



TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING
(TVET) COUNCIL



ANNUAL REPORT

2017 - 2018



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 28, 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, 2017 – March 31, 2018.

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. Hensley T. Sobers

Chairman

Ms. Millicent Small

Deputy Chairman

Ms. Karen Best

Chief Education Officer

Member, ex-officio

Dr. Sonia Greenidge-Franklyn

Representative, Barbados Institute of Management and Productivity

Member

Dr. Ian Austin

Representative, Barbados Community College (April to July 2017)

Member

Dr. Cheryl Weekes

Representative, Barbados Community College (August 2017 to March 2018)

Member

Mr. Colin Walcott

Representative, Barbados Employers' Confederation (April to August, 2017)

Member

Mrs. Sheena Mayers-Granville

Representative, Barbados Employers' Confederation

(September 2017- March 2018)

Member

Mr. Rudy Grant

Representative, Barbados Hotel and Tourism Association

Member

Mr. Richard Green

Representative, National Union of Public Workers

Member

Ms. Bobbi McKay

Representative, Barbados Manufacturers' Association

Member

Mr. Henderson Thompson

Representative, Barbados Vocational Training Board

Member

Mr. Hector Belle

Representative, Samuel Jackman Prescod Polytechnic (April – November 2017)

Member

Mr. Ian Drakes

Representative, Samuel Jackman Prescod Institute of Technology

(December 2017 – March 2018)

Member

Mrs. Doreen Deane

Representative, Barbados Workers' Union

Member

Mr. Henderson Eastmond

Executive Director, TVET Council

Member

Mrs. Yolande Howard

Permanent Secretary, Ministry of Labour, Social Security and Human Resource Development (MLSD)

Member, ex-officio

ALTERNATES

1. **Dr. Cheryl Weeks**, acted as alternate for Dr. Ian Austin, Principal (Ag), Barbados Community College (March – July 2017)
2. **Mr. Trevor Headley** acted as alternate for Dr. Ian Austin, Principal (Ag), Barbados Community College (March – July 2017)
3. **Ms. Marcia Oxley** acted as alternate for Mr. Richard Green, National Union of Public Workers
4. **Ms. Valerie Quintyne** acted as alternate for Mr. Henderson Thompson, Barbados Vocational Training Board
5. **Mr. Colin Walcott**, Alternate acted as alternate for Mrs. Sheena Mayers-Granville, Barbados Employers' Confederation (BEC) from September 2017
6. **Mr. Roger Babooram** acted as alternate for Mrs. Sheena Mayers-Granville, Barbados Employers' Confederation
7. **Mrs. Allison Kirton-Holder** acted as alternate for Ms. Bobbi McKay, Executive Director, Barbados Manufacturers' Association
8. **Mr. Ricardo Norville and Ms. Erika Watson** acted as alternates for Mrs. Yolande Howard, Ministry of Labour, Social Security and Human Resource Development
9. **Mr. Junior Burgess and Mrs. Yvette Estwick**, acted as alternates for Mrs. Karen Best, the Ministry of Education, Science and Technology



SECTION A

Chairman's Review
Secretariat Staff Members
Organisational Structure

CHAIRMAN'S REVIEW



WorldSkills Barbados Team to WorldSkills Abu Dhabi 2017

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, 2017– March 31, 2018.

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 Council facilitated Barbados' first participation in the WorldSkills International competition - WorldSkills Abu Dhabi 2017, in the United Arab Emirates, October 14-19. This competition, aimed at skilled young people enrolled in training institutions, provided a unique opportunity for benchmarking the national TVET system at an international level. The WorldSkills Barbados (WSB) delegation consisted of four (4) competitors: Akeil Craig-Browne (Automotive Technology), Tinisha Hall (Cooking), Roshida Griffith (Fashion Technology) and Takiya Jordan (Hairdressing); four (4) Experts who served as trainers and also functioned as Judges during

the competition: Wayne Maycock (Automotive Technology), Steve Philips (Cooking), Wendy Bishop (Hairdressing), and Lisa Holder (Fashion Technology); as well as three officials: Executive Director Henderson Eastmond (Official Delegate), Technical Officer Dario Walcott (Technical Delegate) and Manager, Technical Services Wendy McClean (Team Leader). Ms. Millicent Small, Deputy Chairman also attended as the WSB Official Observer.

