

CALP ONLINE: CORE CVA SKILLS FOR PROGRAMME STAFF

12-week online course

January 6th– March 28th 2025

ABOUT THE COURSE

The CALP Online: Core CVA Skills for Programme Staff course is a 12-week online training for programme staff responsible for designing, implementing and monitoring cash and voucher assistance programmes.

This course is structured around the project cycle and covers the key skills required to prepare, design, implement and monitor cash and voucher assistance. It is focused on a technical/programmatic perspective and incorporates examples and case studies from multiple sectors.

This online course is equivalent to taking CALP's 5-day face to face training course of the same name, and it carries the same certification.

This CALP-Certified course is delivered in English for West, Central and Southern Africa, Europe and Americas time zones. Live sessions will take place Thursdays between 3pm and 5 pm UTC.

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Understand how CVA is guided by key policies, standards and guidelines
- Describe how CVA needs to be integrated into the roles of different teams throughout the project cycle
- Explain what assessment information is needed to inform response analysis
- Use market information to inform modality choice
- Understand how CVA can contribute to response objectives
- Identify the information needed for monitoring and evaluation of CVA
- Identify how collaboration and coordination support quality CVA

You can watch this introductory video to find out more about the course [here](#).

YOUR TRAINERS

Danielle Kitchingman Roy is a trainer and evaluator with nine years experience in the humanitarian and development sectors. She is experienced in creating and facilitating interactive training and learning workshops, both in person and remotely. Her work in evaluations have covered the delivery of assistance through cash transfers and she's well versed with the benefits and challenges of cash and voucher assistance.

Clement Charlot is a certified CALP trainer for online delivery and possess more than 12-year experience implementing and evaluating humanitarian and development programs and working on the use of CVA and market. Clement is running Key Aid Consulting, one of the three CALP Training Partner Organisations.

WHO SHOULD ATTEND?

Humanitarian practitioners with an interest in cash- assistance alongside previous experience in emergency response design, implementation and monitoring. The course is relevant across sectors, functions and seniority levels.

COURSE STRUCTURE

Working alongside a cohort of other CVA professionals, you will learn via an engaging mix of videos, e-learning, online workshops, group activities, written assignments and peer to peer learning.

The course is made up of a number of different components, including self-directed learning, that you can access at any time, such as short e-learning courses, videos, reading and key resources, as well as facilitated components, such as 6 live online workshops, group tasks and activities and peer-to-peer learning.

There are 6 topics in this course which follow the project cycle to support learning around CVA in a structured manner. While most of the self-directed learning is available for free to anyone at any time, the workshops and assessments are only available to learners that have applied for and been accepted onto a cohort for this course.

The course takes 12 weeks to complete, with an expected level of effort of 3 hours of learning per week. Please note that this is an average and some weeks may require slightly more or less time to complete all of the elements. There are 3 check-in weeks built into the course to allow you to catch up if you have fallen behind on the self-directed learning and reading, as well as a final review week at the end. Attendance at the facilitated workshops is mandatory to complete the course and receive a CALP certificate. The course agenda is as follow:

	Week 1 starting Jan 6th	Week 2 starting Jan 13th	Week 3 starting Jan 20th	Week 4 starting Jan 27th - Break	Week 5 starting Feb 3rd	Week 6 starting Feb 10th	Week 7 starting Feb 17th - Break	Week 8 starting Feb 24th	Week 9 starting March 3rd	Week 10 starting March 10th - Break	Week 11 starting March 17th	Week 12 starting March 24th
Topic 1 Introduction	Live session											
Topic 2 Assessment			Live session									
Topic 3 Analysis					Live session							
Topic 4 Design & Implementation								Live session				
Topic 5 Monitoring											Live session	
Topic 6 Looking ahead												Live session

TECHNOLOGY REQUIRED

The course is hosted on [Kaya](#), an online learning platform from the Humanitarian Leadership Academy, and you will need an account to access the course (this is free, but you need to register on the site to use it).

You will also need access to an internet connection, and a computer to complete the activities online and to join the online workshops, which will be held via Zoom.

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REGISTRATION DETAILS

As an individual, to register for one of our training, visit our website: www.keyaidconsulting.com/training

As an organization, if you want to organize a Key Aid training, please contact us at training@keyaidconsulting.com

FEES

Training cost is 500 Euros.

The fees are inclusive of all training resources: Individualized virtual support for logging and for accessing Kaya e-learning platform pre, during and after the course, learner guide, recording of the live workshops, unlimited access to the offline content, CALP certification upon successful completion of the course.

Early bird discount: pay up to November 24th 2024 and get a 10% discount.

Individuals funding themselves and individuals working with non for profit organisations with an annual budget lower than 1,5 millions Euros will each be offered a 20% discount (non-cumulative with the early bird).

