

ANNUAL REPORT

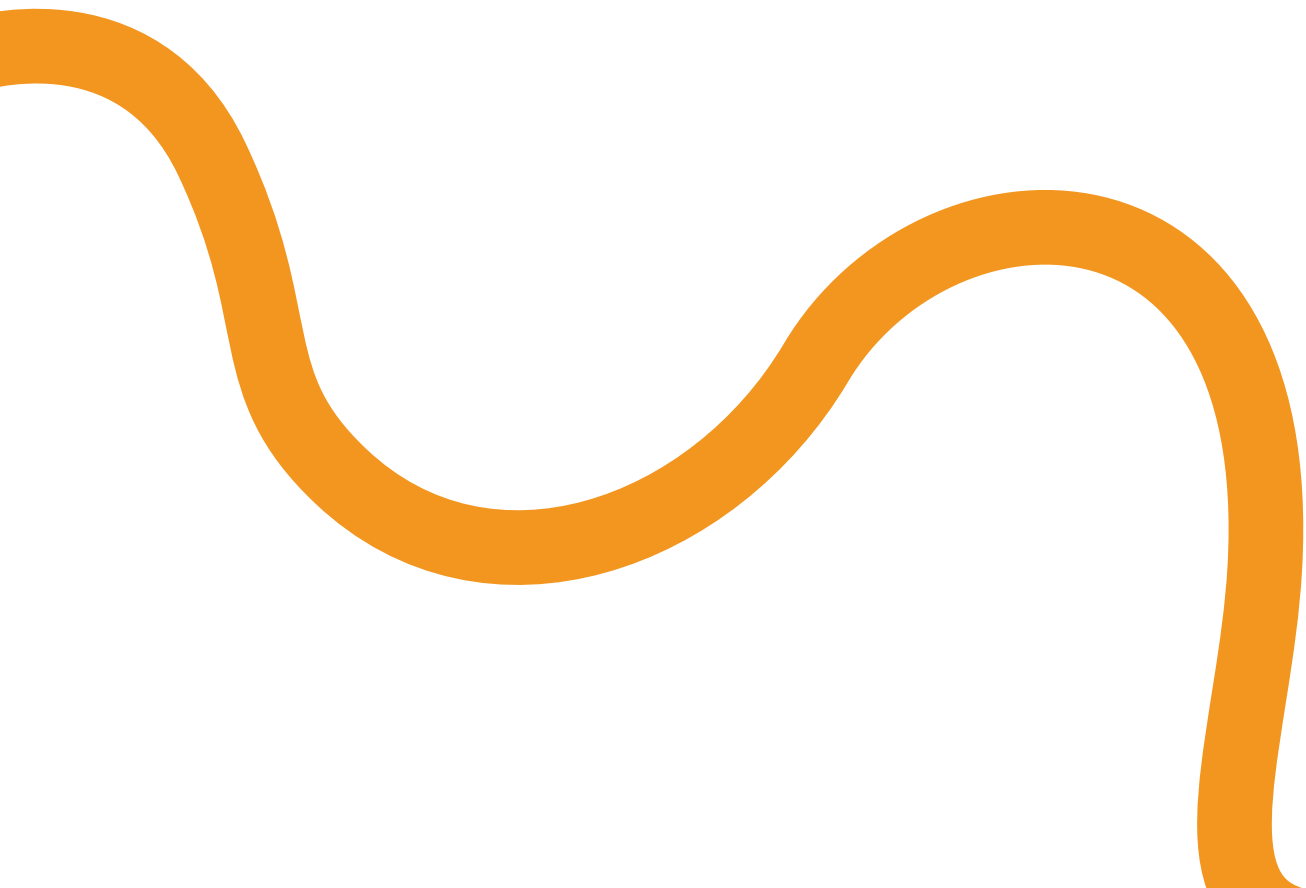
2018 - 2019






Mission Statement

To develop a competent, certified and competitive workforce in Barbados and the region through the promotion and coordination of demand driven technical and vocational education and training.



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Letter Of Transmittal

March 29, 2024

The Honourable Kay McConney
Minister of Education, Technological and Vocational Training
Thro' The Permanent Secretary
Ministry of Education, Technological and Vocational Training
Elsie Payne Complex
Constitution Road
ST. MICHAEL

Dear Madam,

In pursuance of Section 12 of the Technical and Vocational Education and Training Council Act 1993-11, I have the honour to submit the Annual Report for the period April 1, 2018 – March 31, 2019.

Yours faithfully,

Technical and Vocational Education and Training Council



Albert Best D.Sc., MUP, B.Arch, B.Sc. (Hons) J.P
Chairman

Council Members

Dr. Albert Best

Chairman

Dr. Waynes Charles Soverall

Deputy Chairman

Ms. Karen Best

Chief Education Officer

Member, ex-officio

Dr. Sonia Greenidge-Franklyn

Representative, Barbados Institute of Management and Productivity

Member

Dr. Cheryl Weekes

Representative, Barbados Community College (April 2018 to March 2019)

Member

Ms. Shardae Boyce

Representative, Barbados Manufacturers' Association

Member (May 2018 to present)

Mrs. Doreen Deane

Representative, Barbados Workers' Union

Member

Mr. Alyson Forte

Representative, Ministry of Labour and Social Partnership Relations

Member (February 2018 to March 2018)

Ms. Janet Phillips

Representative, Ministry of Education, Technological and Vocational Training

Member (----- to November 2018)

Mr. Henderson Thompson

Representative, Barbados Vocational Training Board

Member

Mr. Ian Drakes

Representative, Samuel Jackman Prescod Institute of Technology (from April 2018)

Member

Mr. Richard Green

Representative, National Union of Public Workers

Member

Mrs. Sheena Mayers-Granville

Representative, Barbados Employers' Confederation

Member

Mr. Rudy Grant

Representative, Barbados Hotel and Tourism Association

Member

Mrs. Yolande Howard

Representative, Ministry of Labour and Social Partnership Relations

Member (April 2018 to January 2019)

Mr. Robert Noel

Representative, Barbados Manufacturers' Association

Member (April 2018 to February 2019)

Mr. Henderson Eastmond

Executive Director, TVET Council

Member

Mrs. Yolande Howard

Representative, Ministry of Labour and Social Partnership Relations

Member (April 2018 to Jan 2019)

Mrs. Betty Alleyne-Headley

Representative, Ministry of Education, Technological and Vocational Training

Member (Dec 2018 to March 2019)

Alternates

1. **Mr. Junior Burgess** acted as alternates for Mrs. Karen Best, Chief Education Officer, METVT
2. **Mr. Roger Worrell** acted as alternate for Dr. Cheryl Weekes, BCC as at May 2018
3. **Mrs. Allison Kirton-Holder** acted as alternate for Mr. Robert Noel, BMA as at April 2018
4. **Mrs. Allison Kirton-Holder** acted as alternate for Ms. Shardae Boyce, BMA as at May 2018
5. **Mr. Ricardo Norville and Ms. Psyche Burke** acted as alternates for the Permanent Secretary, MLSD
6. **Mr. Colin A. (Tony) Walcott** acted as alternate for Mrs. Sheena Mayers-Granville, BEC
7. **Mr. Richard Green** acted as alternate for the General Secretary, NUPW

7 SECTION A

Chairman's Review
Secretariat Staff Members
Organisational Structure

Chairman's Review

On behalf of the membership of the Technical and Vocational Education and Training (TVET) Council, I have the honour of presenting this report for the financial year April 1, 2018 – March 31, 2019.

During the year under review, the TVET Council (TVETC) achieved some critical successes despite continuing to grapple with persistent financial constraints; we were able to meet several of the goals set out in our Strategic Plan 2017 - 2022, which seeks to build on the achievements of the 2013-2016 Strategic Plan.

The 4th WordSkills Barbados Competition was held May 18-21, 2018 during the Barbados Manufacturers' Association Exhibition (BMEX). Forty (40) young people competed in an expanded competition featuring eight skill areas: fashion technology, cooking, car painting, beauty therapy, restaurant service, graphic design technology, hairdressing and automotive technology.

During the Financial Year (FY) 2018/2019 the Council awarded a total of 1,042 National/Caribbean Vocational Qualifications (N/CVQs) comprising 779 full awards and 263 unit Statements of Competence. There were 327 NVQs and 715 CVQs awarded to a total of 536 females and 506 males. The Council realised a decline of 33% in the number of N/CVQ awards granted over the previous year. This decrease could be attributed to the completion of several competency-based training fund (CBTF) projects which had boosted awards in previous years.

During the year the TVET Council sought to build capacity within the national TVET system by training persons in competence-based training, assessment, and quality assurance. A total of 11 workshops were held: 73 persons were trained in assessment; seven (7) in internal verification; six (6) in external verification and 33 in competence-based education and training. Four (4) persons were trained as N/CVQ Coordinators.

In FY 2018/19, the Employment and Training Fund (ETF) approved \$426,615.00 in training grants for employers, business associations and training institutions to train 740 persons. A total of sixty-three (63) applications for funding were received, requesting \$877,847.13 to train one thousand, one hundred and eleven (1,111) individuals at an average grant request of \$790.14. Of the sixty-three applications, a total of forty-five (45) were approved from ten (10) Employers, six (6) Private Training Institutions, one (1) Business Association and one (1) Public Training Institution.

The Annual Report provides in greater detail the work outcomes of the Council.

Outlook For 2019 -2020

It is expected that the Council's National TVET Policy Development Committee will complete work on the new policy for submission to the Ministry of Education, Technological and Vocational Training (METVT) for approval. The next step is the development and implementation of a work plan to support roll out of the policy.

The economic outlook for the TVET Council continues to be a challenge, however the organisation continues to find progressive ways to deal with the situation. The Council will continue to make maximum use of its ability to provide technical assistance and capacity building training, where such services are requested.

Acknowledgement

I am pleased to acknowledge the contribution of my fellow Council members and the staff of the secretariat during the past year. I also wish to acknowledge the Government of Barbados' support for the work of the Council.

We remain steadfast in our commitment to promote the growth of the Technical and Vocational Education and Training system in order to enhance the competitive position of our nation.



