DIGITAL SKILLS AND EMPLOYMENT ADVANCEMENT PROGRAM (DSEAP)
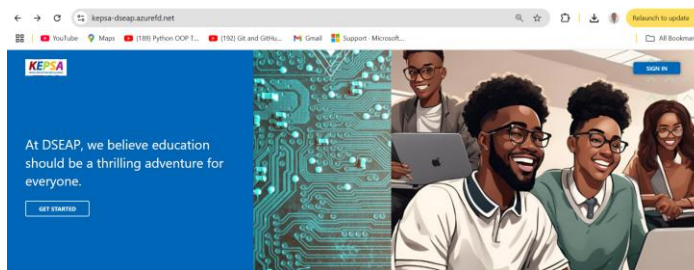
USER MANUAL

Digital Skills and Employment Advancement Program (DSEAP) is an initiative designed to equip individuals with in-demand digital skills, preparing them for the evolving job market. With a strong focus on emerging technologies, the program, in partnership with Microsoft, provides accessible and career-boosting learning opportunities.
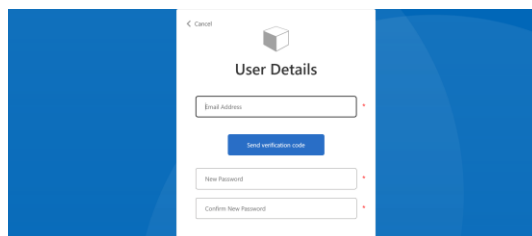
What You Stand to Gain:

- **Recognizable Certifications** - By completing any Career Essentials course, participants gain critical skills that enhance their professional value, making them well-equipped for success in the digital world.

- **One-year LinkedIn Premium Access -** The LinkedIn Premium Voucher provides additional support, enhancing your job search, networking, and learning opportunities on LinkedIn.

STEP 1: PROCEDURE FOR COMPLETING A CAREER ESSENTIALS COURSE:
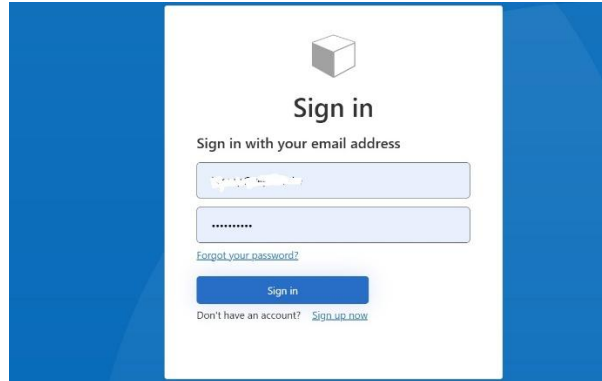
1. **Visit our landing page by clicking the following link;** https://kepsa-dseap.azurefd.net/#/course/course-library   Register using your personal email, and verify your account via email.

2. **Create your Account**

DSEAP
Digital Skills and Employment Advancement Program

KEPSA
KENYA PRIVATE SECTOR ALLIANCE
The Voice of the Private Sector in Kenya

Microsoft

3. Sign into your account

4. Fill in the Additional Profile sections

5. **Browse the available Career Essentials courses:** Select and enroll in a course that best suits your needs.
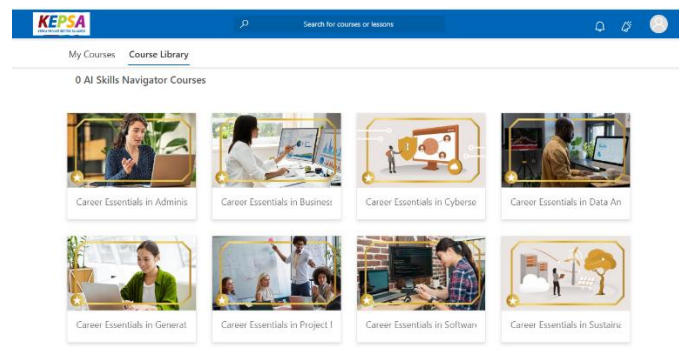
To Enroll, click on the course that you want, click on the lesson button, you will be redirected to the LinkedIn learning platform.
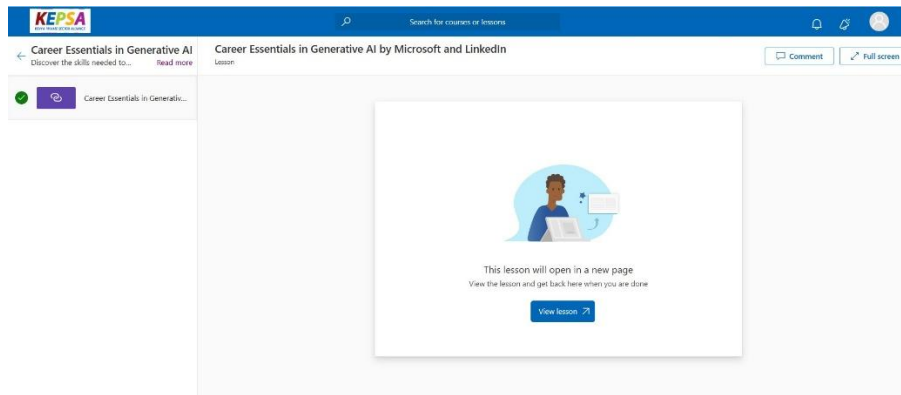
6. **Complete the Course:** Go through all the learning materials and modules. Successfully complete all the assessments and exercises. Upon successful completion, you will be awarded a certificate of completion.
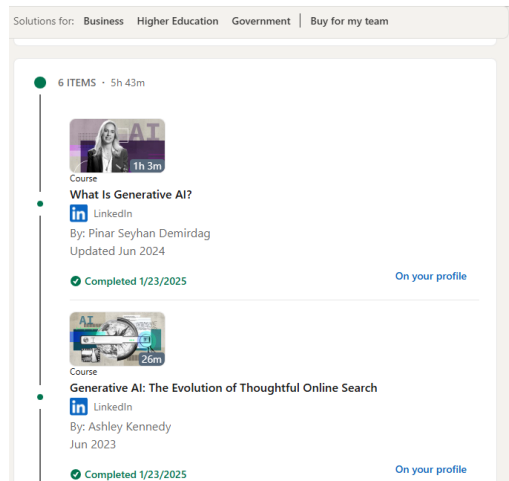

