



Smart Step Knowledge Platform

GUIDELINES



Co-funded by
the European Union

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1. THE KNOWLEDGE EXCHANGE PLATFORM

What is the Knowledge Exchange Platform?

The Knowledge Exchange Platform is an interactive online platform aiming to facilitate the meaningful exchange of knowledge, community building, networking and the collaboration efforts of its users; and the dissemination of other projects' learning materials.

Who is it for?

The platform is targeted at three main users:

Learners: Individuals registered on the platform whose main purpose is to gain knowledge and skills on entrepreneurship, digital skills, key enabling technologies for smart logistics, green waste management (the platform is constantly updated with new career paths and courses), network with other members of the platform, apply to job offers, and participate in the up-skilling programmes.

Trainers: Individuals registered on the platform who are very knowledgeable and skilled in entrepreneurship, digital skills and innovative technologies, and whose main purpose for being on the platform is to share their knowledge and skills with young and adult learners.

Employers: organisations can publish their vacancies (free of charge) on the platform to find the right talents.

2. HOW CAN I USE IT?

Multilanguage

The Knowledge and Exchange Platform navigation is available in English, French, Portuguese, Arabic. The training courses are currently available in English but other languages courses will be made available in the future.

Learn

The Knowledge and Exchange Platform supports capacity building by offering knowledge and skills in entrepreneurship (Smart Step, ERASMUS+ project, co-funded by the European Commission) digital skills and key enabling technologies in the field of smart logistics (DIGILOGIC, H2020 project, funded by the European Commission) and Green Waste Management (GreenVETAfrica, ERASMUS+ project co-funded by the European Commission). Access numerous learning resources organised around different Career Paths.

Network

Network with like-minded people: The platform has a chat feature that support the creation or enhancement of community among its users.



The Knowledge and Exchange Platform Functionality and Features

The platform empowers learners to enrol in courses, establish and engage in Groups and Forum Discussions. Additionally, there's a Work Notice Board where employers can publish job openings.

The platform also enables learners to peruse and contribute success stories showcasing their progress within the learning community.

Future features will include:

- **Blockchain Verified Certificates.** Blockchain verification is a process that provides a tamper-proof and efficient way to verify credentials. For organisations, blockchain verification improves trust, reduces fraud, streamlines the verification process, and lowers verification costs.
- **Zoom integrated calls** for online and real-time streaming of courses.
- **AI powered matchmaking** of job vacancies and members' profiles and matchmaking of available course and members' interests.





3. GETTING STARTED

What you need to know before using the platform.

Technical requirements

A computer, tablet or smart phone running a current operating system that supports a recent browser – browsers usually update themselves - (a web browser is software that allows you to access websites and resources on the World Wide Web). Common browsers are Firefox, Safari, Google Chrome, and Internet Explorer. The following browsers are generally compatible with the Smart Step Knowledge and Exchange platform:

Desktop/ laptop/ tablet

- Chrome
- Safari
- Opera Mobile device
- Mobile Safari
- Internet Explorer Note: Internet Explorer 10 and below have compatibility issues with the platform
- Your browser should also have both cookies and JavaScript enabled. These are typically enabled by default, but if you think these settings might need enabling, check the documentation for your particular browser for how to do these;
- You should also enable pop-ups for the Smart Step Knowledge and Exchange platform. Consult 'Help' for your particular browser on how to enable pop-ups;
- Word and Adobe processing software is needed to complete and submit some assignments.



Note: If you do not have Microsoft Office or Adobe, you can download Open Office which allows you to view and edit Microsoft Office files, and is available free for Windows and for non-Windows computers and mobile phones. Open Office can be downloaded from [https://www.openoffice.org](#) or; and access to a good internet connection, (although parts of the platform are accessible offline, users will need an internet connection to sync and update their offline activities); your user experience will be best with 3G access.

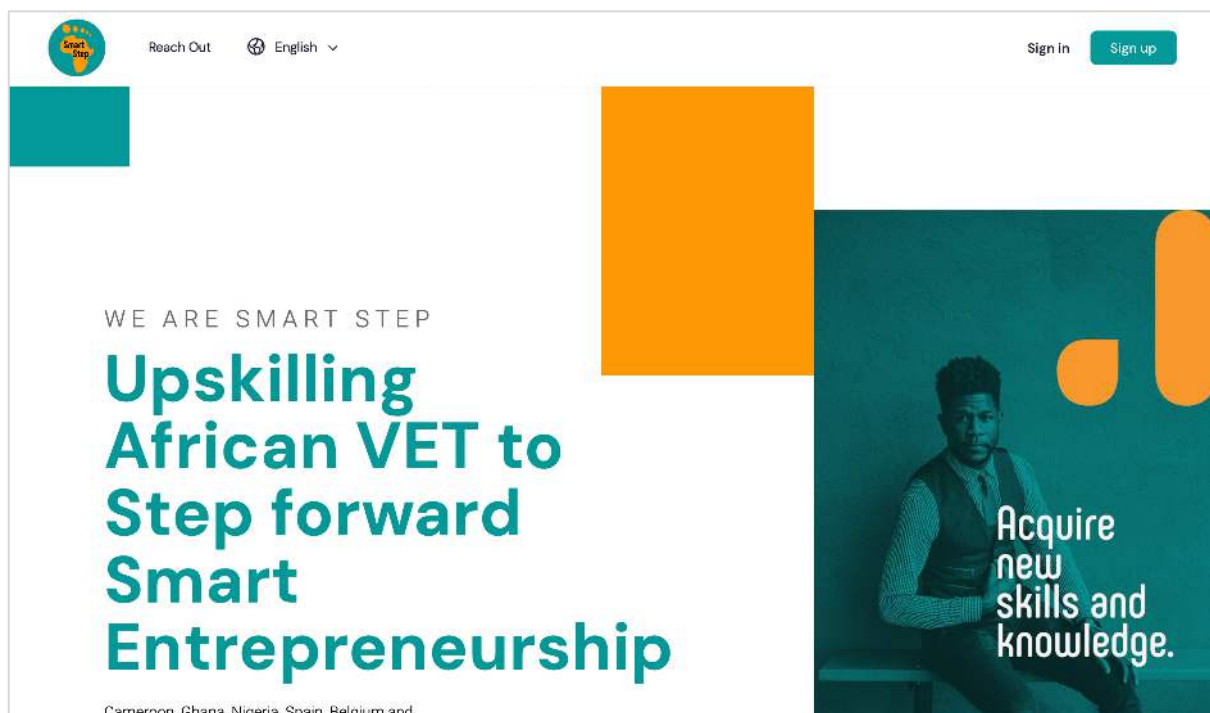
Basic Computer Skills Needed

- Saving and finding files and folders on a computer, tablet or mobile phone.
- Copying/cutting and pasting text.
- Using a word processing application, such as Microsoft Word and Adobe reader.
- Attaching and uploading documents and assignments.
- Sending and receiving email; and
- Using a supported web browser to access your course and other online resources on the Web.