Albert Best D.Sc., MUP, B.Arch, B.Sc. (Hons) J.P
Chairman

Organisational Matters

TVET Council's Secretariat Staff Members

Mr. Henderson Eastmond

Executive Director

Mr. Matthew Greaves

Manager, Finance and Corporate Services

Ms. Wendy McClean

Manager, Technical Services

Ms. Michelle Haynes

Senior Accountant

Ms. Dawn Gill

Senior Technical Officer

Mr. Paul Puckerin

Senior Technical Officer

Mrs. Arleen Murrell-Crichlow

Technical Officer

Ms. Andrea Harding-Waithe

Technical Officer

Ms. Marlyn Rawlins

Technical Officer

Mr. Daniel Best

Technical Officer

Mr. Dario Walcott

Technical Officer

Ms. Carrol Griffith

Technical Officer

Ms. Rosline Cumberbatch

Technical Officer

Mrs. Samantha Jones

Technical Officer, Communications

Mrs. Sarah Gilkes-Daniel

Research Officer

Ms. Elvina Rollins

Technical Officer (Ag)

Mr. Akil Thompson

Technical Officer (Ag)

Ms. Marika Byer

Technical Officer (Ag)

Ms. Alicia Sealy

Technical Officer (Ag)

Mrs. Shirleen Inniss

Administrative Officer

Ms. Carol Ann Burke

Business Development Officer

Mr. Peter Alleyne

IT/Systems Administrator

Ms. Antoinette Lashley

Executive Secretary

Ms. Nicole Collymore

Assistant Accountant

(April 2018-Jul 2018)

Senior Accountant Act

(Aug 2018-Mar 2019)

Mrs. Maria Price-Trotman

Assistant Accountant (Ag)

Aug 2018 - Mar 2019

Ms Afiya Barker

Clerk/Typist (appointed in 2016)

Ms. Jo-Ann Byer

Clerk/Typist (Ag)

Ms. Coral Ann Callender

Clerk/Typist (Ag)

Ms. Tashan Trotman

Clerk/Typist (Ag)

Ms. Constance Prescott

Clerk/Typist (Ag)

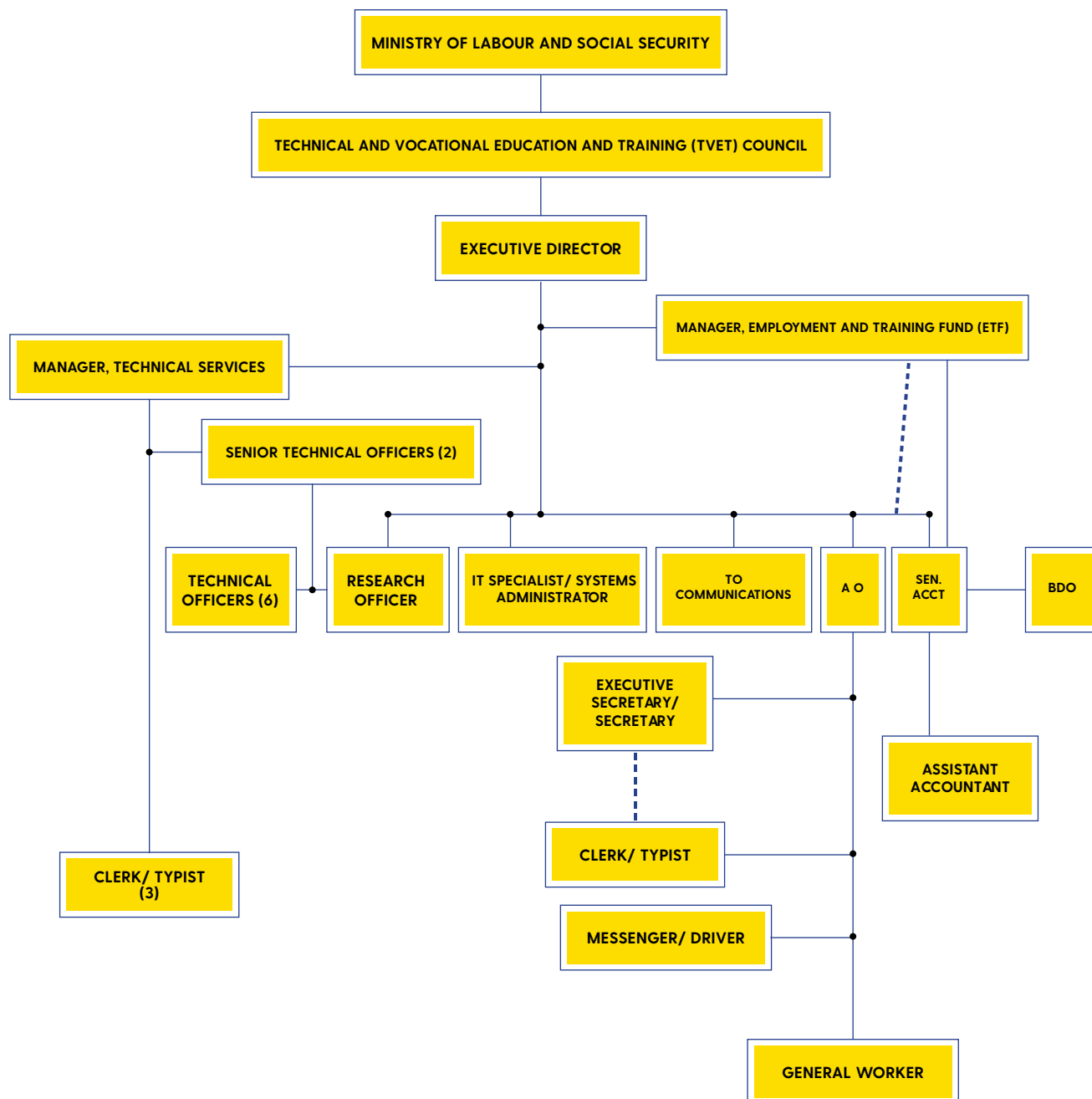
Mr. Felix Delice

Driver/Messenger

Ms. Gale Alleyne

General Worker

TVET Council – Organisational Structure





12 SECTION B

Activities of the Council
Administration
Technical Division

Activities Of The Council

During the period under review there were seven (7) meetings of the Council as the Council was awaiting reconstitution following General Elections in May 2018. As a result, no Council meeting was held in June 2018. A meeting of the Chairman and Management Team was held in July 2018, August 2018 and September 2018.

Council Decisions

During the period under review the Council made the following decisions:

At meeting No. 4/2018 held on April 12th, 2018, Council approved the recommendation that Mr. Matthew Greaves, Manager, Finance and Corporate Services participate in the 2018 UNEVOC TVET Leadership Programme on June 25 – July 6, 2018 in Bonn, Germany.

At a provisional meeting of the Chairman and the Management Team on July 9th, 2018 while awaiting the re-establishment of the Council, the Chairman approved the recommendation that Mr. Daniel Best travels to Saba, Dutch Antilles from August 18 & 25, 2018 to provide services to the Saba Comprehensive School subject to ratification by the Ministry of Education, Technological and Vocational Training

At a provisional meeting of the Chairman and the Management Team on September 13th, 2018 while awaiting the re-establishment of the Council, the Chairman approved the recommendation that Mr Henderson Eastmond, Executive Director and Mr. Dario Walcott, Technical Officer and Lead Officer for WorldSkills Barbados attend the WorldSkills General Assembly on October 15-18, 2018 in Amsterdam, the Netherlands subject to ratification by the Ministry of Education, Technological and Vocational Training.

At meeting No. 6/2018 held on October 11th, 2018, Council approved the recommendation that Mr. Daniel Best, Senior Technical Officer (Ag) facilitate assessor and verifier training and conduct facilities audits at the Gwendolyn van Putten School on November 3rd – 24th, 2018 in Sint Eustatius.

At meeting No. 6/2018 held on October 11th, 2018, Council approved the recommendation that Mr. Daniel Best, Senior Technical Officer (Ag) provide external verification services in the area of General Construction and conduct refresher assessor training to facilitate the provision of external verification services in the area of Community Hosting Services on November 24 – December 6, 2018 in SABA, Dutch Antilles.

At meeting No. 6/2018 held on October 11th, 2018, Council approved the recommendation that Technical Officers and Lead Officers for WorldSkills Barbados 2018, Mr. Dario Walcott and Ms. Rosline Cumberbatch attend the WorldSkills Competition Preparation Week 2019 on January 21-25, 2019 in Kazan, Russia.

At meeting No. 7/2018 held on November 8th, 2018, Council approved the recommendation that Mr. Matthew Greaves, Manager, Finance and Corporate Services attend the “Financing Skills Development” – a new ITCILO Training Course on November 12 – 16, 2018 in Turin, Italy.

At meeting No. 7/2018 held on November 8th, 2018, Council approved the recommendation that Mr. Henderson Eastmond, Executive Director and Chairman of the Caribbean Association of National Training Authorities (CANTA) attend the International Policy Dialogue held on November 5 – 9, 2018 in Montego Bay, Jamaica.

At meeting No. 8/2018 held on December 13th, 2018, Council approved the recommendation that Mr. Daniel Best, Senior Technical Officer (Ag) and Ms. Marlyn Rawlins, Technical Officer attend the Online CVQ Verifier Training Development Workshop on February 11 – 15, 2019 in Grenada.

At meeting No. 1/2019 held on January 8th, 2019, Council approved the recommendation that Mr. Henderson Eastmond attend the multi-stakeholder Regional Workshop “Enhancing the Regulation Oversight and Governance of the Private Security Industry in the Caribbean Region” on February 4 – 5, 2019 in Trinidad and Tobago.

At meeting No. 1/2019 held on March 14th, 2019, Council approved the recommendation that Mr. Daniel Best, Technical Officer should travel to Sint. Eustatius to facilitate assessor and verifier training; and conduct verification facilities audits at the Gwendolyn van Putten School on April 7-12, 2019 in Sint Eustatius.

Administration

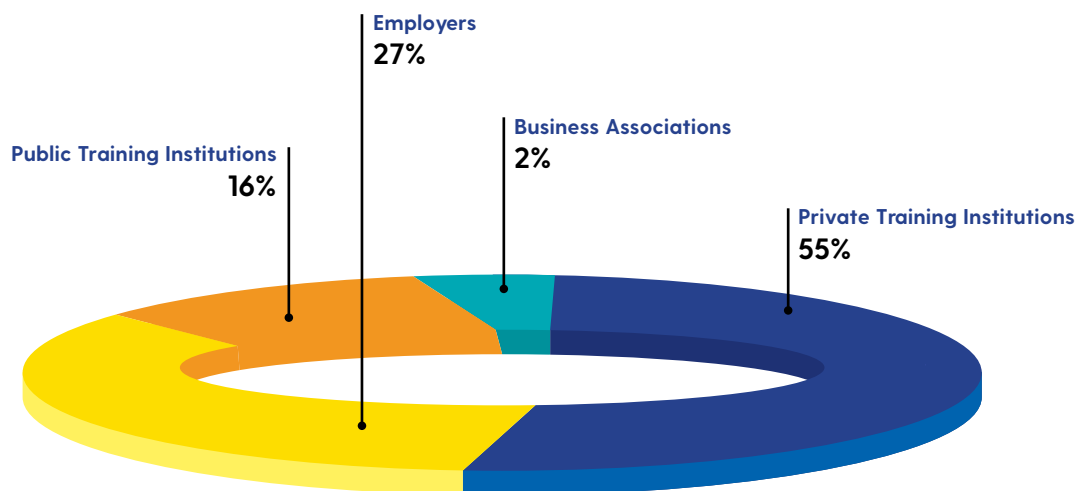
(a) The Employment and Training Fund (ETF)

In Financial Year (FY) 2018/19, the Employment and Training Fund (ETF) approved \$426,615.00 in training grants for employers, business associations and training institutions to train 740 persons.