The WorldSkills Barbados delegation also included two (2) representatives to the inaugural International TVET Youth Forum, Akel Bailey and Keandra Marshall.

While Barbados did not receive any medals or Medallions for Excellence (i.e. awarded to competitors who scored 700 points and above but did not achieve Gold, Silver or Bronze medals), Akeil Craig-Browne earned the Best of Nation award which goes to the competitor who gains the highest total score for his/her country. The WorldSkills International competition, which promotes the use of the latest techniques and technology utilised by business and industry, provided an opportunity to identify some of the gaps with which Barbados' training institutions grapple.



Best of Nation awardee Akeil Craig-Browne, is officially presented with his award by Deputy Chairman

Coming out of the KPMG institutional strengthening project which was initiated by the Ministry of Labour, the Council approved an HR Committee recommendation to revise the Secretariat's organisational chart to include three main departments (Technical Services, Finance and Corporate Services, and, Administration and Human Resources) with nine (9) additional posts, one (1) re-designated post (i.e. name), one (1) redesignated post (i.e. upgrade) and 1 redesignated post (Job Description – BDO).

During the Financial Year 2017-2018 the Council awarded a total of 1,557 National/Caribbean Vocational Qualifications (N/CVQs) comprising 998 full awards and 559-unit Statements of Competence. There were 238 NVQs and 1,319 CVQs awarded to a total of 852 females and 705 males.

A total of eighty-four (84) applications for funding were received, requesting \$1,691,933.90 to train one thousand, nine hundred and thirty-eight (1,938) individuals at an average grant request of \$20,142.07. Of the eighty-four applications, a total of seventy-eight (78) were approved from eight (8) employers, seven (7) private training institutions, five (5) business associations and five (5) public training institutions.

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

OUTLOOK FOR 2018 -2019

The economic outlook for the TVET Council continues to be a challenge, however as a progressive organisation it continues to find appropriate 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

Technical 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

Mrs. Maria Price-Trotman

Clerk/Typist

Ms Afiya Barker

Clerk/Typist (Ag)

Ms. Jo-Ann Byer

Clerk/Typist (Ag)

Ms. Tashan Trotman

Clerk/Typist (Ag)

Ms. Constance Prescott

Clerk/Typist (Ag)