4. NAVIGATING THE KNOWLEDGE EXCHANGE PLATFORM


Registration

Using the Knowledge Exchange Platform is free. Premium, advanced courses may be made available in the future, for a fee, nevertheless the Knowledge Exchange Platform will remain open offering free functionalities and learning materials for all. To access the content and interact with other members on the platform, users must complete the registration. The steps below will guide you. Visit the platform by typing or copy-pasting the following address in your web browser or clicking on the link: www.smartstep-community.com. You will be presented with the homepage similar to the image below;





Click on the **'Sign up'** button on the right-hand side of the navigation bar.
When selecting Profile type as a student – please select "Student"



Create an Account or sign in

Email

Password

Full Name

Last Name

Nickname

Gender

Age

Nationality
I am a citizen of

Please select your Profile

☒ **Student**

☐ Employer

DO NOT forget to read and agree to the site's Privacy Policy. You can access it by scrolling to the bottom of the community registration footer.





☐ I agree to the Terms of Service and Privacy Policy.

Create Account


You will find language translations at the bottom of the page.

English العربية Français Português

5. LOGGING INTO YOUR ACCOUNT

Sign In


Choose 'Sign in' instead.



Sign in [Create an Account](#)

☐ Remember Me [Forgot Password?](#)

[Terms of Service and Privacy Policy](#)

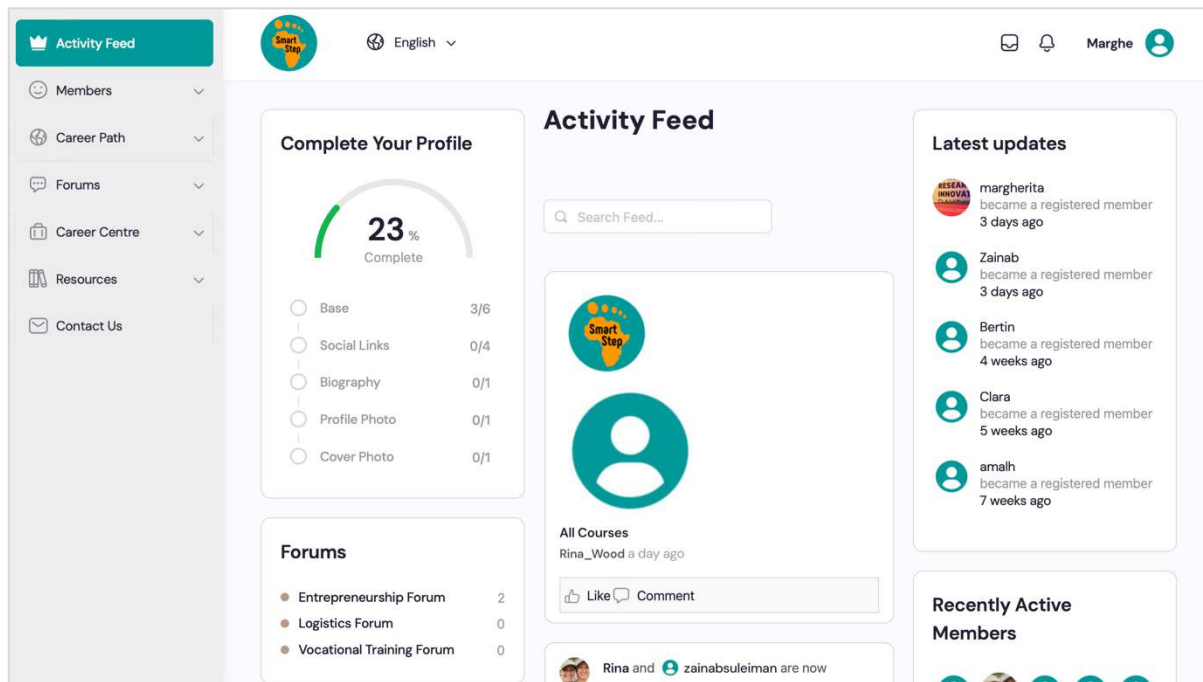
 English



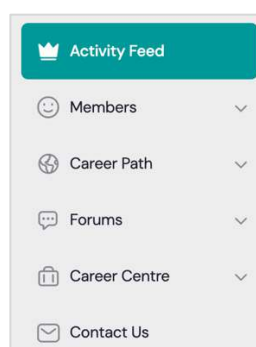
6. ACTIVITY FEED

Main Landing Page

On this page you can easily navigate your way round. The activity feed will display all the platform's events since your last login.

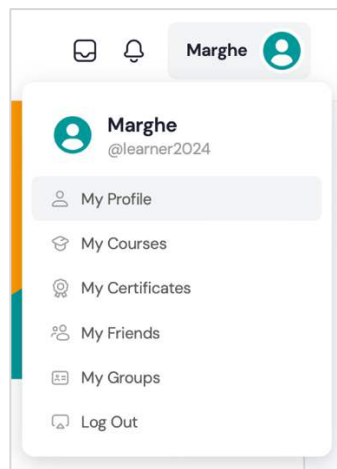


Left-hand side navigation: Explore the various sections of our platform where you can discover exciting courses, connect with fellow members, gain inspiration for your career journey, access valuable resources, spot job openings in your field, and easily reach out to our helpful to the platform administrators.