A total of sixty-three (63) applications for funding were received, requesting \$877,847.13 to train one thousand, one hundred and eleven (1,111) individuals at an average grant request of \$790.14. Of the sixty-three applications, a total of forty-five (45) were approved from ten (10) Employers, six (6) Private Training Institutions, one (1) Business Association and one (1) Public Training Institution.

Private Training Institutions, due to the high level of N/CVQ training and assessments being undertaken, were the main recipients of funding (55%). Followed by Employers at (27%) Public Training Institutions (16%) and Business Associations (2%) as shown in the chart below:

Distribution of Funds for the FY 2018/19



2.1 Performance indicators

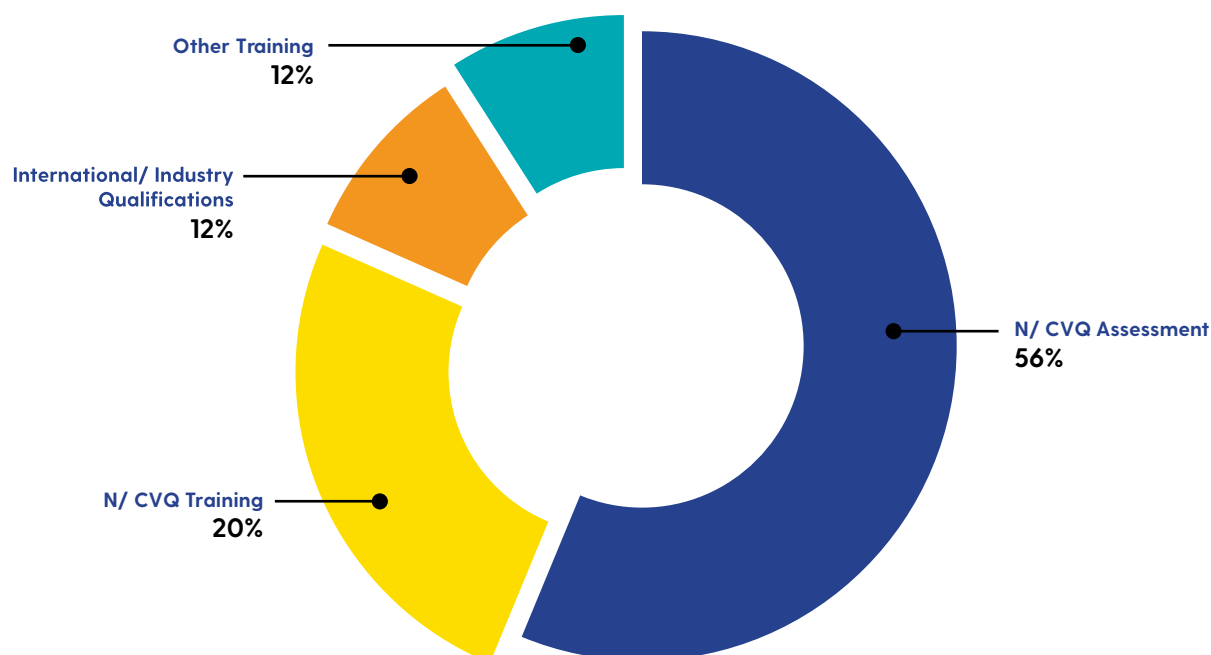
Employment Training Fund Key Performance Indicators (KPI) for the Financial Year 2018/2019 as at March 31, 2019

	Budgeted		Actual		% of Budgeted date	
KPIs	Costs	Trainees	Costs	Trainees	Costs	Trainees
N/CVQ Assessment	\$ 375,000.00	465	\$ 239,055.00	359	63.7%	77.2%
N/CVQ Training	\$ 375,000.00	445	\$ 84,562.00	176	22.5%	39.6%
International/ Industry Qualifications	\$ 90,000.00	232	\$ 51,411.00	145	57.1%	62.5%
Other training	\$ 40,000.00	103	\$ 51,587.00	60	129.0%	58.3%
Programs with NGOs	\$ 20,000.00	15				
TOTALS	\$900,000.00	1,260	\$ 426,615.00	740	47.4%	58.7%

NB: All increases over the budgeted amounts are highlighted in Red.

It should be noted that \$900,000 was approved by the Ministry of Finance for the ETF for FY 2018/19. Please note that Approved Grants are disbursed in two or three tranches and not all at once.

Key Performance Indicators (Actual Expenditure) as at March 31, 2019



The main areas were: CVQ training and assessments in Customer Services Level 2 (16%), training in Information Technology (8%), Financial/Business Services (7%), International/Industry Qualifications (6%), C/NVQ training in Agricultural topics at Level 1, (6%), N VQ assessment in Occupational Safety and Health Level 2 (6%), CVQ Assessment in Management Level 3 (6%) and courses across the other sectors.

Employment Training Fund

Main Areas of Training for the Financial Year 2018/19, as at March 31, 2019

Mai Areas	Total Contract \$	Total Disbursement \$	Trainees	
CVQ Assessment in Customer Service Level 2	67,690.00	28,598.00	104	16%
Information Technology	32,418.00	19,200.00	30	8%
Financial/ Business Services	28,800.00		30	7%
International/ Industry Qualifications	25,855.00	9,871.00	128	6%
C/NVQ Level 1 Training- Agriculture topics 2	25,312.00	25,312.00	30	6%
NVQ Assessment in Occupational Safety and Health Level 2	25,290.00	10,380.00	53	6%
CVQ Assessment in Management Level 3	24,770.00	8,257.00	39	6%
NVQ Training in Occupational Safety and Health level 2	14,400.00	14,400.00	30	3%
CVQ Assessment in Massage Therapy Level 3	13,545.00	9,030.00	21	3%
CVQ Training in Management Level 2	13,500.00	13,500.00	30	3%
CVQ Assessment in Cosmetology Level 2	12,760.00	4,254.00	11	3%
NVQ Training in Providing Security Services Level 2	12,000.00	6,000.00	33	3%
CVQ Assessment in Management Level 2	10,500.00	1,520.00	22	2%
CVQ Assessment in Fashion Designing Level 2	10,320.00		12	2%
Tourism/ Hospitality	9,525.00	9,525.00	7	2%
NVQ Assessment in Accounting for Small Businesses Level 3	9,360.00	3,120.00	13	2%
CVQ Assessment in Electrical Installation Level 2	9,280.00	6,960.00	8	2%
NVQ Assessment in Textile and Material Design Level 3	7,680.00	3,840.00	8	2%
NVQ Assessment in Amenity Horticulture Level 2	7,600.00	5,067.00	10	2%
CVQ Training in Management Level 3	7,500.00		17	2%
CVQ Assessment in Furniture Making Level 2	7,420.00	4,947.00	7	2%
CVQ Assessment in Providing Security Services Level 2	7,410.00	4,940.00	13	2%
NVQ Training in Amenity Horticulture Level 1	7,200.00	-	20	2%
CVQ Assessment in Crop Production Level 1	7,200.00	7,200.00	10	2%
NVQ Assessment in Livestock Rearing Level 1	6,450.00	6,450.00	10	2%
Other Training	6,400.00	6,400.00	10	2%
CVQ Assessment in Aquaculture Grow out Operations Level 1	5,700.00	4,560.00	10	1%
CVQ Training in Customer Service Level 2	4,650.00	4,650.00	16	1%
NVQ Assessment in Nail Technology Level 2	4,560.00		6	1%
CVQ Assessment in Manufacturing sewn products Level 2	1,520.00		2	0%
	426,615.00	217,981.00	740	

(b) Public Relations and Promotion Programme for Financial Year 2018 - 2019

DEVELOPING A ROBUST, RELEVANT, FLEXIBLE COMMUNICATION STRATEGY

To Improve Regular Communication and Engagement with Stakeholders

During the Financial Year 2018-2019, two main goals were pursued under the Key Results Area of Corporate Communication Management: (i) Developing a robust, relevant, flexible Communication Strategy, and (ii) Advocating the rationalisation and resourcing of TVET. Under these goals and in keeping with the priorities outlined in the TVET Council's work programme, PR/Promotion focused primarily on strengthening the use of TVETC's digital communication channels and providing support for the WorldSkills Programme.

Quarter 1:

Administrative Matters:

Administrative activities included organizing meetings of the WSB PR Sub Committee and facilitating implementation of the Launching Ceremony, Mix & Mingle, Closing/Awards Ceremony and post ceremony reception, media engagement and content development in support of WorldSkills Barbados 2018; the fourth biennial national skills competition.

WorldSkills Barbados 2018 Competition:

The PR/Promotion calendar of activities for the WorldSkills Barbados 2018 competition included the following:

- o Organised a Mix & Mingle Poolside Reception to allow finalists to meet and greet sponsors as well as demonstrate the skills learned during the Competitors Developmental Programme. Skills demonstrated included networking, communication and management of body language.
- o Facilitated production of a 5-minute video entitled WorldSkills Barbados 2018: Meet the Competitors.
- o Arranged for the broadcast of the two WSB 2018 5-minute video Productions via BGIS & CBC-TV.
- o Implemented a digital promotion campaign to solicit volunteers for the WSB 2018 Competition.



WorldSkills Barbados 2018 Closing Ceremony: Gold medallists in each of the eight skill areas pictured with sponsor KPMG's representative Yolande Oliver. Standing left to right - Kristina Patrick, BCC (Graphic Design); Peabo Sampson, BCC (Fashion Technology); Terrique Ward, SJPI (Car Painting); Ms. Oliver; Shae White, BCC (Cooking); Gabrielle Croney, SJPI (Beauty Therapy); Danny Mayers, BCC (Restaurant Service); Brandon Chandler, SJPI (Automotive Technology).

- o Implementation of a promotion campaign for WSB 2018 via social media and news media: This included development of a poster, flyer, signage, backdrop, upgrade of WSB 2018 website, social media campaigns, TV & radio interviews, press features and media coverage for the competition.
- o Made arrangements for the WSB 2018 Closing/Awards Ceremony.

Other Activities: PR/Promotion

Digital promotion campaigns conducted via website, email blasts, Facebook and Instagram for the following:

- o Regional and National Sustainable Development in TVET Workshops.
- o Coverage for the regional and national workshops was facilitated via the news media and the TVET Council main Facebook page

Quarter 2 July-September:

Administrative Matters:

- o Finalised arrangements for the WSB 2018 Closing/Awards Ceremony.