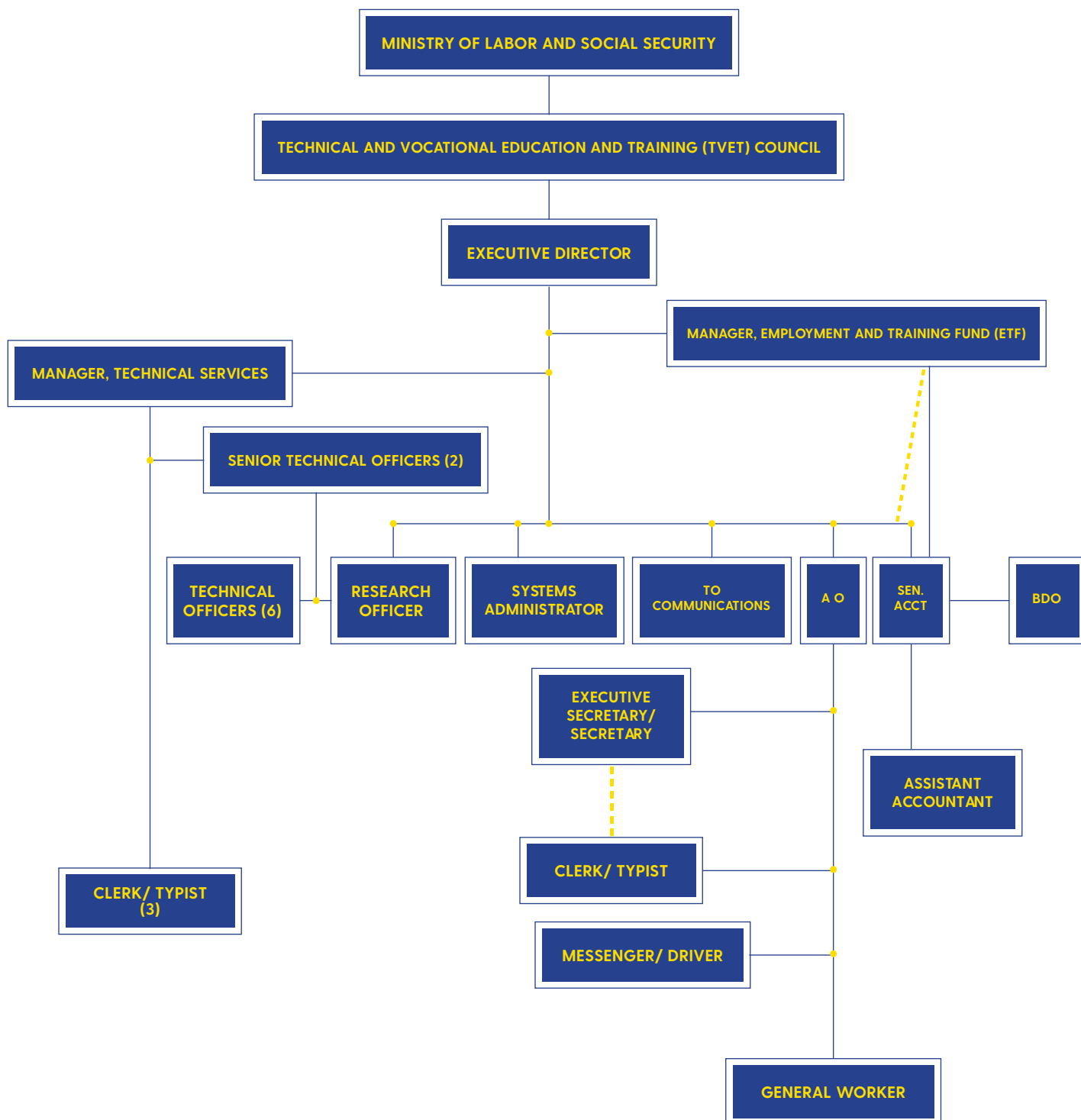
Mr. Felix Delice

Driver/Messenger

Ms. Gale Alleyne

General Worker

TVET Council – Organisational Structure





SECTION B

**Activities of the Council
Administration
Technical Division**

ACTIVITIES OF THE COUNCIL

During the period under review there were eleven (11) meetings of Council. There was no meeting for August 2017.

Council Decisions

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

At Meeting No. 4/2017 held on April 13th, 2017, Council approved the representation by two (2) persons at the International TVET Youth Forum which was scheduled for October 14-15, 2017 in the United Arab Emirates during WorldSkills Abu Dhabi 2017.

At meeting No. 4/2017 Council approved the sending of a letter to members of the Grants Application Evaluation sub committee regarding their attendance at meetings of the subcommittee.

At meeting No. 6/2017 held on June 8th, 2017 Council approved the convening of a Subcommittee to review the matter of which entity was responsible for the offering of CBET and Assessor Training. The membership proposed was: Ministry of Education, Ministry of Labour, business sector, union representative, Executive Director.

At meeting No. 7/2017 held on July 13th, 2017 Council approved the recommendation that when the required quorum of 4 was not present at the Grants Application Evaluation Sub Committee meeting the decisions should be circulated to members who were not present, prior to the circulation of the paper to the full Council.

At meeting No. 9/2017 held on September 14th, 2017, Council accepted the audited financials for the organisation for the 2016/17 financial year.

At the No. 11/2017 meeting of Council held on November 9th, 2017, Council approved the TVET Council Strategic Plan 2017-2022.

At the No. 11/2017 meeting held on November 9th, 2017

- Council accepted the following recommendations from the Grants Application Evaluation subcommittee:
 - o Applicants to be informed that their application would be deferred until previously approved contracts were completed.
 - o A cap of three (3) outstanding contracts should be enforced to reduce outstanding commitments.
 - o ETF Grants Application Evaluation subcommittee should introduce enhanced monitoring of the assignment.
 - o No funds should be granted for training manuals. Applicants to be encouraged to provide manuals for trainees by email, CDs, DVDs, Flash Drives or a website
- Council accepted the recommendation that a fee to cover the registration, pre-assessment, assessment and quality assurance processes be introduced for persons pursuing certification through the PLAR process.
- Council accepted recommendations tabled regarding the way forward with respect to the improvement of technical and vocational education and training in Barbados as well as preparing for future WorldSkills competitions.
- Council accepted a recommendation that a Real Estate Committee be convened to work on the process of acquiring Hastings House West. Members nominated were:

- o Dr. Hensley Sobers, Mr. Henderson Eastmond, Mr. Colin Walcott and Ms. Michelle Haynes.

