

# **A REPORT ON CAPACITY BUILDING TRAINING FOR HEADTEACHERS OF GALOP SCHOOLS ON DATA SUBMISSION OF MPOHOR EDUCATION DIRECTORATE-2023**

## **INTRODUCTION**

As part of assisting head teachers to be dynamic and effective in the delivery of quality education and to promote the professional development, standards, and competence of teachers in data submission using mobile School Report Card (mSRC) application, a three day non-residential capacity building training on mSRC of head teachers of GALOP schools was organized at Mpohor District Assembly Complex on 20<sup>th</sup> to 23<sup>rd</sup> March, 2023.

The training started with registration of participants from 7:00am and by 8:30am, all participants were present. Mr. Louis Ofori-Attah, the training officer gave the opening prayer. Mr. Isaac Opoku-Nkoom, the District Director welcomed all participants present and gave a brief talk on the day's programme. Twenty five (25) participants received training.

## **OBJECTIVES OF THE TRAINING**

- Building the capacity of head teachers of GALOP schools on data submission.
- Using record keeping and data gathering to analysing data through mSRC indicators for decision making.

## **FACILITATORS**

- ICT Coordinator
- Data entry officer

## **PRESENTATIONS**

The presentations were activity oriented and were based on the following areas:

### **DAY ONE**

- Introduction to SRC.
- Why mSRC?.
- .Implementation of mSRC under GALOP.
- Questions and answers on presentations.
- Introduction to data sources, compilation mechanism and calculation of indicators.
- Head teachers roles and responsibilities for implementing mSRC.
- mSRC application installation processes
- Introduction to mSRC App usage (School details, SRC, User profile, summary Analytics, submit image)
- Practical activity ( Teacher Registration)

## DAY TWO

- Introduction to weekly report (thus, set weekly Details, Students Enrolment/attendance, and teacher attendance).
- Data entry Session ( thus, weekly Data Submissions for 2020/2021 Academic year continues)
- Data Entry session ( thus, weekly Data Submissions for 2020/2021 Academic year Continues)
- Discussion of challenges encountered during Data Submission









### DAY THREE

- Introduction to termly report
- Data entry session (thus, termly Data submission for 2020/2021 Academic year)



#### DAY FOUR

- Data entry submission
- Submission of weekly data for 2021/2022 academic year ( thus up to the most current week of the new year academic year
- Introduction to the use of other mSRC main manu, submit an image manu)
- Discussion of challenges encountered in the weekly and termly data submission.
- Introduction and preview to the mSRC Dashboard (thus, heard teachers to show how data appears or interacts on the dashboard)



In a chronological format, the various topics in the presentations were discussed by the facilitators as indicated in the facilitator column.

### **LUNCH/T&T**

All participants were served with lunch and T&T were paid to them by the accountant and his team.

The training was very successful with full participation of participants. It came to an end at about 4:30 pm for all participants to depart to their various homes after signing for their T&T on the final day.

**ACHIEVEMENT:** The knowledge level and education on data submission of head teachers of GALOP were updated.

**CHALLENGE:** lateness on the part of most participants as they have to travel from far and deplorable roads to the venue.

**RECOMMENDATION:** The training should be residential so that participating heads avoid the situation of commuting from far and near.

**CONCLUSION:** The training was very insightful, educative and successful.

**PREPARED BY:**

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