WorldSkills Barbados 2018:

- o Coordinated the WSB 2018 Closing/Awards Ceremony which took place at the Lloyd Erskine Sandiford Centre (LESC) on Friday, July 6th and was followed by a reception afterwards.
- o Arranged for media coverage which was provided via the Barbados Advocate, the Nation Newspaper, Barbados Today and CBC-TV News.
- o Facilitated dissemination of the WSB 2018 results via the WorldSkills Barbados website and Facebook page



WorldSkills Barbados 2018: Best of Competition winner - Shae White. Shae, who represented BCC, scored the most points overall while winning the Gold Medal in Cooking.

Developing Communication Strategy

- o Met with the Research Officer on Thursday, July 12, 2018 to review the 2012 PR/Communication Stakeholder Needs Analysis report in order to determine the priority areas for the new needs analysis/ marketing and communications research scheduled for the Financial Year 2019/2020.
- o The meeting focussed on reviewing the results and recommendations of the 2012 Needs Analysis as well as the action points which were implemented and any outcomes. Specifically the review examined whether the findings and recommendations (eg. TVET Council website redevelopment) from the previous stakeholder needs analysis were incorporated into the Council's PR/Communication activities. The review was also necessary to assess the impact of

the previous recommendations prior to the development of a Request For Proposal and a Terms of Reference for the new stakeholder needs analysis/marketing and communications research. Additionally, methods were identified to facilitate continuous measurement of the impact of digital communications and PR (including website usage) and for incorporation into subsequent PR/Communication research.

- o A follow up meeting will be held to agree on the areas or gaps that will be included in the Terms of Reference for the 2018 – 2019 PR/Communication Stakeholder Needs Analysis.

Other Activities: PR/Promotion

Digital information / communication / promotion campaigns conducted via website, email blasts, Facebook and Instagram for the following:

July News Releases

- o TVET Council Closed on Tuesday July 31st
- o Career Opportunity: Senior Accountant Vacancy
- o Request for Item Writers for Core Skills Programme
- o TVET Council Announces Changes to the Employment and Training Fund

Published via the following Channels

- o TVETC Website
- o TVETC Facebook
- o BGIS Media
- o Email Blasts

Advertisements

- o Senior Accountant Vacancy
- o Nation
- o Barbados Advocate

August

Summary:

- o Created application forms for Assessors and EVs
- o Update TVETC Website with Ads for Assessors and EVs
- o Promoted Ads for Assessors and EVs on Social Media
- o Email Blast to database Ads for Assessors and EVs

Advertisements

- o Advertisements for Assessor Training and External Verifier Training in 78 occupational areas were published August 20th.
- o The Assessor/EV Ad ran on Facebook/Instagram for 11 days and reached a total of 12,959 people of which 1,147 engaged with the ad (clicked on a link, liked, shared, etc.).





- o This resulted in 149 total submissions by potential applicants, of which 103 or 69% people applied for the part-time post of Assessor and 46 or 31% applied for the part-time post of External Verifier.
- o An email blast was also sent out to the database of about 1400 people of which 74% were opened and 18% clicked on call-to-action links within the email.

Published via the following Channels

The following channels were used for the Assessor / EV Ad:

- o TVETC Website
- o TVETC Facebook
- o Instagram
- o Email Blasts

Quarter 3 *October - December:*

WorldSkills Barbados (WSB) Team to WorldSkills Kazan 2019

- o Planning for the PR / Communication programme in support of the WorldSkills Barbados team to for WorldSkills Kazan 2019 commenced at the October 1, 2019 meeting.
- o Discussed advertising for Experts and general information to be shared with all TVETC stakeholders. Drafted copy and liaised with Vision Nova to develop digital Ads for Facebook and Instagram.



Other Activities: PR/Promotion:

- o News release posted to both TVETC and WSB websites. Ads were posted and promotions commenced on Facebook to run until November 16.
- o Arranged with BGIS to send out news release to media and to share the WSB FB Ads to BGIS' FB page. The info was also sent out via Community Files on CBC-TV.
- o Invited media houses to nominate Journalists to attend WorldSkills Kazan 2019. WSB Internal Committee to make final selection from that list of nominees.

- o National Youth Consultation held Wednesday, September 26th at the Hilton Barbados. Drafted Talking points for the Executive Director's video presentation which was recorded to show at the start of a panel discussion on TVET.
- o Prepped Executive Director for the video interview and conducted interview for the presentation.
- o Collaborated with the National TVET Policy Development Committee to organize a 2-day workshop which was held November 15-16, 2018 at the Island Inn Hotel on Day 1 and the Panorama Conference Room, TVET Council on Day 2.
- o Chaired Working Group on the Career Guidance & Improving the Image of TVET component of the National TVET Policy. Working Group held 3 meetings and liaised with the Barbados Association of Guidance Counsellors to draft policy statements for Career Guidance and Improving the Image of TVET.
- o Submitted section on Career Guidance & Improving the Image of TVET on December 14, 2019.



Digital PR Activity

Digital information / communication / promotion campaigns conducted via website, email blasts, Facebook and Instagram:

Websites

- o A page was created on the TVETC website to share the 2018 WorldSkills Technical Descriptions with public and private training institutions.
- o Vision Nova performed a Standards Reconciliation between Sims and TVETC's main website to identify any missing N/CVQs.
- o A page was created on the WSB website to facilitate the advertising campaign for recruitment of WSB Experts for WS Kazan 2019.

Quarter 4 January - March:

WSB Team to WS Kazan 2019:

- o Drafted press advertisements to recruit individuals to serve as WSB Experts to WS Kazan 2019: 4 Ads were booked to appear on Jan 2, 11 & 13 in the Nation Newspapers and Jan 7 in the Barbados Advocate. The Ad was also e-blasted to TVETC's contact list on January 8 and 14.

- o Participated in Meetings held to complete shortlist of Expert applicants for interviews held January 15 & 18.
- o 16 applicants shortlisted and 13 of them interviewed during February 5 – 7 & 12. Successful applicants who were selected for recommendation to Council to serve as Experts included Shelly Mayers, Arlette Knight-Olton and Roderick Prescod.
- o Met with WSB Technical Delegate, Team Leader and BEC's officer to discuss having another competitor's developmental programme for WSB Team to Kazan.
- o Experts were recruited directly for the Cooking, Fashion Technology and Car Painting Skill Areas during February 14 – March 5.
- o Interviews were conducted with Athlone McCollin, Tremaine Reece, Peter Edey, Joy Prime and Negus-Alleyne-Browne.
- o Peter Edey, Joy Prime and Negas Alleyne-Browne were selected for addition to the list of Experts to be recommended to Council.

Other Activities: PR/Promotion:

During the January – March Quarter 4 period for the Financial Year 2018 – 2019, the following key activities took place:

- o Participated in UWI Job Fair 2019 on March 7 at Cave Hill Campus:
- o There was a steady flow of traffic with about 30-plus students visiting the booth to discuss career guidance matters related to acquiring skill sets to complement their academic studies, career pathing and the N/CVQs available.

Sponsorship of National Careers Showcase 2019:

- o Career Guidance is expected to be a key aspect of the new national Technical and Vocational Education and Training Policy. Consequently, the TVET Council came on board as a platinum sponsor of the National Career Showcase 2019.
- o In keeping with being a major sponsor, Executive Director Henderson Eastmond delivered remarks at the Media Launch on March 15.
- o Mr. Eastmond spoke about the need for persons in the TVET stream to have access to higher level training and qualifications. He also spoke about the role that the WorldSkills standards will play in facilitating this goal.
- o TVETC also delivered remarks at the official opening of the two-day National Career Showcase which started on March 26.
- o Manager, Finance and Corporate Services Matthew Greaves spoke on behalf of the Executive

Director who was in Jamaica on a Study Tour. He spoke about the central role of Career Guidance to the discipline of TVET as reflected in the CARICOM TVET Strategy.

- o Over the two days 50-plus secondary school students visited the booth to learn about the importance of acquiring Career Guidance as part of TVET which is education for the world of work.

The students also heard how short-term training leading to N/CVQs could complement their educational programmes by helping them to develop competence and hence better prepare them for work. In addition, they were exposed to the diversity of higher level technical and vocational.

Digital PR Activity / Social Media Metrics

Digital information / communication / promotion campaigns conducted via website, email blasts, Facebook and Instagram:

Websites

A meeting was held to begin planning for the update of the design and content of the WSB website. A webpage will be created as part of the WSB Team to WS Kazan 2019.

TVETC FB

- o Followers - 3,701
- o Page Likes - 3,696
- o Page Reach – 2,357
- o Engagement – 1,134 persons liked, shared or commented on posts
- o Promotions - 0 promotions were run during the period

WSB FB

- o Changed FB cover as part of promotion for WSB Team to WS Kazan 2019.
- o Followers – 3,249
- o Page Likes – 3,231
- o Page Reach – 1,330
- o Engagement – 193 persons liked, shared or commented on the posts
- o Promotions – 0 promotions were run during the period.



(c) HR/Administration

INTRODUCTION

During the 2018-2019 Financial Year, the HR/Administration Department continued to implement the goals and objectives set out under the KRA Leadership and Employee Engagement as well as all routine matters associated with the Department including facilitating the meetings of Council and other meetings, facilitating all leave and maintaining leave records and providing administrative support to all major events and projects executed by the organisation.

The WorldSkills Barbados competition was the major event of the financial year and all administrative staff were actively involved in the various planning Committees and worked over the four-day period of the competition. The Administrative Officer functioned as Head of the Secretariat at the competition.

TALENT MANAGEMENT AND WORKFORCE DEVELOPMENT

INSTITUTIONAL REFORM AND STRENGTHENING

Implementing Institutional Reform and Strengthening Recommendations from the KPMG Study

After three meetings of the HR subcommittee of Council in January and February 2018, an HR Paper was presented to and approved by the Council which gave details of the Committee's decisions regarding the recommendations in the KPMG report. A summary of recommendations are listed below:

A revised organizational chart with three main departments (Technical Services, Finance and Corporate Services and Administration and Human Resources) was proposed.

Nine (9) additional posts based on the new Org. Chart:

- Manager, Technical Services Unit
- Senior Technical Officer, Workforce Development/Skills Competition
- Technical Officers (3)
- Monitoring and Evaluation Officer
- Administrative Officer II (2 posts)
- Network Systems Administrator 1



KRA 1: LEADERSHIP AND EMPLOYEE ENGAGEMENT

Two (2) re-designated posts

- o (Administrative Officer to Senior Administrative Officer
- o (IT Specialist/Systems Administrator/ to Network/Systems Administrator II

One (1) post

- o (Job Description revised) – Business Development Officer)

Relevant Job Descriptions were also developed. All information including justifications for the posts and changes was forwarded to the Ministry of Education and Technological and Vocational Training in June 2018.

