Qualifications and Credentials Platform

ACQF QCP Capacity Development Plan

ACQF
African Continental
Qualifications Framework

Global Gateway · Funded by the European Union · African Union · ETF European Training Foundation

Contents

Introduction

The Capacity Development Plan aims to strengthen the skills and knowledge of stakeholders in preparation for the launch of the initial African Qualifications and Credentials Platform (QCP). Based on a baseline analysis conducted with stakeholders during Phase 1, the plan addresses gaps in knowledge and expertise while meeting the needs expressed by these stakeholders.

Chapter Overview

Learning Outcomes: This section presents the key learning outcomes the training aims to achieve, including understanding the ACQF and QCP, data governance, interoperability standards, quality assurance, and strategic policy alignment.

Implementation: Details the strategies for implementing the training, including resource allocation, identifying specific training needs for each country, the training methodology, and the role of facilitators in delivering the programme.

Delivery: Discusses the different modes of delivery, including on-site training, online training through webinars, eLearning modules, and national Q&A sessions, each designed to cater to the diverse needs of the participants.

Monitoring and Evaluation: This chapter outlines the mechanisms for monitoring and evaluating the training programme, including feedback collection, data analysis, and the use of reports and actionable insights to refine the training.

Leveraging Capacity Development for Effective QCP Utilisation: The final chapter focuses on how countries can best take advantage of the capacity development programme to prepare data, enhance their National Qualifications Frameworks (NQFs), and effectively utilise the QCP. It emphasises the importance of selecting the right participants for training and ensuring that the knowledge gained is implemented and disseminated effectively within each country.

Learning Outcomes

The capacity development programme aims to achieve the following consolidated learning outcomes:

- **Understanding the ACQF and QCP:** Participants will demonstrate a comprehensive understanding of the African Continental Qualifications Framework (ACQF) and the Qualifications and Credentials Platform (QCP), including their objectives, functionalities, and benefits, by applying this knowledge to case studies and practical scenarios.
- **Data Governance and Security:** Learners will apply essential knowledge of data governance principles, including data privacy, security, and management, to ensure the integrity and protection of qualification data in the context of national and regional databases.
- **Interoperability and Standards:** Participants will learn about and implement the standards and protocols required for ensuring interoperability between national QDBs and the QCP, facilitating seamless data exchange and integration across different systems.
- **Quality Assurance and Validation:** Participants will utilise best practices for quality assurance processes and validation techniques to ensure consistency and reliability of qualifications data across various databases.
- **Strategic Policy Alignment:** Participants will align national qualification frameworks with regional and international policies by developing strategies that support strategic initiatives and enhance the relevance of educational systems within their respective national context.

Implementation

Identifying Specific Training Needs of target countries

To tailor the training effectively, specific training needs for the involved focus countries will be identified through targeted research. This process will build on the initial baseline analysis of needs for the QCP platform, and the derived Learning Objectives identified in Phase 2 of the project. The research will involve:

- **Surveys and Questionnaires:** Distributing surveys to country representatives such as ministries and qualification agencies in each country to gather detailed information about their specific needs and challenges related to QDB management.

- **Stakeholder Interviews**: Utilise the Q&A session and on-site events where it is convenient to conduct interviews with key stakeholders such as ministry officials, educational institution representatives, and quality assurance agencies to gain deeper insights and refine learning objectives of the ACQF QCP Training.

- **Data Analysis:** Reviewing existing data from the baseline analysis and Phase 2 findings to identify gaps and areas requiring additional focus.

Training Methodology

The capacity development plan will leverage a peer-learning approach, ensuring that participants not only gain knowledge from trainers but also from each other. This method encourages the exchange of knowledge and experiences among participants, fostering a collaborative learning environment. Structured peer-learning sessions will be organised during on-site workshops and online webinars, where participants can collaborate on activities, discuss challenges, and share best practices. Dedicated group activities in the eLearning platform will also facilitate peer interaction and learning.

Facilitators

The facilitators will be experienced trainers and experts in qualifications, qualifications frameworks, and databases, as well as the QCP and its development and application at both national and regional levels. Their expertise will ensure that the training is both comprehensive and relevant to the participants' needs.

Resource Allocation

Resources for each activity will be made available through the project. Requirements such as training materials (e.g., flipcharts, post-its), technical equipment (e.g., projector, microphone), and logistics (e.g., settings for on-site events, availability of teleconferencing software) will be decided upon in liaison with the ACQF project coordinator. This ensures that all necessary resources are in place for effective training delivery.