At the No. 1/2018 meeting of Council held on January 11th, 2018, Council approved:

- o A request from Mr. Paul Puckerin, Senior Technical Officer, for the extension of No Pay Leave from January 2018 to December 2019.
- o A recommendation that Mr. Daniel Best and Ms. Rosline Cumberbatch be offered consecutive six-months contracts to fill the vacant post of Senior Technical Officer during the January 2018 to December 2019 period.

At meeting No 2/2018 held on February 8th, 2018 Council approved the recommendation that Technical Officer Dario Walcott attend the National Skills Competition, TVET Youth Forum and Leadership Summit scheduled for February 20-22 in Kingston, Jamaica.

At meeting No. 3/2018 held on March 8th, 2018:

- Council approved the recommendations of the HR Committee regarding additional posts as well as a revised organisational chart, coming from their review of the final report of the KPMG TVET Council Institutional Strengthening project.
- Council approved the recommendation that \$64,494.00 from the listed contracts be made available for use on new contracts in the financial year 2018/19.

ADMINISTRATION

(a) The Employment and Training Fund (ETF)

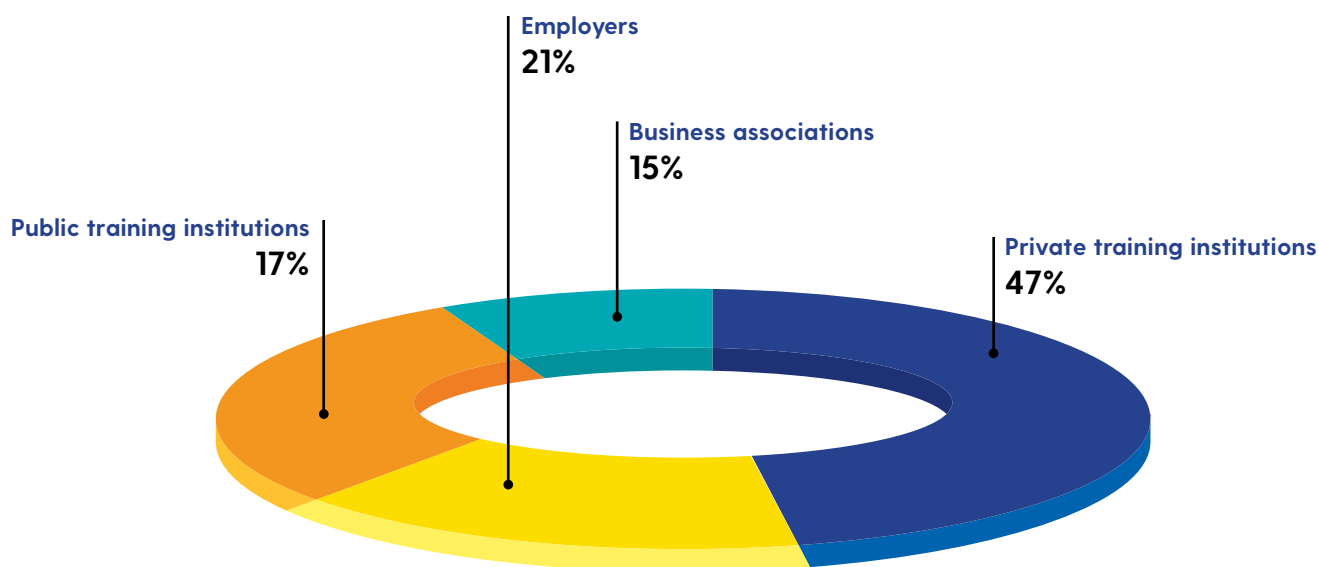
In Financial Year (FY) 2017/18, the Employment and Training Fund (ETF) approved \$1,130,181.00 in training grants for employers, business associations and training institutions to train 1,541 persons.

A total of eighty-four (84) applications for funding were received, requesting \$1,691,933.90 to train one thousand, nine hundred and thirty-eight (1,938) individuals at an average grant request of \$20,142.07. Of the 84 applications, a total of seventy-eight (78) were approved from eight (8) employers, seven (7) private training institutions, five (5) business associations and five (5) public training institutions.