Conduct Recruitment and Selection process in accordance with the policy and procedures of the Council as needed

The post of Senior Accountant became vacant in July 2018 when the substantive officer retired. The post was advertised in the newspapers and on GIS in July 2018. The Administrative Officer completed the initial shortlisting from the sixty-eight (68) applications. This was followed by a shortlisting meeting with the Executive Director and the Manager, Finance and Corporate Services on March 7th, 2019.

The TVET Council facilitated two Job attachments during the period July 23rd, 2018 to Aug 31st, 2018 for students from BIMAP and BCC respectively.

Ensure TVETC's Compliance With newly Proclaimed Legislation as Needed

A draft Sexual Harassment Policy was prepared by the Administrative Officer and reviewed and approved by the Management Team in June 2018. Subsequently, changes recommended by the previous Chairman while he continued as interim Chairman were discussed and the document reviewed and amended accordingly.

CREATING AN ENVIRONMENT OF SUPPORT AND A SENSE OF APPRECIATION ESPECIALLY FOR EMPLOYEES AND OTHER RESOURCE PERSONS

Enhance Recognition and Awards Programme

The Criteria for the implementation of Quarterly Awards under the Recognition and Award Programme was circulated to the Management Team at its March 2018 meeting and followed up with additional information with directions regarding the convening of the required selection committees in April 2018.

Nominations were submitted in February 2019 but a standardization meeting is still to be held before the programme can start.

However the Recognition and Awards ceremony took place in December 2018 at the Annual Christmas luncheon and the following prizes were presented: attendance, long service, teamwork, the Unsung Hero Award and the Service, Teamwork Attitude Reliability (STAR) award

Develop a Social Calendar of events

In May 2018 a Subcommittee of the Occupational Safety and Health committee was formed to review and execute social activities for staff as well as implement the health and wellness programmes as required. This Committee is chaired by the Administrative Officer.

The schedule of events for staff was developed and activities were executed during the financial year as follows:

- Administrative staff members were celebrated on Office Professionals Day in April 2018, with a lunch.
- Staff Hike – Health and Wellness Day in July 2018
- Independence Day Activities (treasure hunt/karaoke – November 29th, 2018
- Valentine's Day lunch and gift exchange Event – February 15th, 2019
- Lenten Day Devotions at the St. Mathias Church – March 27th, 2019

ENSURING COMPLIANCE WITH THE SHAW ACT AND ALIGNMENT WITH SAFETY SECURITY AND WELLNESS PRACTICES

Develop relevant OSH programmes including training for staff

The Consultant who has provided biometrics tests to staff participating in the Health and Wellness programme submitted a report on the health of participants in May 2018 and subsequently made a presentation to the management team on June 29th, 2018.

The management team decided to continue with the programme.

The OSH Committee organised a staff Hike on July 31st, 2018 which was supervised by the Blazing Trail Hiking Club. Some 22 staff members participated in the activity which began and ended at Folkstone Park, St. James.

The Stepping into Health competition, which is an activity to encourage staff to exercise began on September 3rd and finished on December 31st, 2018.

Quarterly Biometrics tests continued throughout the financial year.

The Stepping into Health competition, the signature component of the Health and Wellness programme, aimed at encouraging persons to become more physically active by walking 10,000 steps per day was held from July to December 31st, 2018. Thirty (30) participants registered including 3 persons from the Competency Based Training Fund Unit, a member of staff of BVTB and the Principal of the Sir Frank Walcott Labour College. Prizes were acquired to be presented to the top competitors in April 2019.

Review and Upgrade the Administration of the Health, Wellness, Safety and Security at Work Programme as needed

Following the purchase of the "OSH Box" (a set of templates, policies and forms required under the SHaW Act) from the Barbados Employers' Confederation, a Risk Assessment and Accident Investigation Committee was formed in June 2018. All the required documentation was submitted to the Chairman of the Committee. An orientation meeting with the Chairman, Mr. Daniel Best took place in June 2018.

Develop a Training/implement a Training schedule

A Training Plan was approved by the Management Team in March 2019. Further the following training took place:

- Five (5) Clerk/Typists attended the Barbados Association of Office Professionals (BAOP) Annual Conference in February 2019
- Two Technical Officers (Lead Officer for WorldSkills and Senior Technical Officer (Ag) attending Leadership Training at Caribbean Catalyst in March 2019.

Performance Management and Accountability

Fully implement the PMS throughout the organization

A decision was made to review the criteria set out in the Performance Appraisal system. This is a work in progress.

(d) IT Department

INTRODUCTION

The ICT Department completed the following items during the financial year 2018/2019:

The three (3) Key results areas for the IT Department are the TVET Online Registration system and Network Security upgrade and Software Management System research.

TVETC Online Registration System

The ICT department completed an audit of the online system which was shared with the developer. The audit proposed a management console which facilitates TVET Council staff to manage the assignment of centers, occupational areas and assessment team members.

Network Security upgrade

The ICT department has completed the procurement of a Firewall security device. A Firewall is a network security device that monitors and filters incoming and outgoing network traffic based on an organization's previously established security policies.

Firewalls provide protection against outside cyber attackers by shielding your computer or network from malicious or unnecessary network traffic. Firewalls can also prevent malicious software from accessing a computer or network via the internet.

Software Management System research

Software management system is the management of the organisations and users' internal or external software programs to check their quality, progress or adherence to plans, standards and regulations. The ICT department has completed research as to the benefits of acquiring and implementing this type of system in the TVET Council network environment.

(e) The Technical Division

ENHANCING COMPETENCE-BASED TRAINING SYSTEM

Expansion of competence-based assessment and certification, advocating the rationalisation and resourcing of TVET, strengthening relationships with stakeholders and enhancing corporate image were the objectives of the Technical and Vocational Education and Training (TVET) Council's Strategic Plan 2017 -2022 guiding the activities of the Technical Department. The performance of the Technical Department in pursuit of these objectives during the financial year 2018-2019 was as follows:

KRA: Stakeholder and Community Relationships Enhancing

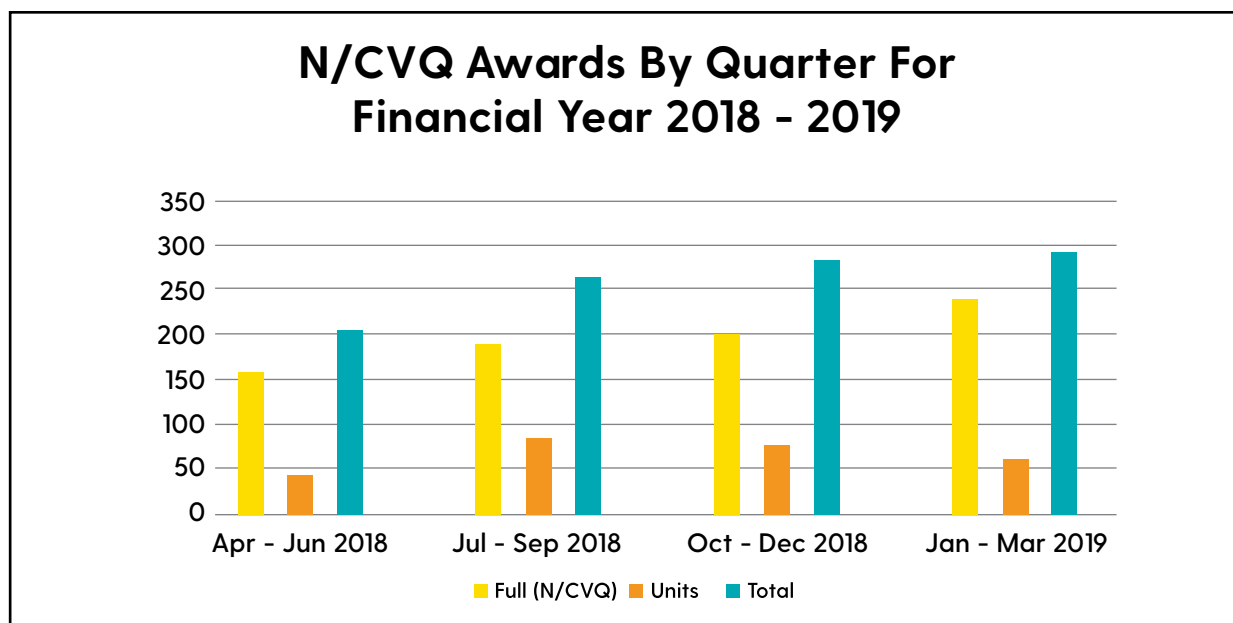
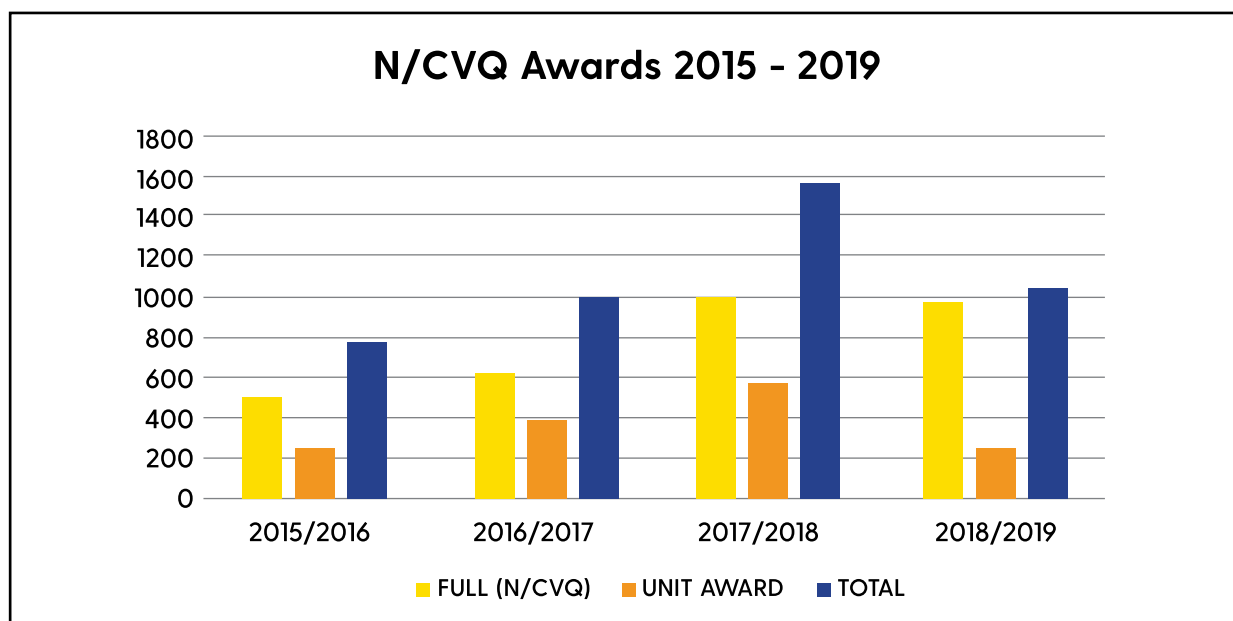
Competence-based Training System

