Humanitarian Leadership Academy

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Tadamon Capacity Strengthening Hub Quick Start Guide

TADAMON   IsDB   ISFD

Welcome!

The Tadamon Capacity Strengthening Hub is the product of a partnership with The Humanitarian Leadership Academy, the Islamic Development Bank (IsDB) and the Islamic Solidarity Fund for Development (ISFD) to provide organisations participating in the Tadamon programme with resources to support their learning and capacity strengthening needs.

Kaya hosts the Tadamon Capacity Strengthening Hub and is a global learning platform designed to be accessed from Phones, tablets, laptops and PCs so you can use it whenever and wherever you are. This guide provides everything you need to know as a learner.

Create an account

To access the Hub, track your progress and download your badges, you will need to create a **free** account at Kayaconnect.org.
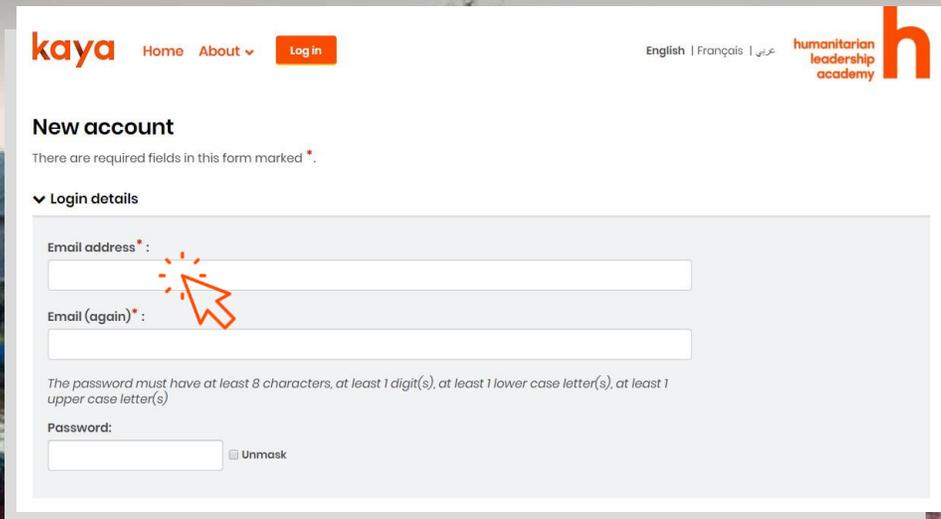
Click the **Register for free** button at the top of the page, or from the main menu if you are using a mobile.
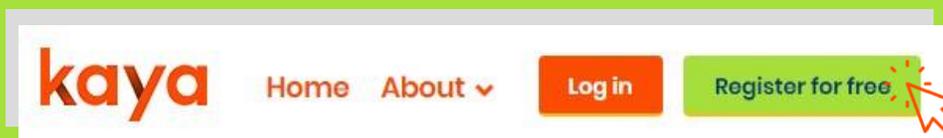
On the registration page you will be asked to complete the mandatory fields that are marked with an asterisk, including your email address, name and other basic information.

We use this data in order to effectively provide you with learning opportunities on the platform and for reporting purposes. If you would like to learn more about how we use and process your data, please view the **Kaya Privacy Policy**. found at the bottom of the page.

Passwords must contain at least 8 characters, including 1 number, 1 lower case letter and 1 upper case letter.

Once you have completed all the fields you should select **Create my new account** at the bottom of the page.

When your account is created you are automatically sent an email with a link that you must click in order to **confirm your account**. You can't join courses until you've done this.

Sometimes the confirmation email can get stuck in your junk folder, or is stopped before it even reaches your computer. If you think this has happened to you then click **Need help?** at the bottom of any page on Kaya to speak to one of our support technicians who will be able to manually confirm your account for you.

You can edit your profile information at any point after registration by clicking on your name at the top of the screen and then selecting **Profile** then **Edit profile**.

Once you have created an account with Kaya and logged in, visit the Tadamon Capacity Strengthening Hub at:

https://kayaconnect.org/c/tadamon-capacity-strengthening-hub

And click on 'view course page' (see orange box).

Select one of the four pathways to begin learning:

Select one of the modules:

Complete the Essential Courses in each module to unlock the badge for the pathway. You will notice a green check mark beside the course after you have completed the course.

Essential Courses

Introduction to Humanitarian Logistics

Name: Introduction to Humanitarian Logistics
Description: In any operation, supply can only reach the beneficiaries through logistics. This course is designed to improve your knowledge around logistics in the humanitarian sector.

Provider: HLA/ Save the Children/ FIELD Programme/ World Vision

Length: 1 hour

Languages available: English, Arabic

Field Office Setup

Name: Field Office Setup
Description: The key is to understand the environment, and the procedural steps to opening an office and maintaining the correct balance between risk exposure and risk mitigation at every stage. This course aims to improve your knowledge in setting up a field office.