Private Training Institutions, due to the high level of N/CVQ training and assessments being undertaken, were the main recipients of funding (47%), followed by Employers at (21%), Public Training Institutions (17%) and Business Associations (15%) shown in the chart below:

Six (6) new organisations made use of the ETF funding opportunities in FY 2017/18. Contracts approved for the new organisations stood at \$133,685.00 to train 217 employees and trainees.

Distribution of Funds for the FY 2017/18



2.1 Performance indicators

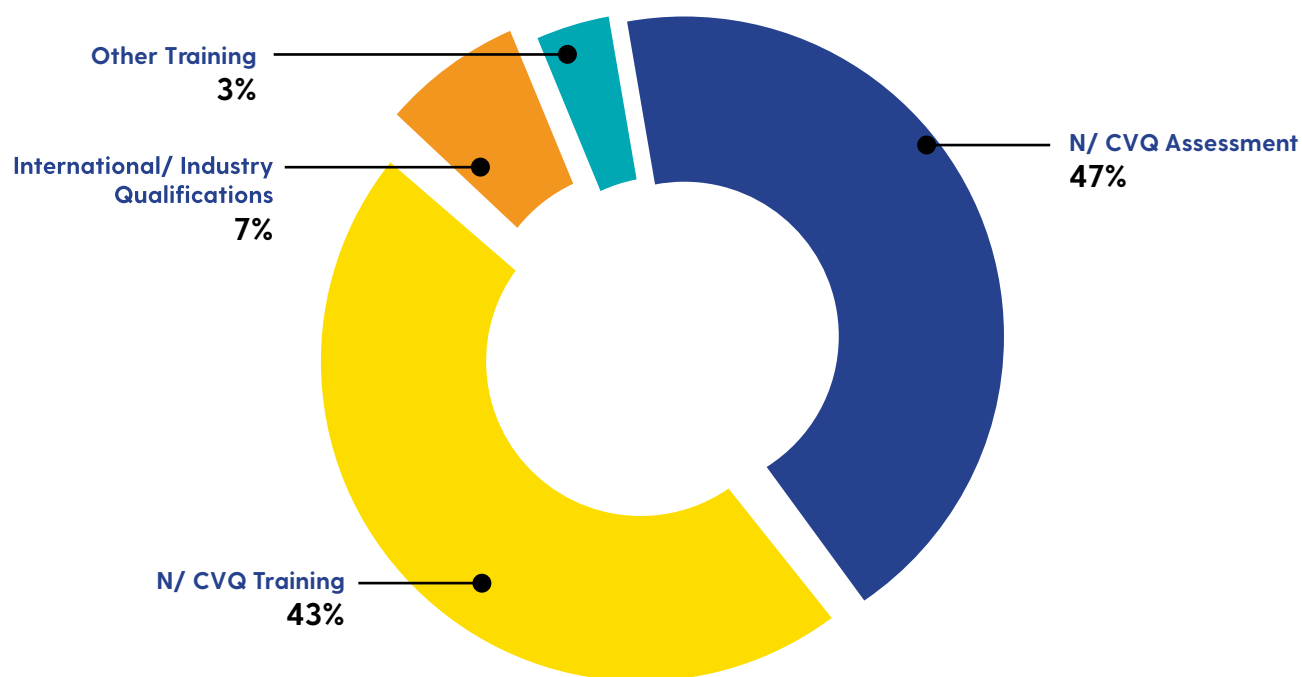
EMPLOYMENT TRAINING FUND Key Performance Indicators (KPI) for the Financial Year 2017/2018 as at March 31, 2018

	Budgeted		Actual		% of Budgeted date	
KPIs	Costs	Trainees	Costs	Trainees	Costs	Trainees
N/CVQ Assessment	\$ 330,000.00	420	\$ 530,332.00	659	160.7%	156.9%
N/CVQ Training	\$ 305,000.00	340	\$ 478,845.00	569	157.0%	167.4%
International/ Industry Qualifications	\$ 105,000.00	130	\$ 83,079.00	215	79.1%	165.4%
Other training	\$ 110,000.00	240	\$ 37,925.00	98	34.5%	40.8%
Programs with NGOs	\$ 50,000.00	30				
TOTALS	\$ 900,000.00	1,160	\$ 1,130,181.00	1,541	125.6%	132.8%