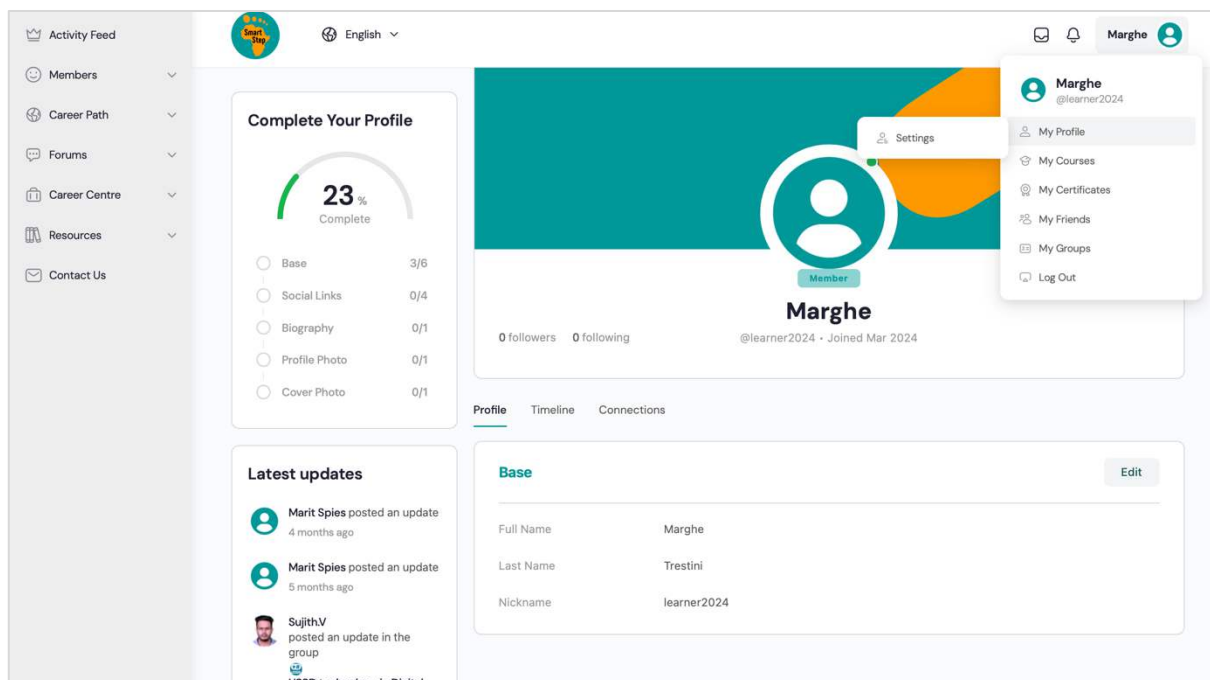




Right-hand side navigation: Explore options like updating your profile, checking messages, read notifications, seeing your friends, browsing groups, adjusting settings, and logging out whenever needed.



My Profile



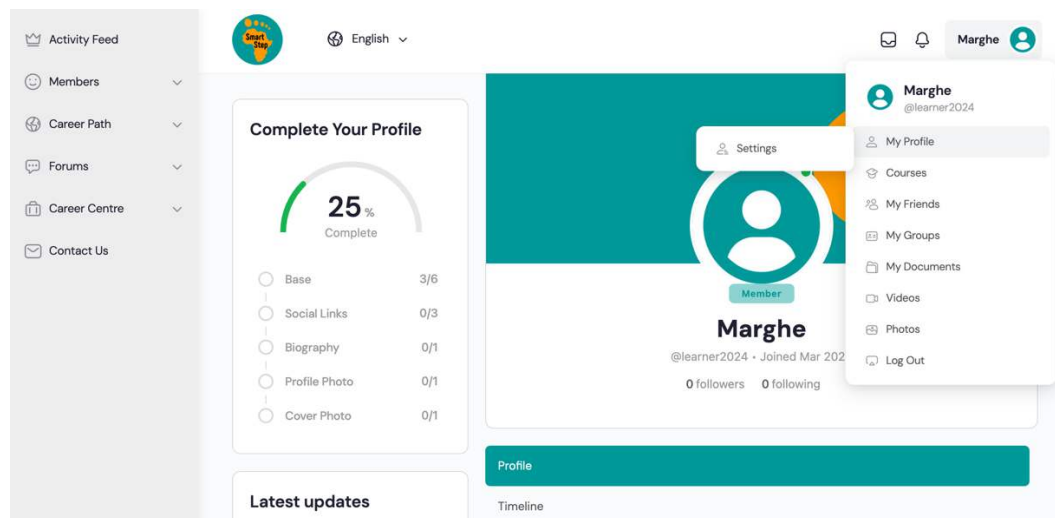


My Profile

In this section, you have full access to your activities as a learner, where you can personalise your experience by updating your profile with your social media links, and cover image, editing your profile details, staying informed with notifications, communicating through messages, participating in forums, joining or leaving groups, and when it's time to unwind, simply log out. It's all about making your learning journey enjoyable and convenient.

Settings

This is where you can edit your privacy settings, reset your password, update your email address and even close your account.





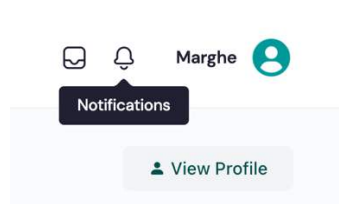
Updating Profile

Clicking on the left-hand side navigation dropdown and selecting 'profile'

The screenshot shows the 'Account Settings' page. On the left is a navigation menu with options: Activity Feed, Members, Career Path, Forums, Career Centre, and Contact Us. The main header includes the Smart Step logo, a language dropdown set to 'English', and a user profile icon for 'Marghe'. The 'Account Settings' title is at the top right of the main content area, with a 'View Profile' button next to it. Below the title is a list of settings: Login Information (selected), Notification Settings, Privacy, Blocked Members, Group Invites, Export Data, and Delete Account. The 'Login Information' section contains a 'Current Password' field with a note '(required to update email or change current password)', a 'Lost your password?' link, an 'Account Email' field with the value 'mtrestini@apodissi.com', a checkbox to 'Leave password fields blank for no change', and an 'Add Your New Password' field.

Notifications

All notifications from your instructor, including connection requests, forum replies, group replies, and other updates, will be visible here.