N/CVQ Awards:

1. During the financial year 2018/2019 the Council awarded a total of 1042 National/Caribbean Vocational Qualifications (N/CVQs) comprising 779 full awards and 263 unit Statements of Competence. There were 327 NVQs and 715 CVQs awarded to a total of 536 females and 506 males. The breakdown of awards by occupational area is shown in following table:

N/CVQ	Full Award	Unit Award	Total
National Vocational Qualifications			
Events and Entertainment Technology L2	4	0	4
General Poultry Production L2	12	0	12
Graphic Communications- Press L2	7		7
Human Resource Management L3	7	5	12
Janitorial Services L2	41	0	41
Leadership L3	10	4	14
Livestock Rearing L1	12	0	12
Motor Vehicle Operations L 2	75	2	77
Occupational Safety and Health L2	41	65	106
Photovoltaic Installation-Electrical Technician L3	16	0	16
Stevedoring Operations-Equipment Operator L2	1	7	8
Textile and Material Design L3	2	2	4
Using ICT L3	14	0	14
Sub Total	242	85	327
Caribbean Vocational Qualifications			
Amenity Horticulture L1	28	1	29
Aquaculture Grow Out Operations L1	8	0	8
Assessment L4	96	18	114
Camera Operations L2	0	8	8
Cosmetology L2	0	29	29
Crop Production L 1	25	2	27
Customer Service L2	134	15	149
Electrical Installation L1	13	2	15
Electrical Installation L2	14	2	16
Electrical Installation L3	3	0	3
Events and Entertainment Technology L1	21	0	21
Fashion Designing L2	1	4	5
Food Preparation and Cookery L1	16	2	18
Food Preparation and Cookery L2	50	6	56
Furniture Making L2	6	0	6
Industrial Security Operations L2	0	10	10
Management L2	51	49	100
Management L3	4	1	5
Massage Therapy L3	15	0	15
Occupational Safety and Health L3	1	0	1
Providing Security Services L2	4	0	4
Technical Assistance in TV and Video Production and Television L1	0	1	1
Training and Development L4	6	2	8
Using ICT L1	37	14	51
Using ICT L2	4	12	16
Sub Total	537	178	715
Total	779	263	1042

2. The Council realised a decline of 33% in the number of N/CVQ awards granted over the previous year. This decrease could be attributed to the completion of several Competency-Based Training Fund (CBTF) projects which had boosted awards in previous years.



Competency-based education and training (CBET) certification

3. Eight (8) persons achieved certification in competence-based education and training during the year. This fell short of the projected 12 however, 11 more persons were expected to be certified in the first quarter of the new financial year.

Delivery of National/Caribbean Vocational Qualifications (N/CVQs)

4. At the end of the fourth quarter, the TVETC was managing 40 active centres delivering 71 N/CVQs. The centres comprised four enterprises; twenty secondary schools; and sixteen post-secondary training providers.

5. Six organisations achieved centre approval during the year: REA Envirohealth International; Barbados Tourism Product Authority; Line and Length Barber Shop; American University of Barbados; Codrington College Trust (Codrington College); and the Barbados Water Authority. In addition, 29 qualification approvals were granted.

Core Skills awards

6. No Core Skills awards were granted during year. There was underperformance in this area with no candidates registering for or achieving certification. However, work continued on the development of exams for ICT.

Prior Learning Assessment and Recognition (PLAR)

7. Fourteen candidates registered for Prior Learning Assessment and Recognition (PLAR) services during the year. Eleven persons were certified by PLAR: one in Customer Service and 10 in Electrical Installation.

Competence-based curricula development

8. Curricula for Public Sector Administration Levels 4 and 5 were completed during the year.

Building capacity within the TVET System

9. During the year the TVET Council sought to build capacity within the system by training persons in competence-based training, assessment, and quality assurance. A total of 11 workshops were held: 73 persons were trained in assessment; 7 in internal verification; 6 in external verification and 33 in competence-based education and training. 4 persons were trained as N/CVQ Coordinators.

Workshop Title	Q1	Q2	Q3	Q4	Total Workshops
Assessor Training	4		2		6
Internal Verifier Training		1			1
External Verifier Training		1			1
CBET Instructor Training	1	1			2
N/CVQ Coordinator Training		1			1
Total	5	4	2	0	11

10. One hundred and fourteen (114) assessors were certified during the year, exceeding the target of 45. The objective of 24 verifiers certified during the financial year was not achieved however certification was expected by the end of the first quarter of the new financial year.

11. A total of three quality network meetings were held during the year. The meetings with External Verifiers were held in May 2018 and March 2019. Whilst the meeting for N/CVQ Coordinators was held in March 2019. The purpose of the meetings was to share information and have discussions aimed at improving the quality of administration, assessment and verification of N/CVQ programmes.

Development and validation of occupational standards and N/CVQs

12. The Council approved nine new occupational standards and validated and approved 13 CVQs for use in Barbados. At year end, the total number of NVQs developed by the Council stood at 87 and the number of validated CVQs was 93.

13. During the year an ambitious project commenced to develop specific suites of occupational standards designed to provide pathways to higher level certification. Over 52 standards have been identified for development or validation in the first two phases of the project.

The development of the higher level certification programme was aimed at achieving the following objectives:

- The development of the TVET educational system in terms of access and articulation in keeping with the development of a seamless HRD system.
- The creation of a cadre of trainers that can deliver training at least to Level 3 in the TVET system as a further step at building a full TVET system.
- The creation of a cadre of workers for all sectors who are trained and certified up to Level 4 in the chosen field.

Advocating the rationalization and resourcing of TVET

14. Two workshops on 'Sustainable Development in TVET' were hosted by the Council in collaboration with the Commonwealth of Learning (COL). The purpose of the workshops was to build capacity for the integration of concepts of sustainable development into TVET competency-based programmes and for the development of sustainable TVET institutions.

15. The first workshop was held June 5-8, 2018 at the Accra Beach Hotel. 19 participants from 7 countries in the region took part in the workshop facilitated by Dr. Alison Meade-Richardson, Educational Specialist at the Commonwealth of Learning (COL). This was followed by a national workshop conducted June 15-22, 2018 at the TVET Council by Dr. Moses Muhwezi, Deputy Principal Makerere University Business School, Uganda and COL consultant. This workshop was attended by 24 instructional and administrative staff from Erdiston Teachers Training College, Career Development Institute, Barbados Vocational Training Board, Barbados Institute of Management and Productivity (BIMAP), Samuel Jackman Prescod Institute of Technology (SJPI) and the Barbados Employers Confederation.

16. In furtherance of the implementation of a Sustainable Development in TVET programme, the following activities were completed:

- a. The TVET Council's Sustainable Development Committee approved the (i) TVETC Greening Policy; and (ii) TVETC Workplace Waste Reduction and Recycling Programme.
- b. The Final Report on the June 11-15, 2018 Sustainable Development in TVET Workshop was circulated to participants and heads of TVET institutions.
- c. A meeting was held with the Principal and academic staff at the Erdiston Teachers' Training College to plan ongoing support for the implementation of a sustainable development learning resource at the College.



STRENGTHENING RELATIONSHIPS WITH STAKEHOLDERS AND ENHANCING CORPORATE IMAGE

1. The 4th WordSkills Barbados Competition was held May 18-21, 2018 during Barbados Manufacturers' Association Exhibition (BMEX). 40 young people competed in an expanded competition featuring eight skill areas: fashion technology, cooking, car painting, beauty therapy, restaurant service, graphic design technology, hairdressing and automotive technology.

2. Planning and pre-competition training was coordinated for Barbados' participation in the WorldSkills International Competition in Kazan, Russia in August 2019.

CHALLENGES

1. The standards development process was impacted by difficulty in getting industry experts to attend standards development meetings or to submit their input electronically. Efforts have been made to engage industry groups within umbrella organisations to be more actively involved in identifying skills needs and contributing to the standards development process. This initiative will be pursued more in the new financial year.
2. Demands for the Council's services have been increasing however its responsiveness has been constrained by its limited human resources.
3. Insufficient numbers of trained and certified assessors and verifiers in certain technical areas slowed down the assessment and verification processes for some qualifications.

OTHER ACTIVITIES

1. The Council hosted a workshop to develop an online training programme for CVQ verifiers, June 18-22, 2018. Participants included representatives from the TVET Council and the national training agencies of Trinidad and Tobago and Grenada and the Commonwealth of Learning (COL). During the year collaboration continued on the development of the online course and in February 2019, Ms. Marlyn Rawlins, Technical Officer and Mr. Daniel Best, Senior Technical Officer Ag.-Quality Assurance participated in a development workshop held in Grenada.



2. The Council continued to contribute to the IDB sponsored Strengthening Human and Social Development Programme, participating in meetings of the Component 2 Working Group on April 5 and May 3, 2018.
3. Technical Officers Mr. Daniel Best and Ms. Dawn Gill, along with Mr. Henderson Eastmond, Executive Director, Mr. Matthew Greaves, Manager, Finance and Corporate Services and Ms. Wendy McClean, Manager, Technical Services participated in the 28th meeting of the Caribbean Association of National Training Authorities (CANTA) hosted by the TVET Council at the Accra Beach Hotel, June 13-14, 2018.
4. Mr. Matthew Greaves, Manager, Finance and Corporate Services, Ms. Wendy McClean, Manager, Technical Services and Mr. Henderson Eastmond, Executive Director attended a workshop on the Barbados Qualifications and Credit Framework hosted by the Barbados Accreditation Council on July 26, 2018.
5. Ms. Wendy McClean attended a Barbados Standard Occupational Classification Sensitisation Workshop on July 30, 2018, hosted by the Ministry of Labour and Social Partnership Relations.
6. The Council continued the execution of a consultancy for the provision of the Services of a CVQ Implementation Coordinator to the Saba Comprehensive School, Saba, Caribbean Netherlands. During

the period August 20-24, 2018 an Internal Verification Workshop and a CVQ Coordinator Workshop were delivered. In addition, facilities audits were conducted to determine the appropriateness of facilities and resources available for the delivery of CVQs in General Construction and Community Hosting Services. Mr. Daniel Best, Acting Senior Technical Officer - Quality Assurance executed the aforementioned activities.