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 2017/18. This was reduced by 10% to \$810,000 after a national public sector budget review and budgetary reductions. Please also 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, 2018



Most of the funding went to the CVQ Training in Massage Therapy Level 3 (11.7%); CVQ Assessment in Customer Services Level 2 (10.2%); CVQ Training in Cosmetology Level 2 (6.2%); CVQ Training in Management Level 3 (6.1%); Assessment in Cosmetology Level 2 (5.9%). The single qualification area receiving the most ETF Grants was Customer Services Level 2 (14.3%: Training 4.1% and Assessments 10.2%).

EMPLOYMENT TRAINING FUND

Main Areas of Training for the Financial Year 2017/18, as at March 31, 2018

Mai Areas	Total Contract \$	Total Disbursement \$	Trainees	
CVQ Training in Massage Therapy Level 3	132,125.00	56,000.00	45	11.7%
CVQ Assessment in Customer Service Level 2	115,400.00	52,718.00	159	10.2%
CVQ Training in Cosmetology Level 2	70,020.00	17,505.00	14	6.2%
CVQ Training in Management Level 3	69,300.00	17,266.00	125	6.1%
CVQ Assessment in Cosmetology Level 2	67,150.00	21,547.00	67	5.9%
CVQ Assessment in Using ICT Level 1	51,960.00	34,640.00	73	4.6%
NVQ Assessment in Janitorial Services Level 2	51,763.00	34,506.00	50	4.6%
NVQ Training in Janitorial Services Level 2	51,150.00	34,100.00	50	4.5%
Tourism/ Hospitality	48,575.00	27,225.00	137	4.3%
CVQ Training in Customer Service Level 2	46,675.00	4,225.00	139	4.1%
Information Technology	34,556.00	12,193.00	42	3.1%
NVQ Training in Occupational Safety and Health level 2	32,400.00	21,600.00	65	2.9%
CVQ Assessment in Industrial Security Operations Level 2	25,200.00	8,400.00	20	2.2%
NVQ Training in Small Business Accounting Level 3	24,000.00		16	2.1%
CVQ Assessment in Management Level 2	23,640.00	5,320.00	36	2.1%
CVQ Assessment in Massage Therapy Level 3	23,220.00	15,766.00	27	2.1%
Health and Social Care	21,873.00	11,744.00	99	1.9%
NVQ Assessment in Occupational Safety and Health Level 2	21,360.00		36	1.9%
CVQ Training in Management Level 2	20,475.00	15,075.00	50	1.8%
CVQ Assessment in General Office Administration (Office Clerk) Level 1	17,720.00	2,866.00	22	1.6%
NVQ Assessment in Human Resources Management Level 3	17,500.00		25	1.5%
Manufacturing	16,000.00		35	1.4%
CVQ Assessment in Food preparation and Cookery Level 2	15,480.00		18	1.4%
CVQ Assessment in Management Level 3	14,840.00		21	1.3%
NVQ Assessment in Industrial Relations Level 3	13,760.00	4,587.00	16	1.2%
CVQ Assessment in Furniture Making Level 2	13,650.00		15	1.2%
CVQ Assessment in Fashion Designing Level 2	10,320.00	10,320.00	12	0.9%
CVQ Assessment in Food and Drink Service and Bar Service Level	9,880.00		13	0.9%
CVQ Assessment in Leadership Level 2	9,840.00	7,920.00	12	0.9%
NVQ Training in Motor Vehicle Operations Level 2	9,600.00	9,600.00	9	0.8%
NVQ Training in Human Resources Management Level 3	9,600.00	9,600.00	12	0.8%
NVQ Assessment in Nail Technology Level 2	9,120.00	8,360.00	12	0.8%
NVQ Assessment in Amenity Security Services Level 2	7,999.00		10	0.7%
NVQ Training in Providing Security Services Level 2	6,750.00	2,250.00	20	0.6%
NVQ Training in Business Administration Level 1	6,750.00	2,250.00	24	0.6%
NVQ Assessment in Motor Vehicle Operations Level 2	5,400.00		9	0.5%
NVQ Assessment in Accounting Level 3	5,160.00		6	0.5%
	1,130,181.00	447,586.00	1,541	

(b) Public Relations and Promotion Programme for Financial Year 2017 - 2018

During the Financial Year 2017-2018, two main goals were pursued under the Key Result Areas of Growth and Stakeholder Management, respectively: (i) expansion of Competence-Based assessment and certification services, and (ii) strengthening the national coordinating mechanism for TVET at the tertiary level. Under these goals and in keeping with the priorities outlined in the TVET Council's work programme, PR/Promotion focused primarily on strengthening TVETC's digital communication channels and providing support for the WorldSkills Programme.