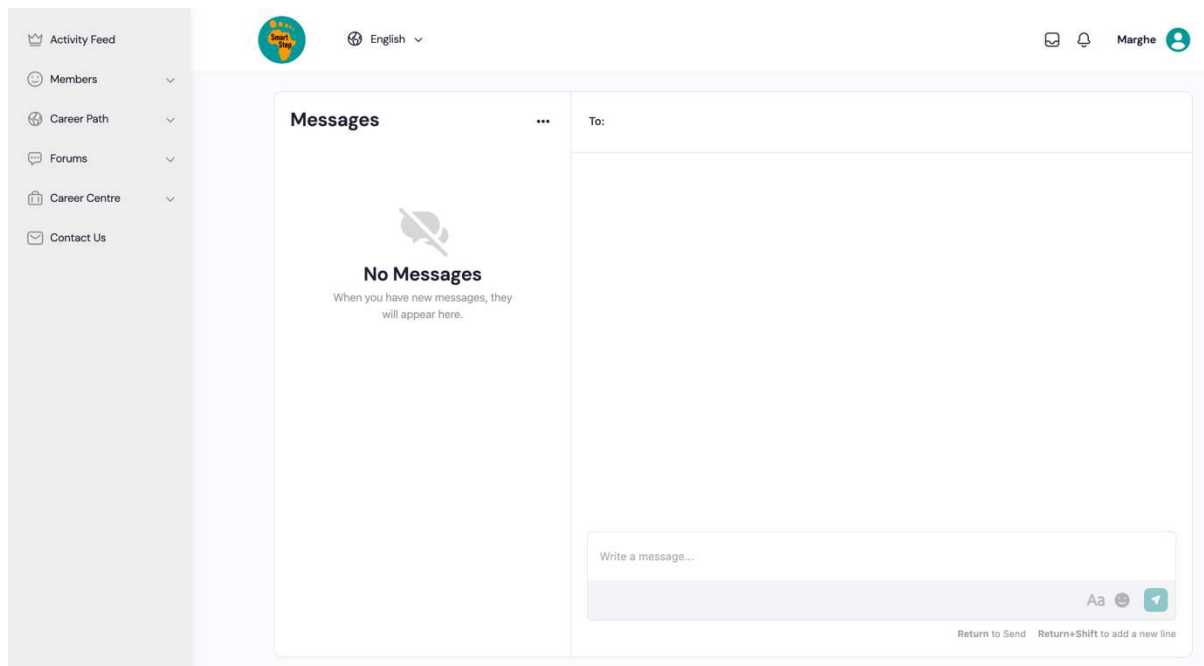


The screenshot shows the 'Notifications' page. The left navigation menu includes: My Dashboard, Courses, Members, Career Path, Resources, Career Centre, and Contact Us. The main header shows the Smart Step logo, a 'Reach Out' button, a language dropdown set to 'English', and a user profile icon for 'Marghe'. The 'Notifications' title is at the top of the main content area, with 'Unread' and 'Read' filters and a '- View All -' dropdown. Below the title is a message box with an information icon and the text 'You have no unread notifications..'



Check or access Messages

Check received messages or send messages





My Courses

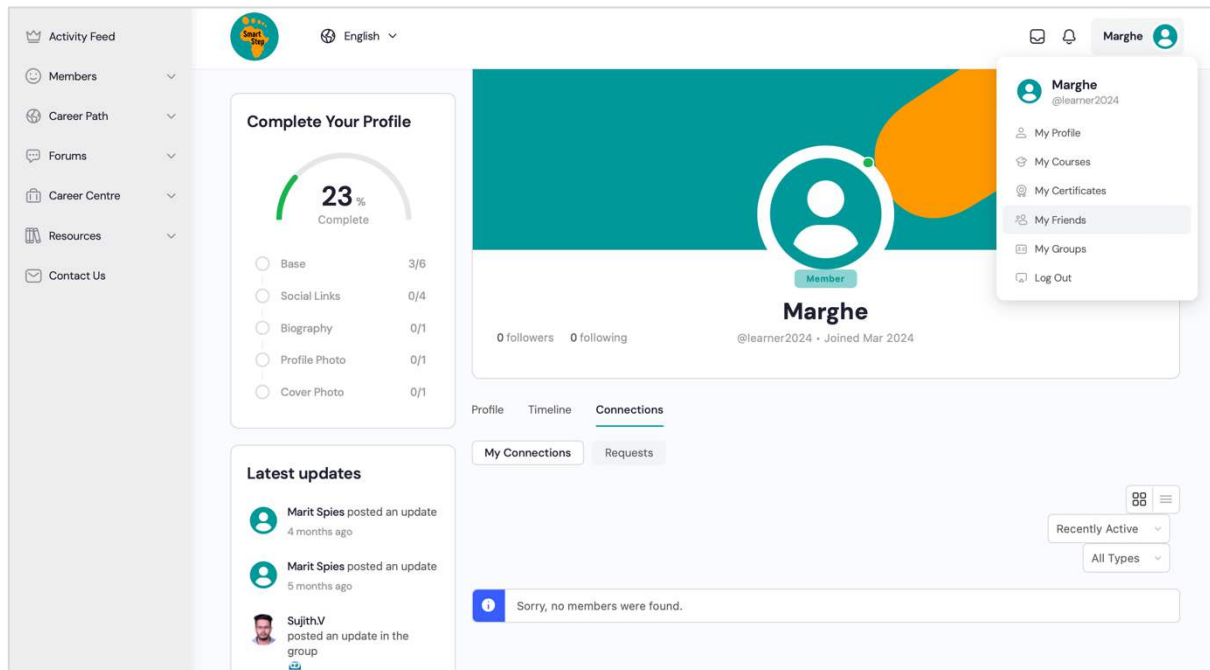
In the overview of courses, you can easily identify the courses in which you are enrolled in and the course progression.

The screenshot displays the 'My Courses' section of the Smart Step community platform. On the left is a sidebar with navigation links: Activity Feed, Members, Career Path, Forums, Career Centre, Resources, and Contact Us. The main header area includes the Smart Step logo, a language dropdown set to 'English', and a user profile dropdown for 'Marghe' with options like My Profile, My Courses, My Certificates, My Friends, My Groups, and Log Out. The 'My Courses' title is prominently displayed. Below it, a user profile for 'Marghe Trestini' shows statistics: 10 Courses, 2 Completed, 0 Certificates, and 0 Points. The 'Your Courses' section features a search bar and an 'Expand All' button, listing four courses: 'M2: Business Modeling', 'M1: Entrepreneurial Ecosystems', 'Foundations of Entrepreneurship: Essential Insights', and 'Startup Fitness Tool'. At the bottom, a 'Moveable Factories' section shows a 'Course Progress' bar that is 100% complete (1/1 Steps).