7. As part of its contract to provide DACUM and SCID Training to the Ministry of Education, Technological and Vocational Training, Barbados the Council facilitated two DACUM Workshops held September 17 - 21 and September 24 - 28, 2018. A combined total of 28 persons were trained by facilitator Ms. Marlyn Rawlins, Technical Officer. Further training was facilitated November 5-9, and December 3-7, 2018 by Ms. Rawlins and Ms. Dawn Gill, Senior Technical Officer, Standards and Sector Support.

8. During the month of October 2018, the Council executed a consultancy to the Gwendoline van Putten (GVP) School located in St. Eustatius. Assistance with preparation for the delivery of CVQs was provided through the training, assessment and certification of assessors and verifiers and the conduct of facilities audits during the month of October 2018.

9. Members of staff of the Technical Services Department participated in the Higher Education Conference held at the Hilton Hotel October 29 to 31, 2018.

10. The Council continued the execution of consultancy services to the Saba Comprehensive School, Saba, and the Gwendoline van Putten School, St. Eustatius, Caribbean Netherlands during the period November 5 – December 4, 2018. Mr. Daniel Best conducted facilities audits, conducted assessor and verifier training and facilitated external verification of assessments.

11. Staff of the Technical Services Department participated in the TVET Policy Review and Development Workshops held November 15 and 16, 2018, and subsequently continued policy development work as part of various groups.

12. Ms. Dawn Gill participated in a meeting of the Executive Committee of the Caribbean Association of National Training Authorities (CANTA) held November 13-14, 2018.

13. The Council coordinated and hosted a Study Tour to Barbados by 21 principals and administrators from the Ministry of Education, Science and Culture, Suriname, March 18-21, 2019. The purpose of the visit was to observe a competency-based education and training system in operation and to learn more about the functioning of a national training authority. The tour included visits to the Samuel Jackman Prescod Institute of Technology (SJPI), St. Leonard's Boys 'School and Queens College.

14. Ms. Wendy McClean, Manager, Technical Services, Ms. Rosline Cumberbatch, Senior Technical Officer–Quality Assurance, Ag. and Ms. Dawn Gill, Senior Technical Officer, Standards and Sector Support along with Mr. Henderson Eastmond, Executive Director and Dr. Albert Best, Chairman participated in a study tour to Jamaica to observe the administration of the occupational degrees programme, March 25-29, 2019.

15. Technical Officers Mr. Dario Walcott and Mr. Akil Thompson participated in the Training Course on Renewable Energy of Barbados from November 2nd to 22nd 2018 in the People's Republic of China.

CONFERENCES, MEETINGS AND WORKSHOPS

- Mr. Daniel Best, Technical Officer, provided services to the Saba Comprehensive School subject to ratification by the Ministry of Education, Technological and Vocational Training on August 18 & 25, 2018.
- Mr Henderson Eastmond, Executive Director and Mr. Dario Walcott, Technical Officer and Lead Officer for WorldSkills Barbados attended the WorldSkills General Assembly held in Amsterdam, the Netherlands subject to ratification by the Ministry of Education, Technological and Vocational Training on October 15-18, 2018.
- Mr. Henderson Eastmond, Executive Director and Chairman of the Caribbean Association of National Training Authorities (CANTA) attended the International Policy Dialogue held on November 5 – 9, 2018 in Montego Bay, Jamaica.
- Mr. Matthew Greaves, Manager, Finance and Corporate Services attended the “Financing Skills Development” – a new ITCILO Training Course on November 12 – 16, 2018 in Turin, Italy.
- Mr. Dario Walcott and Ms. Rosline Cumberbatch, Technical Officers and Lead Officers for WorldSkills Barbados 2018 attended the WorldSkills Competition Preparation Week 2019 on January 21 – 25, 2019 in Kazan, Russia.
- Mr. Henderson Eastmond attended the multi-stakeholder Regional Workshop “Enhancing the Regulation Oversight and Governance of the Private Security Industry in the Caribbean Region” on February 4 – 5, 2019 in Trinidad and Tobago.



STRATEGIC PRIORITY: IMPLEMENTING A MONITORING AND EVALUATION SYSTEM FOR TVET

In pursuit of objectives under the Key Results Area: Stakeholder Management/ Image Enhancement- Improving the quality of the TVET system, the Council implemented the following initiatives:

KRA: Stakeholder and Community Relationships

TVET Monitoring System

During the period under review, Mobilization meetings with individual training institutions, specifically the head of each training institution and key personnel involved in the compilation of institutional student data were scheduled in order to review the TVET Monitoring System Indicator Matrix and Indicator Checklist prior to the commencement of data collection for the Monitoring system. These mobilization meetings were critical for the key institutional personnel involved in the compilation of institutional student data to confirm whether the institution currently collected relevant data, specifically the data elements and data disaggregated by specific variables (eg. age, sex, programme area), necessary to facilitate indicator calculations. The review of the data element checklist is critical to facilitate subsequent piloting of indicator data collection and to mobilize institutional representatives to participate in the capacity building workshop in monitoring and evaluation to be conducted with key stakeholders prior to the start of data collection.

Mobilization meetings were convened with institutional representatives from the Barbados Institute of Management and Productivity (BIMAP) and the Barbados Vocational Training Board (BVTB) on April 4th and April 18th 2018 respectively.

The TVET Monitoring System Technical Advisory Panel meeting scheduled for April 26th 2018 was postponed to Tuesday July 17th 2018 due to the unavailability of institutional representatives and WorldSkills Barbados 2018 activities in May 2018.

The Technical Advisory Panel meeting was held on Tuesday 17th July 2018. The Panel reviewed the Data Element checklist detailing the outcomes of the mobilization meetings held previously with Barbados Institute of Management and Productivity (BIMAP) and the Barbados Vocational Training Board (BVTB), in addition to the Indicator terminology/ glossary (draft) and the plan for a Workshop in monitoring and evaluation.

Subsequently, on Friday 20th July 2018, a mobilization meeting was held with key institutional representatives from the Samuel Jackman Prescod Institute of Technology (SJPI) in order to facilitate the comprehensive review of the TVET Monitoring System Indicator Matrix and Indicator Checklist.

A Mobilization meeting report outlining current availability of indicator data in institutional databases was compiled to document the outcomes of the mobilization meetings and additional information from future mobilization meetings will be utilised to assist with planning for pilot data collection.

38 SECTION C

Finance

Finance

The TVET Council sub-programme 0424 received \$3,378,009. This represents an increase of 18% over that received for the financial year ending March 2018. Expenditure for the period was \$4,648,489 (inclusive of accruals, depreciation, expenses, disbursements related to projects and changes to general fund prior year balance).

Sub-programme 0425 Employment and Training Fund (ETF) received \$900,000.00. This represents an increase of \$90,000 over that received for the financial year 2017/18. Expenditure for the period was \$407,211.00.

Other Revenue:

Services rendered by TVETC	-	\$ 384,614
Projects facilitated by TVETC	-	\$ 113,725
Donations to TVETC (WorldSkills)	-	\$ 3,000

Cash balances at the end of March 2018 were as follows:

TVET Council (sub-programme 0424):	\$ 2,354,800
Employment and Training Fund (0425):	\$ 928,980

40 SECTION D

Audited Financial Statements



Independent Report of the Auditors

To the Members of the

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL

Opinion

We have audited the financial statements of Technical and Vocational Education and Training Council which comprise the statement of financial position as at March 31, 2019, and the Statement of Revenue and Expenditure, Statement of General Fund and Statement of Cash Flows for the year then ended and notes comprising significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Council as at March 31, 2019, and its financial performance and its cash flows for the year then ended in accordance with the International Financial Reporting Standards.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Council in accordance with the ethical requirements that are relevant to our audit of the financial statements in Barbados, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charges with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the International Financial Reporting Standards for Small and Medium-sized Entities and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Council's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatements, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Other Matter

This report is made solely to the Council's members. Our audit work has been undertaken so that we might state to the members those matters we are required to state to it in an auditor's report and for no other purpose. To the fullest extent permitted by law and subject to any enactment or rule of law to the contrary, we do not accept or assume responsibility to anyone other than the Council and the Council's members, for our audit work, for this report, or for the opinion we have formed.

Barbados
April 03, 2020

Balance Sheet


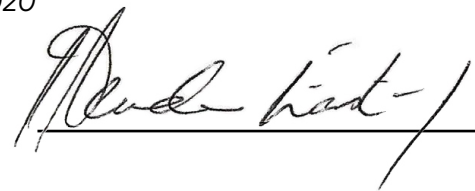
As at March 31, 2019

(Expressed in Barbados Dollars)

	2019	2018
Assets		
Current Assets		
Cash and Cash Equivalents	3,284,780	3,014,871
Accounts Receivable (see note 3)	113,702	1,052,114
Car Loans and Training Loans Receivable	88,198	133,810
Prepayments	3,877	12,571
	3,490,557	4,213,366
Non-Current Assets		
Fixed assets (see note 4)	262,040	268,188
Total Assets	\$ 3,752,597	\$ 4,481,554
Liabilities and Funds		
Liabilities		
Accounts Payable & Accrued Expenses (see note 5)	565,014	1,198,548
Funds		
General Fund	2,134,623	2,903,764
Employment and Training Fund	1,052,960	379,242
	3,187,583	3,283,006
Total Liabilities and Funds	\$ 3,752,597	\$ 4,481,554

The accompanying notes form an integral part of these financial statements.

Approved on behalf of the Council on April 03, 2020

 Chairman
  Executive Director

Statement of General Fund & Employment and Training Fund

For the year ended March 31, 2019
(Expressed in Barbados Dollars)

	General Fund	Employment & Training Fund	Total
Balance at March 31, 2017	3,091,258	613,727	3,704,985
Fund losses for income year 2018	187,494	320,181	507,675
Contract obligations written back	-	85,696	85,696
Balance at March 31, 2018	2,903,764	379,242	3,283,006
Fund results for income year 2019	(769,141)	(492,789)	(276,352)
Contract obligations written back	-	180,929	180,929
Balance at March 31, 2019	\$ 2,134,623	1,052,960	\$ 3,187,583

The accompanying notes form an integral part of these financial statements.

Statement of Revenue and Expenditure

For the year ended March 31, 2019

(Expressed in Barbados Dollars)

	2019	2018
Revenue		
General Fund (page 45)	3,879,348	3,690,435
Employment and Training Fund (page 46)	<u>900,000</u>	<u>810,000</u>
	<u>4,779,348</u>	<u>4,500,435</u>
Expenditure		
General Fund (page 45)	4,648,489	3,877,929
Employment and Training Fund (page 46)	<u>407,211</u>	<u>1,130,181</u>
	<u>5,055,700</u>	<u>5,008,110</u>
Surplus of (expenditure)/over revenue	<u>\$ (276,352)</u>	<u>\$ (507,675)</u>

The accompanying notes form an integral part of these financial statements.