Delivery

On-site Training

On-site training sessions are organised in conjunction with the Multi-country Workshops under the ACQF-II initiative. These face-to-face sessions provide an immersive learning experience, allowing participants to engage directly with trainers and peers. The training involves interactive workshops, hands-on activities, and group discussions. Participants can practise using the QCP and receive immediate feedback, fostering a deeper understanding of the system's functionalities and benefits. Suggested on-site training activities include one session in 2024 (2-6 hours) and two sessions in 2025 (2-6 hours each).

Online Training

Online training is conducted as part of a webinar series organised within the context of ACQF-II. These webinars offer a flexible and accessible training format for participants across different regions. The webinars feature live presentations, interactive Q&A sessions, and collaborative activities using digital tools. Participants can engage with the content in real-time, access recordings for later review, and participate in discussions to share insights and experiences. Five dedicated training sessions are planned, with topics to be agreed upon with the ETF project coordinator.

eLearning

eLearning modules provide a self-paced learning environment, enabling participants to study at their convenience. These modules are accessible online and designed to cover various aspects of the QCP and its applications. The eLearning programme can include interactive elements such as multimedia content, videos, interactive simulations, quizzes, and downloadable resources. This format supports continuous learning and allows participants to revisit material as needed to reinforce their understanding. The eLearning material will focus on practical issues related to the QCP with a special focus on creating pedagogical videos for concrete content. These videos will be short (2-5 minutes), providing an audiovisual format for learners. The exact format in which the eLearning training will be provided is to be decided in cooperation with the ACQF project coordinator.

Webinars

Webinars will be conducted in both Autumn 2024 and Spring 2025, offering additional opportunities for continuous learning and engagement. These webinars will cover various topics related to the QCP and qualifications databases, providing insights from experts in the field.

National Q&A Sessions

Up to 12 digital national Q&A sessions (1-2 hours each) will be organised to support national ministries and agencies. These sessions will provide a platform for participants to ask questions to the developers of the QCP and experts on qualifications and qualification databases, offering tailored support and addressing specific concerns or queries.

Monitoring and Evaluation

Effective monitoring and evaluation are critical to ensure the success of the capacity development and advocacy phase of the QCP project, running from 1 August 2024 to 31 July 2025. This phase aims to provide high-quality training that equips officials with the necessary knowledge and skills to manage Qualification Databases (QDs) effectively, with a focus on utilising the African Qualifications and Credentials Platform (QCP).

Feedback Mechanisms

Regular feedback mechanisms are essential to gauge the effectiveness of the training programme and to make necessary adjustments. Feedback will be gathered through:

- **Surveys and Questionnaires:** Distributed to participants after each training session, these tools will collect data on general satisfaction, content relevance, achievement of learning outcomes, and trainer effectiveness.

- **Interviews and Focus Groups:** Engaging participants in discussions to gain deeper insights into their experiences and to identify specific areas for improvement.

- **Peer Reviews:** Encouraging participants to provide feedback on their peers' performance and the overall training experience, fostering a culture of continuous improvement.

Data Analysis

The feedback collected will be systematically analysed to identify trends, strengths, and areas for improvement. This analysis will help in understanding the impact of the training and in making data-driven decisions for future sessions. Key components of data analysis include:

- **Trend Analysis:** Identifying common themes and recurring issues in the feedback to address them effectively.

- **Strengths and Weaknesses:** Highlighting what works well and what needs enhancement in the training programme.

- **Participant Performance:** Evaluating individual and group performance to tailor subsequent training sessions to their needs.

Reports and Actionable Insights

Short reports summarising the feedback and data analysis will be prepared in English and presented to the ETF project coordinator and the Steering Group. These reports will provide a comprehensive overview of participant feedback, highlighting key points and areas for improvement. Specific recommendations based on the feedback and data analysis will be included to refine and enhance the training programme. Regular progress updates will be provided on the implementation of feedback and the improvements made to the training content and delivery methods. The insights derived from these reports will be used to ensure that the training remains relevant and effective, addressing the evolving needs of stakeholders.

Extended Worksheets

Building upon the initial ACQF Training Manual, the project will develop detailed worksheets elaborated with Miro boards to serve as interactive and practical tools for participants. These worksheets will include structured activities and exercises designed to reinforce learning outcomes and provide hands-on experience with the concepts covered in the training sessions.