Quarter 1:

Administrative Matters:

- o A PR Consultant was hired to provide support with the PR/Promotion programme in the areas of content development and curation, media relations, publicity and event planning/management (i.e. WorldSkills Barbados media related)

Publications

- o The fourth edition of the 21st Century Worker magazine was completed in March and digital promotion began in April with a social media campaign being rolled out via the website, Facebook and LinkedIn. The magazine was a special edition featuring the WorldSkills Barbados Competition 2016 in review.

- The Annual Report 2014-2015 was completed and published online
- WorldSkills Barbados: Journey to WorldSkills Abu Dhabi 2017
- Planning commenced for the official launch of the campaign in support of Barbados' first delegation to the 44th biennial competition

with a Media Briefing scheduled for Saturday July 1st 2017.

- o Activities included the media briefing to launch the Transport Board Bus Ad and social media campaigns, a panel discussion to be live streamed via Facebook on Friday, July 21st at 8 p.m. and the development of content for the creation of a WS Journey to Abu Dhabi landing page on the WorldSkills Barbados website.

Quarter 2:

Administrative Matters:

- o Contribution was made towards the Council's new strategic plan and meetings were held as part of the PR planning for the Journey to WorldSkills Abu Dhabi 2017 campaign.

Publications

- o The content for the Annual Report 2015-2016 was prepared and submitted for review.

WorldSkills Barbados: Journey to WorldSkills Abu Dhabi 2017

- o Media Briefing to officially introduce WSB team going to WorldSkills Abu Dhabi & launch the promotion campaign WSB: Journey to WS Abu Dhabi 2017 took place on July 1st as planned.
- o Activities for the promotion campaign included the launch of Transport Board Bus Ad and social media campaigns, the panel discussion which was live streamed via Facebook on Friday, July 21st at 8 p.m. and the development of a WSB Journey to Abu Dhabi landing page on the WorldSkills Barbados website.

- o The digital & non-digital PR/Promotion campaign rolled out as part of the WSB: Journey to WorldSkills Abu Dhabi 2017 campaign received a positive response especially via social media.



WorldSkills Barbados competitor Rashida Griffith pictured during the WorldSkills Abu Dhabi 2017 competition

Quarter 3:

WorldSkills Barbados (WSB): Journey to WorldSkills Abu Dhabi 2017

- o During the period October to December 2017, the Abu Dhabi 2017 promotion continued. As part of this campaign, weekly press features which included four (4) human interest stories with the experts and competitors in the Mid-Week Nation and one (1) business feature in the Advocate's Business Monday were published in the lead up to the team's October departure.

- o Content developed as part of the promotion campaign also included the production of five (5) multimedia videos featuring the competitors and one video featuring the Transport Board's Lynda Holder talking about the importance of WorldSkills and TVET.

- o Digital media content included the preparation of 25 posts for the WSB Facebook page and the WSB website. Four (4) posts were also prepared for the TVETC FB page inclusive of

three (3) video clips which were produced from the July Livestream of the panel discussion in celebration of World Youth Skills Day 2017. The posts were also featured on the TVETC website as well.

- o Footage was also shared with CBC-TV for a news feature on WorldSkills Barbados Journey to Abu Dhabi. Five (5) press releases were posted to the WSB website and disseminated to the media. A radio interview was organised for VOB 92.9 FM with announcer Larry Mayers and talking points were prepared for the radio station and interviewees. Sound-bites of the competitors were also edited for the interview.

- o The promotion campaign which included digital media (website & social media), press, radio and TV resulted in increased social media reach and engagement on both the WSB and the TVETC Facebook pages.