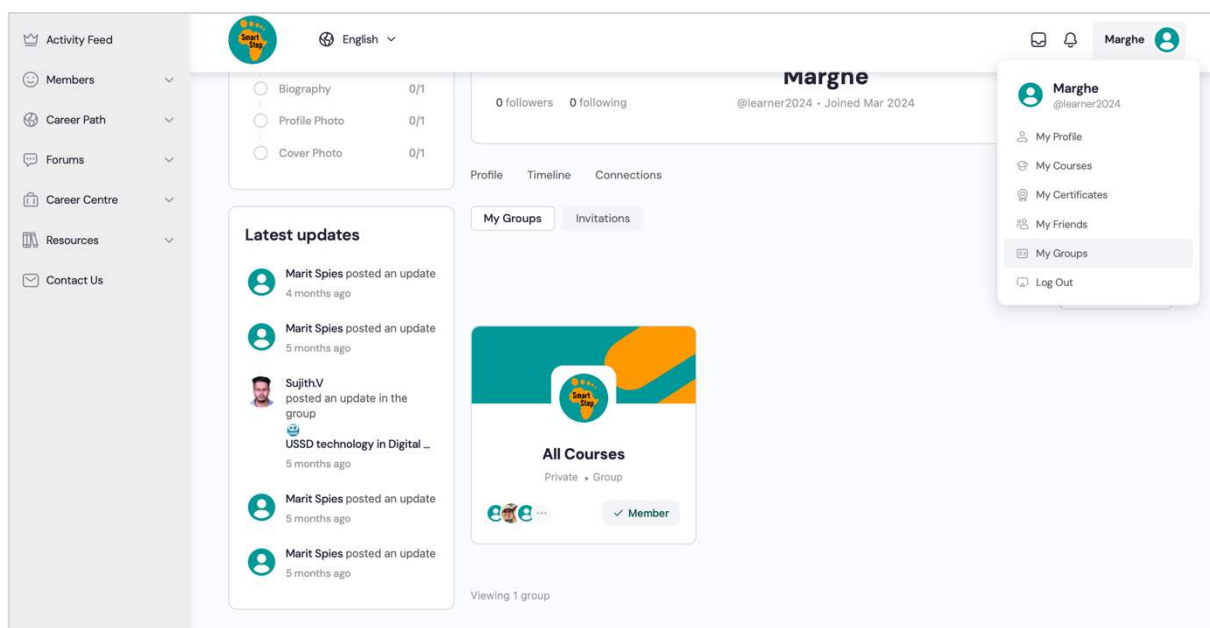
My Friends

Connections that you have made will show up here.



My Groups

You are automatically assigned to a course group once you enrol it. You are welcome to request access to additional groups. This group consists of like-minded individuals, including members enrolled in the same course as you.





7. MEMBERS

In the members section there are two pages, Members and Groups.

Members

Meet and connect with fellow students, engage in messaging and get inspired with by members on the platform.

Members

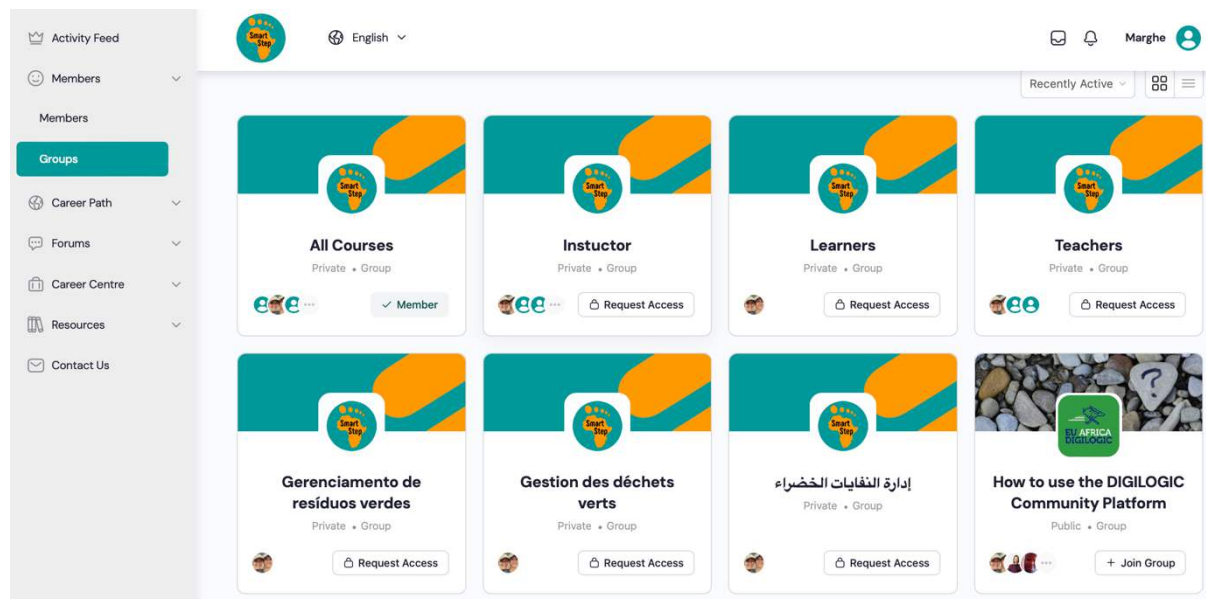
Search Members...

All Types Recently Active

	Marghe Member	0 followers	
	Rina Member	0 followers	✓ Request Sent
	zainabsuleiman Learner	2 followers	
	Rina_Wood Instructor	1 follower	
	Zainab Learner	0 followers	
	margherita Learner	1 follower	
	@1997 Learner	0 followers	

Groups

You are automatically assigned to a course group and are welcome to request access to additional groups. This group consists of like-minded individuals, including members enrolled in the same course as you. Groups are either Private or Public and you are welcome to request access.