7. **Obtain Your Certificate:** Upon completion of the final assessment, you will be offered a certificate which will also be sent to you via email as a link. Ensure that your name and course details are correctly displayed on the certificate.
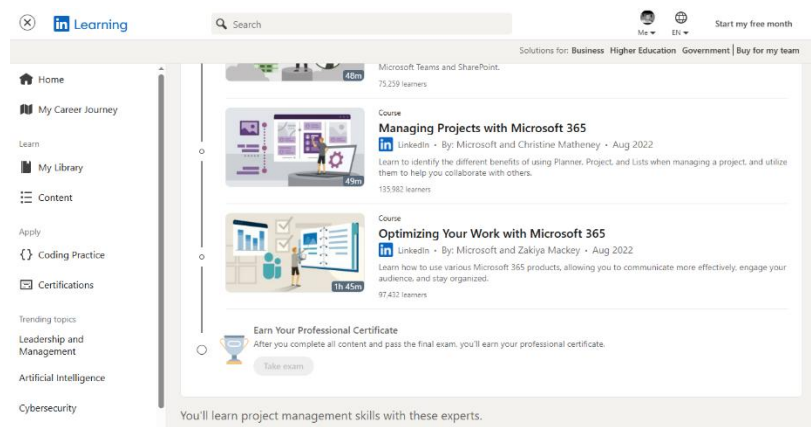
You will be given an option of communicating your achievement on LinkedIn, As you do so, please feel free to Mention **(Kenya Private Sector Alliance (KEPSA).**

STEP 2: UPLOADING CERTIFICATE OR BADGE

8. **Upload the Certificate for Review:** Visit the certificate submission portal: https://ee.kobotoolbox.org/x/P4CLhGXV

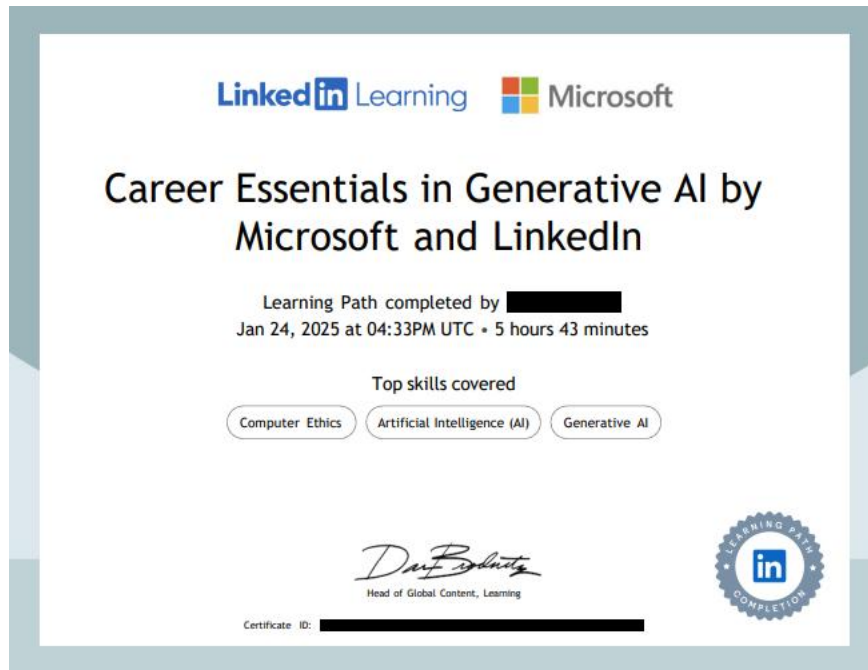## The Digital Skills and Employment Advancement Program (DSEAP) LinkedIn Voucher Award

*Full Name

*Email Address

Phone number
Optional

*LinkedIn Profile
URL link

9. **Certificate Submission.** Fill in the required details accurately. Upload your certificate as instructed. Submit the form for verification

10. **Verification and Voucher Award:** KEPSA will review your submission and verify the authenticity of the certificate,you will then receive your LinkedIn Premium voucher via email **ASAP**. The voucher will be a link which you will be required to click.

Before clicking the voucher link, ensure you have already signed in to your LinkedIn account.

Bonus Information

Badges vs. Completion Certificates:

- **Completion Certificates:** A certificate is awarded upon successful completion of the entire course, confirming your achievement and readiness in the skill area.

- **Badges:** Some courses may offer badges upon completion of modules. These badges represent specific skills or achievements within the course.

Important Note: For verification purposes, please upload your LinkedIn certificate link, not a drive link. This ensures proper validation of your achievement.

Contact for Inquiries: For any inquiries, please contact the KEPSA support team at kkariuki@kepsa.or.ke

Happy learning and enjoy your LinkedIn Premium experience!