Training Options

Based on the scheduled activities for the [ACQF-II project](#) from August 2024 onwards and until July 2025, the following Training Options outline the key training events, locations, and topics. This overview provides a selection of training options for the European Training Foundation (ETF) and the Steering Group to consider for the upcoming year, aligning with the technical development plan of the QCP platform.
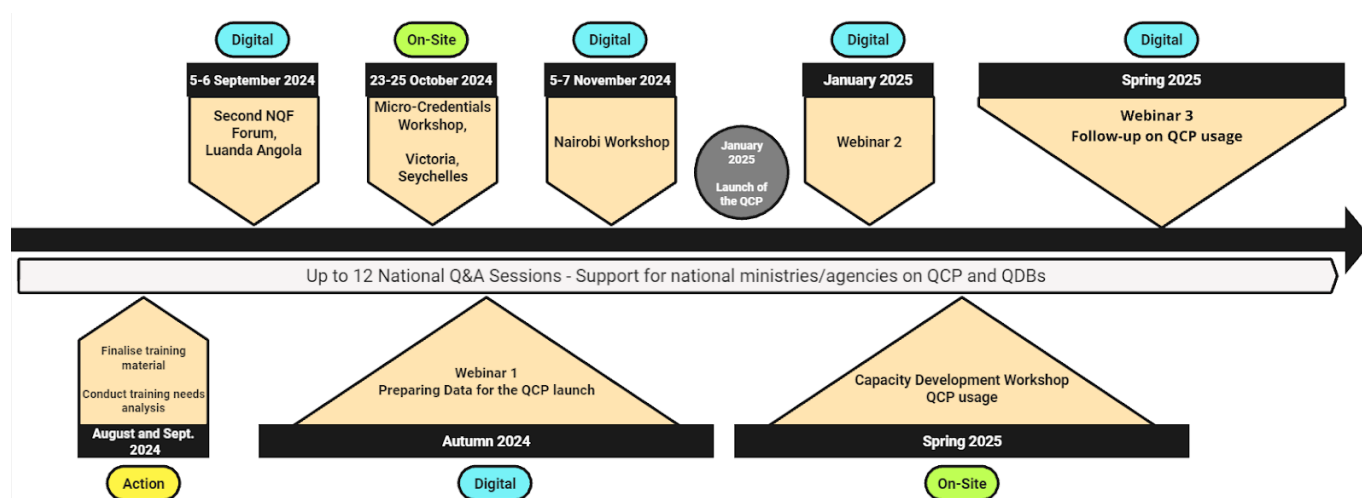
1. **Micro-Credentials Workshop**
   - **Location:** Victoria, Seychelles
   - **Date:** 23-25 October 2024
   - **Format:** On-site workshop, minimum 3 hours per day, ideally 6 hours or more
   - **Topic:** Micro-credentials for employability and lifelong learning
   - **Description:** This workshop, led by a Micro-Credentials expert, will cover global trends and practices in micro-credentials, their role in lifelong learning and employability and their importance in the context of the QCP development. It will include sessions on defining micro-credentials, their integration with Qualifications Frameworks, and an overview of how stacking and accreditation is implemented.

2. **Second NQF Forum or Nairobi Workshop**
   - **Location:** Luanda, Angola or Nairobi, Kenya
   - **Dates:** 5-6 September 2024 (Luanda) or 5-7 November 2024 (Nairobi)
   - **Format:** Digital attendance for trainers (1-2 hour session)
   - **Topic:**
     - **Luanda:** National Qualifications Frameworks and the QCP
     - **Nairobi:** Making NQFs operational in a changing world
   - **Description:**
     - **Luanda:** This forum will explore the functionalities of national qualifications databases, the development of new generation NQFs, and quality assurance policies and tools. It aims to strengthen mutual trust and comparability of qualifications across Africa.
     - **Nairobi:** This workshop will focus on the development, implementation, and monitoring of NQFs. It will address the adaptation to green and digital transformations, the validation and recognition of learning outcomes, and the governance of qualifications ecosystems.
     - **Alternative**: If neither of the workshops offer themselves to include such a digital session, an independently organised webinar with the same topic can be organised.

This training would contribute to how to best prepare for the launch of the QCP platform at the end of the year in the context of either event, utilising the foundational training developed through the initial ACQF QCP Training Manual.

3. **Capacity Development Workshops**
   - **Location:** On-site
   - **Date:** Spring 2025
   - **Format:** On-site training with trainers
   - **Topic:** Utilising the QCP for NQF implementation
   - **Description:** With the initial version of the QCP launching at the beginning of 2025, these workshops will focus on how to effectively utilise the QCP in national qualifications frameworks (NQFs). Topics will include navigating the QCP platform, integrating national qualifications data, leveraging QCP for enhanced quality assurance and recognition processes, and using the QCP to support policy-making and educational planning. Practical sessions will demonstrate how to upload and manage data.