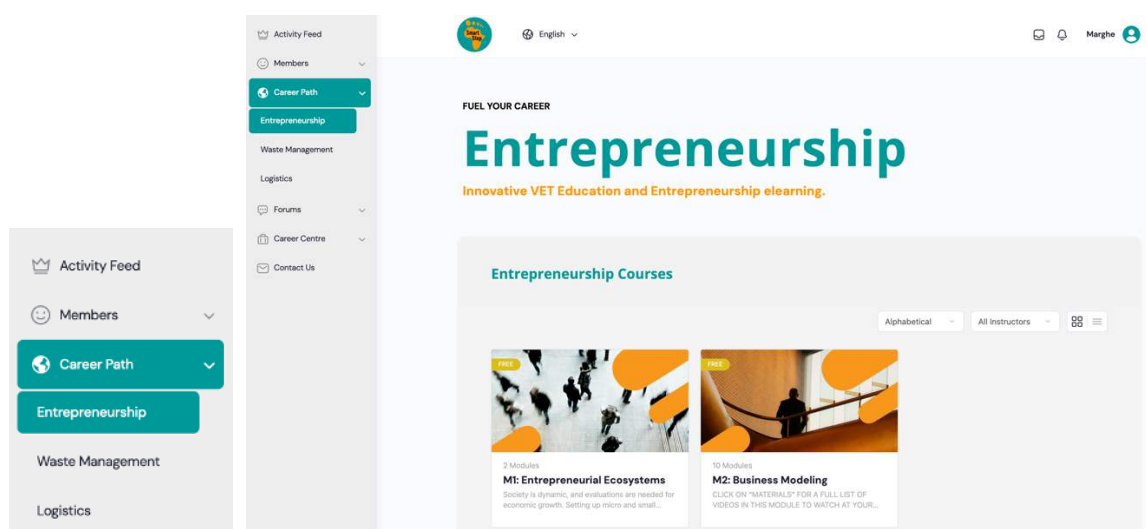


8. CAREER PATH

Selecting one of the career paths, allows you to view courses and information specific to that skill set. Currently the Knowledge and Exchange Platform offers three career paths (more will come soon).

Entrepreneurship

Everything and anything about Entrepreneurship developed by ERASMUS+ Project Smart Step (co-funded by the European Commission) can be found here.





Green Waste Management

Everything and anything about Green Waste Management developed by the ERASMUS+ Project GreenVETAfrica (co-funded by the European Commission) can be found here.



Smart Logistics

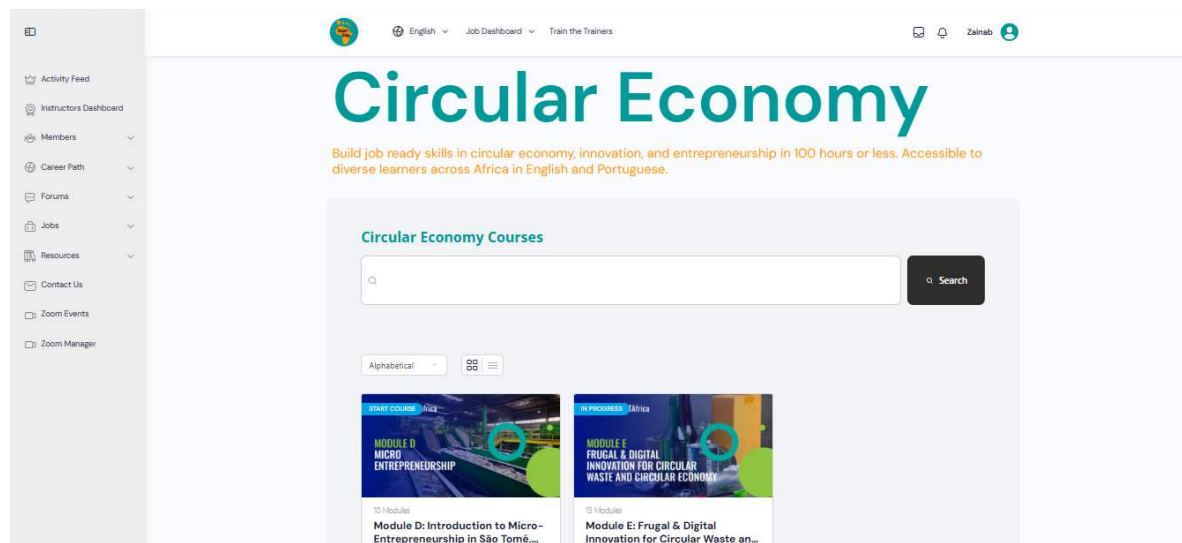
Everything and anything about the Smart Logistics developed by the Horizon 2020 DIGILOGIC Project (funded by the European Commission) can be found here.





Circular Economy

Everything and anything about Circular Economy developed by the ERASMUS+ Project CircuWasteVETAfrica (co-funded by the European Commission) can be found here.



Testimonials

As a learner, we want you to feel inspired every step of the way! Take a moment to read the latest testimonial for a boost of motivation, consider submitting one of your own to share your journey, or dive into expert advice for valuable insights. Your learning experience is all about growth and inspiration! Feel inspired enough to send us a testimonial and who knows, you might be featured on the Knowledge and Exchange Platform.



The screenshot shows the Smart Step community dashboard. On the left is a sidebar with navigation links: My Dashboard, Members, Career Path (selected), Entrepreneurship, GWM, Logistics, Forums, Career Centre, Resources, and Contact Us. The main content area features a 'Positive Feedback' section with a large teal header. Below the header, there are three user testimonials. The first testimonial is from Asante Mensah, who writes: 'Transitioning to e-learning has been a game-changer for me! The interactive elements and multimedia content engage me effectively, ensuring that learning is not just easy but enjoyable too.' The second testimonial is from Yawoada Amoako, who writes: 'Thanks to Smart Step e-learning, gaining new skills and expanding my horizons has never been more convenient!' A third testimonial is partially visible: 'I can learn at my own pace, anytime and anywhere, fitting my busy schedule seamlessly.' At the bottom right of the feedback section is a yellow button labeled 'SUBMIT YOUR STORY'.

Submit your story

Submit your tweet, paragraph or story to us, so we can feature it and inspire others.

The form is titled 'We Would Love To Hear Your Story'. It includes a sub-header: 'Provide us your information, and your success story might be featured for publication.' The form fields are: *Name, *Email, *Phone, and Choose Topic (with a dropdown arrow). Below these fields is a text area labeled 'Tell Us Your Story'. At the bottom of the form is a yellow 'Submit' button.

And lastly, expert tips from how to set up a business to how one should present their pitch deck, we will gather useful experience from our team of partners and inspire our students.



