FPD – ASAP sponsored online training

Suzanne Mabaso
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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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** individuals infected with HIV were successfully linked to treatment and care in 5 years.
- **11 855 833** individuals received free HIV testing.
- Experience in private sector General Practice (GP) contracting model for HIV service delivery using State-funded items in a controlled manner.
- Expertise with **CBO-capacity development**.
Students Breakdown

Course Enrolment
- 81% Health Sciences
- 7% Education
- 6% Business
- 6% 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
- 16% Eastern Cape
- 16% Western Cape
- 8% Mpumalanga
- 7% KwaZulu-Natal
- 6% North West
- 6% Limpopo
- 4% Northern Cape

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

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.
<table>
<thead>
<tr>
<th>Technology platform</th>
<th>Description</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-demand e-learning</strong></td>
<td>Self-paced (1 participant)</td>
<td><img src="image_url" alt="Image" /></td>
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<tr>
<td>Online courses</td>
<td>videoed tuition or presentations, narrated PowerPoint, or interactive</td>
<td></td>
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<tr>
<td>(asynchronous)</td>
<td>webpages.</td>
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<tr>
<td></td>
<td>Formal qualifications, accredited SC with CPD, micro-training</td>
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<tr>
<td><strong>Virtual Training sessions</strong></td>
<td>Workshop driven (10-20 participants)</td>
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<tr>
<td>E-workshops</td>
<td>Virtual classroom with facilitator for virtual training, incl. white-boards,</td>
<td></td>
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<tr>
<td>(synchronous)</td>
<td>discussions forums &amp; virtual break-away sessions.</td>
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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.

Points for consideration:

• User expectation & experience – e-learning
• User access to e-learning tools (computer, internet, data costs, computer literacy)
• Costs available (development & hosting & down-/up-load by users)
• Host institution capacity to maintain post DHSSi (NB: all Learner Management System tech is SCORM compliant → means other good systems can take over)
• Connectivity for assessment & feedback & tracking progress on user base
• Access control – system allows voucher access, but who controls approval of individual participants
On-demand e-learning

Study at your own pace at any time
Enrollment via voucher
Virtual training classrooms – new innovation from 2019

Courses

+  

Add new course

Room 1
This is room #1

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

Room 2
This is room #2

Instructor  Waldo Deipor, 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

- Screen Sharing
- Digital Whiteboard
- Breakout Rooms
- Realtime Notes

- Access controlled via voucher system
This is an illustration of the whiteboard function and interaction in the Virtual Classroom.
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 healthcare 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.

Course available 22 May
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

Course available 29 May
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
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 lockdown
- 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
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)
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 1

• **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
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
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
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 in 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
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
Ad hoc capacity development workshops (virtual classroom)

- **Duration & delivery mode:** dependent 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
- 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

*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
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<th>ASAP LP Cap. Development</th>
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<td>• 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</td>
<td>• SC on Introduction to Project Management  • SC in M&amp;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</td>
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Virtual classroom with facilitator for virtual training, incl. whiteboards, discussions forums & virtual breakaway sessions. | | • 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 |
| PSS EdTech: e-learning | | | |

*SC= short course
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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