Provider: HLA/ Save the Children/ FIELD Programme/ World Vision

Length: 1 hour

Languages available: English, Arabic

Telecommunications

Name: Telecommunications
Description: During times of crisis, telecommunications (and the IT systems that support them) support many aspects of emergency operations, but the most critical function is to support the safety of staff. This course aims to improve your knowledge in telecommunications.

Provider: HLA/ Save the Children/ FIELD Programme/ World Vision

Length: 1 hour

Languages available: English, Arabic

After all essential courses are passed in a module, you will see a green checkmark:

Welcome to the Resource Mobilisation and Management Pathway

The courses and resources featured in this pathway are relevant to all professionals working in the development and humanitarian fields. The pathway is comprised of modules covering topics on: financial management; fundraising including humanitarian financing; and logistics.

Report a broken link

Financial Management | Fundraising | Logistics | Claim your badge!

After all essential courses are completed in a pathway, you can claim one of the 4 badges available on the hub. You are

encouraged to also complete optional courses, but these will not impact whether or not you can claim a badge.

You will be prompted with a page to enter your name, email address, and a string of letters and numbers in order to claim your badge.

To claim your badge, please enter your full name and email address.

Your name *

Your email address *

WHAT IS THE FIELD PROGRAMME?

FIELD is a ground-breaking capacity building programme. FIELD's focus is to develop the pool of local, national, and international staff who can prepare for and take charge of in-country operational programmes in humanitarian responses. The FIELD Programme comprises of a number of online learning resources, organised into themed pathways.
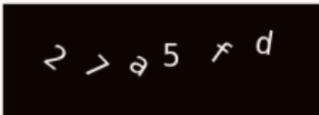
Enter the text in image above

Terms and conditions

☐ I have read and accept terms and conditions

Submit your application now   - or -   Save and continue later   ❓

Once you submit your application, you will receive an automatic email with a link to your badge. If you can't find the email, please check your junk mail.

When you open the link in the email, you will see a page with various links:

- Show badge
- Sharing badge URL
- Link to my.hpass.org where all your badges are stored

ISDB ISFD - LEADERSHIP, PARTNERSHIP & INCLUSION PATHWAY

Issuer:

Islamic Development Bank (IsDB) - Islamic Solidarity Fund for Development (ISFD)
At largab@isfd.org

Issued on: 03/08/2022

This badge recognises that the holder has successfully completed the ISDB ISFD - Leadership, Partnership & Inclusion Pathway.

This badge is issued to **t.carpentier@savethechildren.org.uk**

Show Badge

Share badge URL

https://openbadgefactory.com/v1/assertion/be99d89226024ed62d7bf7502e5036436   Copy

https://my.hpass.org

https://my.hpass.org is a free, easy to use service, where you can receive and store your Open Badges safely and share them with whomever you like and wherever you like.

Start earning Open Badges right after creating an account! You can find badges in Passport's Gallery that you can apply for from all over the world. Discover new possibilities and create different paths for your Open Badge journey!

If you already have an account in https://my.hpass.org, we have saved your badge there. Otherwise you can create your free account by clicking the button below:

Go to Passport

When you click 'Go to Passport' you will need to create an account at HPass to view all your badges.
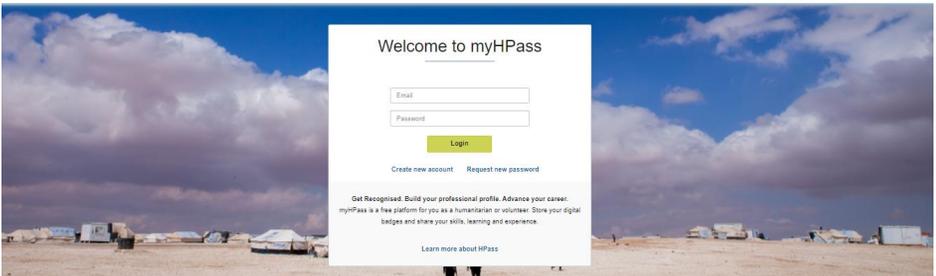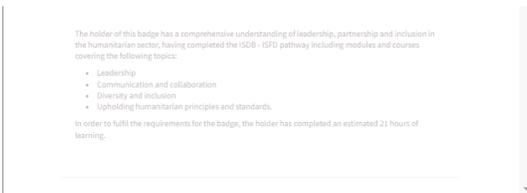
For more information on the badges, see a short video here:
https://www.youtube.com/watch?v=1Okb5_yM6GM

You can also find more detailed information on badges here:
https://kayaconnect.org/pluginfile.php/170288/mod_resource/content/2/Digital%20badge%20intro%20for%20learners-staff-volunteers.pdf

If you experience any technical issues, please let us know in the course support box.

If you have feedback, please complete the feedback form.