Selecting a Course

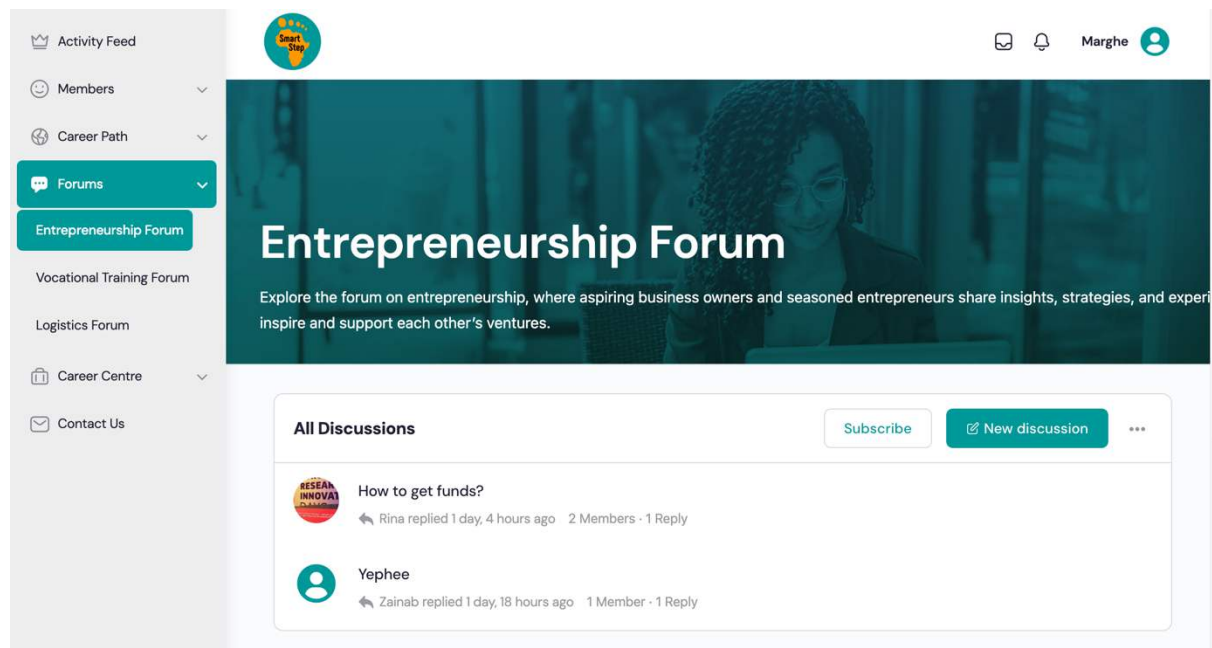
Drilling down further into the selected career path, you can view the objectives and modules before you take the course.

As you start the course, you will see the different modules. You need to complete them in the given order, to be able to proceed with the next one. All Modules' material is easily available and downloadable.



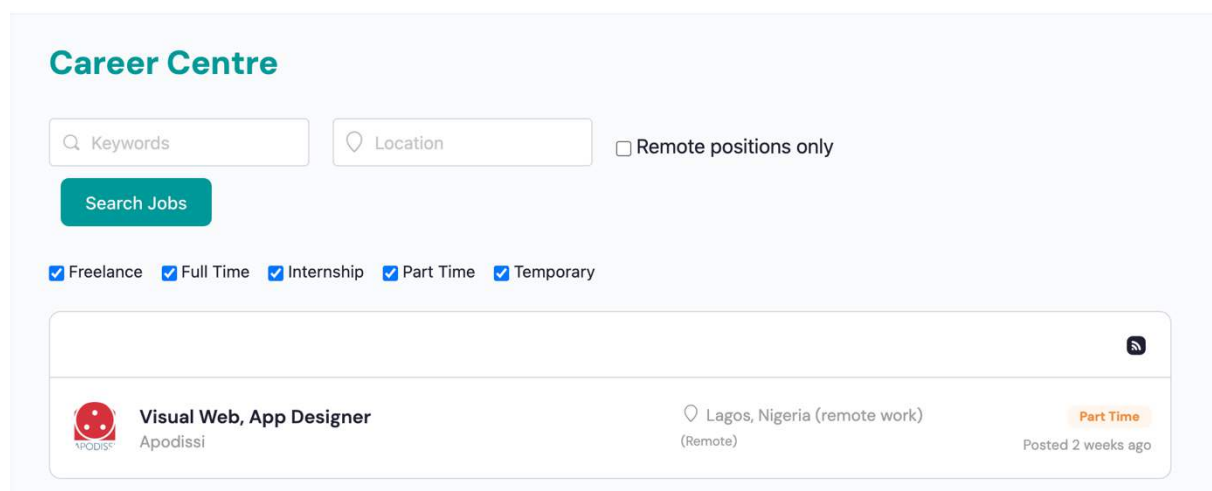
9. FORUMS

Think of a forum as a cosy digital hangout where people with similar interests or questions come together to chat, share ideas, ask questions, and help each other out. It's like a friendly neighbourhood where everyone's welcome to join the conversation and learn from one another. Whether you're seeking advice, sharing experiences, or just curious about a topic, the forum is the place to be!



10. CAREER CENTRE

Here's a little something to assist you on your career journey: from time to time, exciting opportunities arise, and you'll find them posted right here. Keep an eye out for the latest updates!





Visual Web, App Designer

Part Time | Lagos, Nigeria (remote work) (Remote) | Posted 3 weeks ago

Innovation funded projects / Communication/ ICT Innovation

Contract: (80 hrs / month)
Start date: Q1 2024
Salary: Depending on the experience of the candidate, to be discussed

We are looking for a Visual, Web, App Designer, with a thorough knowledge of and at least 3 years' experience in curating the development of visual concepts to communicate, inspire, inform, and captivate the uniqueness of ICT products, solutions and innovation. Preferably you should have also experience in managing the visual Communication of complex international research and innovation funded projects.

Apply for job

CONTACT US
 Apodissi
www.apodissi.com
https://twitter.com/Apodissi_Intl
 Apodissi: your marketing partner in emerging markets