4. **Webinars**
   - **Format:** Digital (up to 3)
   - **Dates:** Autumn 2024 and Spring 2025
   - **Topic:** Various topics related to QCP and qualifications databases
   - **Description:** These webinars will provide opportunities for continuous learning and engagement on key topics related to the QCP and qualifications databases. They will be focusing on topics identified through this Capacity Development Plan and the initial ACQF QCP Training Manual.
   - **First dedication**: Upon the launch of the QCP platform at the end of 2024, a training introducing the country representatives to the functionality and usage of the platform will be conducted in early 2025, ideally in January or February. This webinar would be the foundation to discuss the QCP and decide on follow-up topics as described above.

5. **National Q&A Sessions**
   - **Format:** Digital
   - **Frequency:** Up to 12 sessions, 1-2 hours each
   - **Topic:** Support for national ministries/agencies on QCP and qualifications databases
   - **Description:** These Q&A sessions will provide a platform for national ministries and agencies to ask questions to the developers of the QCP and experts on qualifications and qualification databases. They aim to offer tailored support and address specific concerns or queries from each individual country.

Leveraging Capacity Development for Effective QCP Utilisation

The successful implementation and utilisation of the African Qualifications and Credentials Platform (QCP) depend significantly on the capacity development of national stakeholders. This final chapter focuses on how countries can best take advantage of the capacity development programme to comfortably use the QCP platform in development, as well as prepare data and work on their National Qualifications Frameworks (NQFs) and Qualification Databases (QDBs).

Maximising the Benefits of Capacity Development

The capacity development programme provides essential skills and knowledge for managing QDBs and utilising the QCP effectively. One of the main objectives is the preparation and maintenance of qualifications data through the QCP. This will ensure enhanced data governance and security, interoperability with international standards, and implement comprehensive quality assurance processes. Utilising the QCP not only for testing but integrating the use as part of the national qualification frameworks and related activities will allow the participating countries to best benefit from the capacity development. Many of the activities are described through the training manual to be replicated with national stakeholder groups e.g. qualification providers and quality assurance agencies.

Preparing Data and Enhancing National Frameworks

The capacity development provided through this programme will significantly contribute to the preparation

and enhancement of national frameworks. Through tailored training, countries will develop comprehensive data mapping and standardisation techniques, engage in continuous quality assurance, and promote peer-learning and collaboration. By integrating digital tools and fostering strategic partnerships, the training ensures that participants are well-prepared to utilise the QCP platform effectively, thus strengthening their national qualifications systems and contributing to a more integrated and reliable qualifications framework across Africa.

Selection of Training Participants

To maximise the effectiveness of the capacity development programme, it is crucial for countries to carefully select participants who can best benefit from the training. It is the responsibility of each country to ensure that the selected personnel are those who are directly involved in the management of qualifications databases and frameworks.

Participation in this training is not only an opportunity but also a responsibility. Countries must recognise the importance of sending the right individuals who have the potential to implement and disseminate the knowledge gained. By doing so, countries will ensure that the training has a multiplier effect, benefiting not just the participants but also the wider educational and qualifications systems within their nations.

The selected participants will play a critical role in the success of the QCP and the broader goals of the ACQF. Their active engagement and application of the training will lead to more effective data governance, improved interoperability, robust quality assurance, and strategic policy alignment. Therefore, it is imperative that countries take this responsibility seriously and commit to selecting participants who will contribute meaningfully to these objectives.

Conclusion

The ACQF QCP Capacity Development Plan offers a comprehensive framework for equipping stakeholders with the essential skills and knowledge needed to manage Qualifications Databases (QDBs) and effectively utilise the African Qualifications and Credentials Platform (QCP). By addressing gaps identified in Phase 1, the plan ensures that participants gain comprehensive insights into data governance, interoperability standards, quality assurance, and strategic policy alignment. This structured approach includes diverse training options such as on-site workshops, online webinars, eLearning modules, and national Q&A sessions, fostering a thorough understanding and practical application of the QCP functionalities.

Moreover, the plan emphasises the importance of selecting the right participants and incorporating continuous feedback mechanisms to refine the training process. This strategy aims to create a multiplier effect, benefiting not only the direct participants but also the broader educational and qualifications systems within their countries. By enhancing the capacity of national stakeholders, the programme supports the development of a more integrated and reliable qualifications framework across Africa, ensuring the successful implementation and utilisation of the QCP in parallel with its continuous development.