission to remote proctor

*require participants to take a quick competency assessment to determine level



Short course on Microsoft Teams for End Users (e-learning)

- **Duration & delivery mode:** 2-days, self-paced study, e-learning
- **Accreditation:** None
- **Assessment:** No assessment
- **Target audience:** partners already using Microsoft 365 who are looking to strengthen virtual work collaboration

Modules:

- Introduction & Admin users (Initial IT setup is done in a separate course)
- Teams and Office 365
- Getting started
- Set up and customize your team
- Teams and Channels
- Upload files, manage chats and calls
- Manage meetings
- Interactive Demo
- Quick start Guide



Short course in Excel Core (online self-study and exam for certification)

- **Duration & delivery mode:** +/- 50 hours, self-study, on-demand e-learning
- **Accreditation:** Internationally Recognised Microsoft Certification
- **Assessment:** Microsoft Exam (via Certiport remote proctoring)
- **Target audience:** M&E staff and program managers. **Preference:** M&E / HMIS staff at Local Partners receiving USAID funding

Modules:

- Managing Worksheets
- Working with Data and Macros
- Using Advanced Formulas
- Securing and Sharing Workbooks
- Creating Charts
- Adding Pictures and Shapes to a Worksheet
- Working with Microsoft Excel 2016
- Using Office Backstage
- Using Basic Formulas
- Using Functions
- Formatting Cells and Ranges
- Formatting Worksheets

Includes: Digital Textbook, Practice Exercises, Lecture Slides, Study Guide and Exam Voucher.

Participants are assessed via a certified Microsoft Exam.

Available; requires e-competency assessment to determine Core or Advanced

Short course in Excel Advanced (online self-study and exam for certification)



- **Duration & delivery mode:** +/- 60 hours, self-study, on-demand e-learning
- **Accreditation:** Internationally Recognised Microsoft Certification
- **Assessment:** Microsoft Exam (via Certiport remote proctoring)
- **Target audience:** M&E staff and program managers who have passed the Excel Core Exam & e-Comp Assessment. **Preference:** M&E / HMIS staff responsible for analytics & database support

Modules:

- Managing and Protecting Workbooks
- Applying Custom Formatting and Layouts
- Using Advanced Functions and Analysing Data
- Working with Advanced Charts and PivotTables

Includes: Digital Textbook, Practice Exercises, Lecture Slides, Study Guide and Exam Voucher. Participants are assessed via a certified Microsoft Exam.

Available; requires e-competency assessment to determine Core or Advanced

Various Microsoft Courses in support of data analytics and BI (e-learning)



1. Excel Core – Microsoft Office Specialist international exam (50 hours)
2. Excel Expert - Microsoft Office Specialist international exam (60 hrs)
3. Introduction to Data science – conceptual training – no exam (30 hrs)
4. Working with Non-Relational Data - conceptual training – no exam (35 hrs)
5. Using Data in Software Applications - conceptual training – no exam (30 hrs)
6. Analyzing and Visualizing Data with Excel - conceptual training – no exam (35 hrs)
7. Database Fundamentals – Microsoft Technology Associate international exam (60 hrs)

Internationally Recognised Microsoft Certifications

Available

Ad hoc capacity development workshops (virtual classroom) for data analysis, visualization & presentation





- **Duration & delivery mode:** dependant on need & virtual classroom
- **Accreditation: None.** Certificate of completion if required
- **Assessment:** To Be Determined (TBD)
- **Target audience:** TBD, would prefer 10-15 in the workshop
Preference: TBD

Modules:

- **Data analysis**
- **Data visualisation**
- **Data presentation**

ASAP sponsored courses

Technology platform	Description	COVID-19	ASAP LP Cap. Development
<p style="text-align: center;">On-demand e-learning Online courses (asynchronous)</p> 	<p style="text-align: center;">On-demand (asynchronous) e-learning: videoed tuition or presentations, narrated PowerPoint, or interactive webpages.</p> <p style="text-align: center;">Accredited SC with CPD,</p>	<ul style="list-style-type: none"> • SC on COVID-19 for HCP • SC on mental health resilience for HCP • SC on GBV in COVID environment • Technical guidance in setting up a screening testing and treatment facility • COVID-19 • 7-day Mental Health Survival Kit for Lock Down • SC on COVID-19 Frontline • SC on COVID-19 for workplaces 	<ul style="list-style-type: none"> • SC on Introduction to Project Management • SC in M&E for PEPFAR • SC on MS Teams for end users • SC on excel for beginners (Core) • SC on excel for advanced users (Advanced) • SC on other Microsoft Courses for BI analytics
<p style="text-align: center;">Virtual Training sessions E-workshops (synchronous)</p> 	<p style="text-align: center;">Workshop driven (10-20 participants)</p> <p style="text-align: center;">Virtual classroom with facilitator for virtual training, incl. whiteboards, discussions forums & virtual break-away sessions.</p>	Empty cell	<ul style="list-style-type: none"> • Public Financial Management (PFM) during COVID-19 (DAI) • SC on introduction to financial management. • Ad hoc cap. dev. workshops for Local Partners based on their capacity development plans

*SC= short course

Presentation contents

- Overview of FPD
- Overview of FPD's role on ASAP & approach to training
- Overview of FPD's online / e-learning functionality
- List of ASAP sponsored training programmes
- **Process to enroll**

Process

- Direct any questions to ASAPtraining@foundation.co.za
- **Register online via a Microsoft forms link (link to be circulated Mon, 18 May)**
 - +/- 5 minutes to fill out the form to request a scholarship
- Application process:
 - FPD will acknowledge receipt of your application via email.
 - Scholarship requests will be reviewed by the ASAP committee
 - FPD will endeavor to provide feedback on outcome of your scholarship requests within 1 week
 - Successful applicants will be provided with a voucher number and instructions on how to access their requested course.
 - NB: you will need to register online for the course using the voucher.
- Scholarships will be granted on a first come / first serve basis and participants' compliance with entrance requirements & other USAID preference requirements
- Scholarships will only be granted for one course at a time; participants wishing to do more than one course must complete the course and then reapply.
- Applicants who fail to complete the course provided via scholarship may be excluded from future FPD-training scholarship opportunities.

Questions?

Thank you!

ASAPtraining@foundation.co.za