Employer Profile

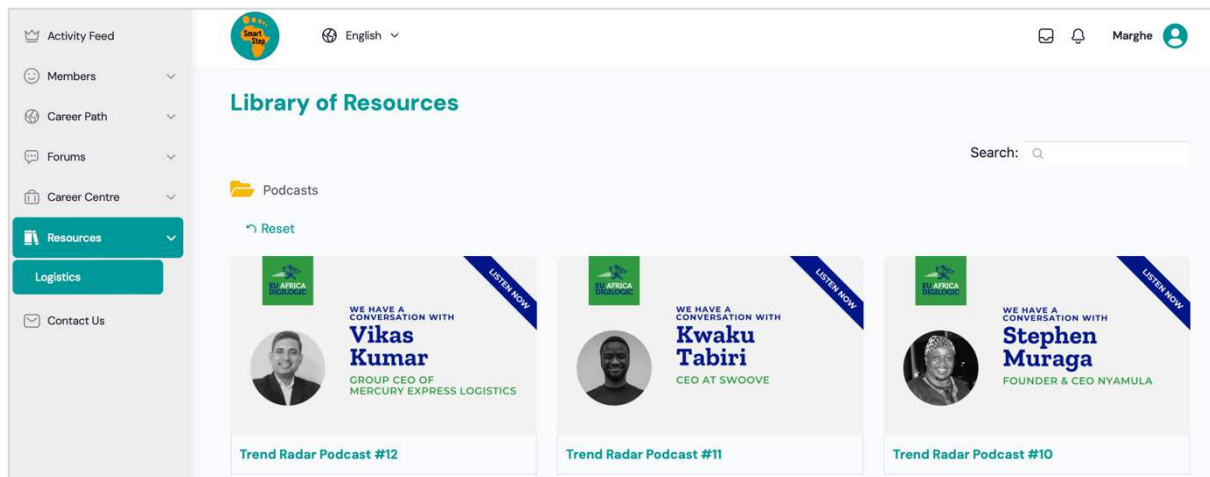
On every job advert is a space for the employer profile, which includes the twitter, website and logo placement.

Apply for job

CONTACT US
 Apodissi
www.apodissi.com
https://twitter.com/Apodissi_Intl
 Apodissi: your marketing partner in emerging markets

11. RESOURCES

Discover a treasure trove of resources here, perfect for your growth journey! Consider it a blog where all excited resources will be posted. You can easily download them to watch, listen, or read at your own pace, whenever it suits you best. Dive in and explore all the valuable content waiting for you!



12. EMPLOYERS

On registering, click profile type “Employer”

This will register you as an employer and will allow you to create a profile and post a job.

Nationality

I am a citizen of

Please select your Profile

✓ ----


Student

Employer


Create Account




Post a Job






Job Dashboard ▾

 English ▾


 Rina 

Testing

This is just for testing!



Job Dashboard

 Search

Add Job

You do not have any active listings.

Fill in the Job Position

Post a Job

Your account

You are currently signed in as **SS_Employer**.

Sign out

Job Title

Location (optional)

e.g. "London"

Leave this blank if the location is not important

Remote Position (optional)







☐

Select if this is a remote position.

Job type

Full Time ▾

Description

B *I*      

Application email/URL

rinawood@gmail.com





Company Details

Company Details

Company name

Website (optional)

Tagline (optional)

Video (optional)

Twitter username (optional)

Logo (optional)

Choose a file

Maximum file size: 32 MB.

Preview

Save Draft

Once you have complete and published your job will be available on the knowledge platform for protentional employees.

Visual Web, App Designer

Part Time

Lagos, Nigeria (remote work) (Remote)

Posted 4 weeks ago

Innovation funded projects / Communication/ ICT Innovation

Contract: (80 hrs / month)

Start date: Q1 2024

Salary: Depending on the experience of the candidate, to be discussed

We are looking for a Visual, Web, App Designer, with a thorough knowledge of and at least 3 years' experience in curating the development of visual concepts to communicate, inspire, inform, and captivate the uniqueness of ICT products, solutions and innovation. Preferably you should have also experience in managing the visual Communication of complex international research and innovation funded projects.

Apply for job

APODISSI

Apply for job

CONTACT US

Apodissi

www.apodissi.com
https://twitter.com/Apodissi_Intl

Apodissi: your marketing partner in emerging markets

13. TRAINERS

Currently only Smart Step Partners can be assigned the role of trainers and therefore upload new courses, open assignments and quizzes, grade assignments and issue certificates.





14. CONTACT US

We love hearing from you! Whether you have questions, feedback, or just want to say hello, don't hesitate to reach out to us via email. Our friendly team is always here to help and will get back to you as soon as possible. Drop us a line and let's start the conversation!

The screenshot shows the 'Contact Us' page. On the left is a sidebar menu with options: My Dashboard, Members (selected), Career Path, Forums, Career Centre, Resources, and Contact Us. The main header includes the Smart Step logo, 'Reach Out', a language dropdown set to 'English', and a user profile for 'Rina'. The page title is 'Contact Us'. The main content area features the heading 'We're here to help' and the text 'Leave a message and we will get back to you.' Below this is a form with fields for 'First Name', 'Last Name', 'Email', and 'How can we help?'. A teal 'Submit' button is at the bottom right.

15. ZOOM EVENTS

Instructors can schedule Zoom classes for their registered students. Here, you will receive a notification whenever the course instructor schedules an online Zoom session. You will receive a notification through Smart Step Zoom events and the email linked to your account.

The screenshot shows the 'Learner Zoom Events' page. The sidebar menu on the left includes: Activity Feed, Instructors Dashboard, Members, Career Path, Forums, Jobs, Resources, Contact Us, Zoom Events (selected), and Zoom Manager. The main header shows the Smart Step logo, a language dropdown set to 'English', and navigation links for 'Job Dashboard' and 'Train the Trainers'. A user profile for 'Zainab' is visible. The page title is 'Learner Zoom Events'. The main content area displays the message: 'You are not enrolled in any courses with Zoom meetings.'





16. ABOUT THE SMART STEP PROJECT

Smart Step Project Vision

To establish a comprehensive and collaborative **exchange system of good practices, learning processes, and activities** to promote knowledge exchange.

Motivation

To introduce specific **training on entrepreneurship** to VET teachers, tutors, and learners, encouraging them to think about sustainable innovation production and inclusiveness, adapted to their environment.

Concept

Smart Step is an Erasmus+ Capacity Building project in the field of Vocational education and training (VET), co-funded by the European Commission, that aims to improve the training programs offered in vocational education and training (VET) schools in Ghana and Cameroon. The project seeks to prepare students for entrepreneurship and bridge the gap between the education system and the labour market. This is achieved through a strategic partnership between African and European organisations, which provides technical support and relevant knowledge to both the private sector and young and adult learners in the field of entrepreneurship. To know more about Smart Step, visit <https://smartstepproject.com>

Methodology

Analysing

the state-of-the-art of entrepreneurship in Ghana and Cameroon as career opportunities for young people and identifying the mismatch between the educational approach and the labour market needs.

Designing

a Knowledge Exchange Platform where all the training modules and capacity-building programs developed in Smart Step will be shared.

Providing

tools, training modules, and resources to the VET centres and learners about entrepreneurship.