Statement of Revenue and Expenditure – General Fund

For the year ended March 31, 2019
(Expressed in Barbados Dollars)

	2019	2018
Revenue		
Government of Barbados grant (see note 6)	3,378,009	2,872,508
Candidate Registration/Assessment fees	188,235	56,145
Consultancy Fees	72,245	77,353
NVQ Construction	69,000	72,000
Rental - property	60,150	60,000
Workshop and Course fees	57,635	62,374
METI – consultancy	41,480	103,700
Qualification Approval	6,300	10,800
Donated revenue	3,000	- -
Barbados Skills Competition	2,029	55,926
Competency Based Fund	800	140,500
Interest on Emergency loans	465	465
Skills for the Future	- -	178,664
	3,879,348	3,690,435
Less: Expenditure		
Statutory Emoluments	1,954,321	1,913,371
Uncollectable accounts	606,696	- -
Operating Expenses (page 48)	753,859	680,801
Rental of Property	318,466	316,188
Professional Services	230,069	198,285
Retiring benefits	149,687	- -
National Insurance Contributions	149,228	132,131
Prior Learning & Assessment Recognition	108,329	153,787
Utilities	99,509	87,640
Pensions	95,660	80,870
Maintenance of Property (page 9)	80,137	27,337
Supplies and Materials	49,545	47,255
Subscriptions and Contributions	22,658	26,183
Skills for the future	17,032	104,757
Travel	11,980	7,411
Library	1,683	1,913
	4,648,489	3,877,929
Total Expenditure		
	\$ (769,141)	\$ 187,494

Statement of Revenue and Expenditure – Employment and Training Fund

For the year ended March 31, 2019
(Expressed in Barbados Dollars)

	2019	2018
Revenue		
Government of Barbados grant (see note 6)	900,000	810,000
Interest on bank savings	--	--
	<u>900,000</u>	<u>810,000</u>
Less: Expenditure		
Training grants awarded (see note 7)	<u>(407,211)</u>	<u>(1,130,181)</u>
Fund net (loss)/surplus	<u><u>\$ 492,789</u></u>	<u><u>\$(320,181)</u></u>

The accompanying notes form an integral part of these financial statements.

Statement of Cash Flows of General Fund and Employment and Training Fund

For the year ended March 31, 2019
(Expressed in Barbados Dollars)

	2019	2018
Cash Flows from Operating Activities		
Net (deficit)/surplus	(276,352)	(507,675)
Adjustments for:		
Depreciation	68,517	66,350
Operating income before working capital changes	(207,835)	(441,325)
Add/(less) changes in non-cash working capital accounts		
Net change in accounts receivable	938,412	786,701
Net change in car loans training/and emergency loans receivable	45,612	45,647
Net change in prepayments	8,694	6,431
Net change in accounts payable	(633,534)	173,396
Net cash from Operating Activities	151,349	570,850
Cash Flows from Investing Activities		
Addition to furniture & equipment	(62,369)	(97,773)
Cash flows from financing activities		
Contract obligations written back	180,929	85,696
Net change in cash during year	269,909	558,773
Cash – beginning of year	3,014,871	2,456,098
Cash – end of year	\$ 3,284,780	\$ 3,014,871
Cash Comprises:		
TVET Council – cash balance	2,354,800	1,666,728
Employment and Training Fund – cash balance	929,980	1,348,143
	\$ 3,284,780	\$ 3,014,871

The accompanying notes form an integral part of these financial statements.

General Fund – Expenditure Analysis

For the year ended March 31, 2018

(Expressed in Barbados Dollars)

	2019	2018
Maintenance of property:		
Maintenance of fixed assets	26,996	40,754
Office maintenance	43,127	77,241
Insurance	10,014	9,342
	<hr/>	<hr/>
Total (see page 45)	\$ 80,137	\$ 127,337
	<hr/>	<hr/>
Operating expenses:		
Barbados National Skills Training Competition	192,102	36,404
Conferences and Meetings	180,977	205,354
Depreciation Expense	68,517	66,530
Training - Standards and NVQ'S	64,839	80,959
CBET – Curriculum Dev. & Instructor Training	46,123	64,619
Promotions/Advertising	45,946	49,522
Council Hospitality	32,503	29,753
Council Members' Fees	31,140	39,180
Development of Occupational Standards	27,689	55,624
Printing & Newsletter	12,829	13,489
Personnel Training	10,667	3,106
Honorarium	10,321	- -
TVET Staff Awards	8,370	5,291
Other Office Expenses	6,158	8,684
Miscellaneous	4,304	10,501
Student attachment	4,210	3,670
Prior Learning and Assessment Recognition	2,680	4,393
Uniforms	2,312	2,332
Quality Assurance	2,172	1,390
	<hr/>	<hr/>
Total (see page 45)	\$ 753,859	\$ 680,801
	<hr/>	<hr/>

Notes to the Financial Statements

For the year ended March 31, 2019

(Expressed in Barbados Dollars)

1. Incorporation and Principal Activity

The Technical and Vocational Education and Training Council is a statutory corporation enacted by the Parliament of Barbados on July 29, 1993 and is governed by the Technical and Vocational Education and Training Council Act 1993-11.

The principal purpose of the Council is to provide advice on policy, prepare plans and establish standards for technical and vocational education at the tertiary level in accordance with national policies and economic needs.

The Council also operates the Employment and Training Fund through which grants are made available to local businesses for the support and provision of technical and vocational education and training.

2. Significant Accounting Policies

These financial statements have been prepared in accordance with International Financial Reporting Standards for Small and Medium-sized Entities. Significant accounting policies adopted by the Council are as follows:

(a) Basis of Accounting

These financial statements are stated in Barbados dollars and have been prepared in accordance with International Financial Reporting Standards ("IFRS") for Small and Medium-sized Entities. The preparation of financial statements in conformity with these IFRS for Small and Medium-sized Entities requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as at the date of the financial statements and reported amounts of revenues and expenses during the period. Actual results could differ from those estimates.

(b) Use of Estimates

Preparation of financial statements in conformity with International Financial Reporting Standards for Small and Medium-sized Entities requires management to make estimates and assumptions that affect amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

(c) Depreciation

Fixed Assets are originally recorded at cost. Depreciation is applied on the straight-line basis to write off the cost of the assets over their estimated useful lives at the following annual rates:

Computer Equipment	25%
Furniture and Fixtures	10%
Vehicle	20%

	2019	2018
3. Accounts receivable		
Subvention receivable	- -	719,055
Other receivables	<u>113,702</u>	<u>333,059</u>
	<u>\$ 113,702</u>	<u>\$ 1,052,114</u>

4. Fixed Assets

	Computer Equipment	Furniture & Equipment	Motor Vehicle	Total 2019	Total 2018
Cost					
Beginning of year	248,819	361,203	54,981	665,003	651,465
Additions	50,690	11,679	- -	62,369	97,773
Disposals	<u>(26,075)</u>	<u>(850)</u>	<u>- -</u>	<u>(26,925)</u>	<u>(84,235)</u>
	<u>273,434</u>	<u>372,034</u>	<u>54,981</u>	<u>700,447</u>	<u>665,003</u>
Accumulated Depreciation					
Beginning of year	140,944	201,807	54,064	396,815	414,700
Charge for year	43,931	23,669	917	68,517	66,350
Disposals	<u>(26,075)</u>	<u>(850)</u>	<u>- -</u>	<u>(26,925)</u>	<u>(84,235)</u>
	<u>158,800</u>	<u>224,626</u>	<u>54,981</u>	<u>438,407</u>	<u>396,815</u>
Net Book Value	<u>\$114,634</u>	<u>\$147,406</u>	<u>\$- -</u>	<u>\$262,040</u>	<u>\$268,188</u>

5. Accounts Payable & Accrued Expenses

This consists primarily of amounts payable under contract to various beneficiaries of grants approved from the Employment and Training Fund (ETF). Balances outstanding fall under the following contract periods:

	2019	2018
2014-2015	4,332	6,066
2015-2016	25,688	36,474
2016-2017	124,476	212,248
2017-2018	206,520	655,145
2018-2019	194,134	- -
	<u>555,150</u>	<u>909,933</u>
Other – professional and consultancy fees	<u>9,864</u>	<u>288,615</u>
Year end balance	<u>\$ 565,014</u>	<u>\$ 1,198,548</u>

(i) Accounts Payable – ETF contracts

Amounts pertaining to ETF contracts are disbursed over a period of time as determined by the terms and conditions of each contract.

6. Government of Barbados Grants

The Government of Barbados, under the Ministry of Labour and Social Security and Human Resource Development, approved and provided grants as follows:

	2019	2018
To TVET General Fund	3,378,009	2,872,508
To ETF Fund	<u>900,000</u>	<u>810,000</u>
	<u>\$ 4,278,009</u>	<u>\$ 3,682,508</u>

7. Training Grants Disbursed

The amounts disbursed relates to contracts of several years:

During the current financial year, training grants in the amount of \$ 1,120,181 were approved and \$447,580 (2013– 2017 - \$384,215) was disbursed. A savings of \$86,596 was also realised due to incompleteness of training and no uptake of training grants awarded.

	2019	2018
2014-2015	2,334	- -
2015-2016	- -	79,842
2016-2017	69,514	304,343
2017-2018	434,317	447,586
2018-2019	210,781	- -
Total Disbursed	\$ 716,946	\$ 831,771

The Employment and Training Fund awarded forty-five (45) contracts at a cost of \$428,615 to train seven hundred and forty (740) (2018 – 1,541) persons during the financial year.

8. Financial Instruments

Financial assets of the Council comprise cash and car loans receivable. Financial liabilities comprise accounts payable and accrued expenses.

(a) Credit Risk

Credit risk arises from the possibility that counterparties may default on their obligations to the Council. The Council's exposure to credit risk is indicated by the carrying amount of its assets.

The majority of the Council's assets consist of cash placed with one reputable bank, thereby minimizing credit risk.

(b) Fair Value

Fair value represents the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction. Fair value is best evidenced by a quoted market value. An estimate, based on assumptions, is made of the fair value of each class of financial instrument for which it is practical to make an estimate. The fair values of the financial instruments are estimated to be not materially different from their carrying values in the financial statements.

(c) Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk includes interest rate risk. Interest rate risk is the risk of fluctuations in interest rates.

Differences in contractual re-pricing or maturity dates and changes in interest rates may expose the Council to interest rate risk. The Council's exposure to such risk is limited to variations in bank deposit interest rates. However, interest earned on savings does not form a material source of revenue.

(d) Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. It arises because of the possibility that the entity could be required to pay its liabilities earlier than expected. Management reviews the liquidity position periodically to assess the availability of cash resources as compared to the projected cash outflows.

9. Comparative Figures

Certain of the comparative figures have been restated in order to comply with this year's financial statement presentation.



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