- o The WSB FB page Total Page Likes rose to 2,559 up from 2,476; Monthly Total Reach to 62,628 up from 11,720; engagement to 5047, up from 3,545; Page views to 301 up from 93 and Video views to 29,689 up from 4,524.

- o The TVETC FB Page Total Page Likes rose to 3,417 up from 3,381; Total Reach to 37,119 up from 1,794; engagement to 2,168 up from 164; Page views to 189 up from 69 and Video views to 9,838 up from 307.

- o Thirteen (13) social media promotions were run via the WSB's FB page to drive engagement and increase awareness and three (3) promotions were run via the TVETC FB page.

- o Media coverage of activities during this period focused on the delegation's departure, the WorldSkills Abu Dhabi Competition and the International TVET Youth Forum. Facebook, Instagram and the website were the primary channels used.

- o These channels proved to be very effective as hundreds of Barbadians were engaged and responded to the fresh content. Their feedback was closely monitored. Social activity in this regard included:

- o 45 posts were made to @worldskills barbados Instagram
- o 9 posts were made to @tvetcouncil barbados Instagram
- o 29 posts were made to the WorldSkills Barbados Facebook page
- o The latter included 8 photo albums and 3 videos.
- o In November, a presentation ceremony was held to officially present the WorldSkills awards and certificates to the returning team. Coverage was arranged through the news media.

Other Activities:

Press releases prepared for the news media, social media and website included:

- Alicia Sealy Celebrates Ten Years of Service at TVETC
- TVETC Rewards Healthy Steppers
- TVETC Rewards Its Best Attendees
- There's Value in Rewarding Employees
- Nicole Holder Is TVET Council's 2017 Unsung Hero!
- Coral Ann Callender Is The 2017 Star of TVET Council!
- WorldSkills Team wins Executive Director's Award at TVET Council.

Quarter 4:

Corporate Communication Management

PR/Promotion Activities:

During the January – March Quarter 4 period for the Financial Year 2017 – 2018, the following key activities took place:

- The main focus was on the planning and implementation meetings for the WorldSkills Barbados (WSB) 2018 Competition which was scheduled to take place May 18 – 21 during BMEX 2018.
- A draft calendar of activities/events was developed which included a media briefing scheduled for January 25th, coverage of the highlights of the February WSB 2018 preliminaries, the March 23rd WSB 2018 Launching Ceremony, an April 19th Poolside Reception for sponsors and WSB 2018 Finalists, media interviews via radio and TV, social media coverage of the four days of the WSB 2018 Finals and a Closing/awards Ceremony scheduled for May 25th.

The outcomes of the January 25th Media Briefing included:

- o Press Releases and requests for coverage of the Media Briefing were sent to all media Houses
- o Talking points were developed for the Media Briefing spokespersons
- o StarCom, Barbados Advocate, Loop News and Nation attended the briefing
- o StarCom led with WSB news over a two-day period
- o CBC TV invited TVETC to appear on Morning Barbados and later on the CBC-TV 7:00p.m. News on Channel 8

- o The Media Briefing was also carried on the CBC-TV News on Channel 8
- o The March 23rd Launching Ceremony of the WorldSkills Barbados 2018 Competition took place at the Samuel Jackman Prescod Institute of Technology (SJPI). Activities in support of the ceremony included:
 - o March 19, 20 & 24, 2018 – Recorded footage and conducted video interviews with finalists at the following institutions: Barbados Vocational Training Board, All Saints & Sayers Court; Samuel Jackman Prescod Institute of Technology; Hospitality Institute of the Barbados Community College; Caribbean Cosmetology Academy; Barbados Community College and the TVET Council.
 - o Reviewed footage of training institution heads interviews, scripted and produced the 5-min video/programme for broadcast via CBC-TV and to be shown at the Launching Ceremony.
 - o Media request for coverage issued to all media houses for the Launching Ceremony.
- o However, in the absence of paid promotions on the TVETC FB page Total Page Likes rose to only 3,424 up from 3,417; Total Reach declined to 4,053 from 37,119; engagement to 794 down from 2,168; Page views to 164 down from 189 and Video views to 262 down from 9,838.
- o No paid promotions were run on LinkedIn which has 126 followers or the other social media accounts which include Instagram and Twitter with a total of 539 followers.

Social Media Activity:

- o Activity on the Facebook social media pages resulted in mixed results as the WSB Facebook Page continued to attract interest and engagement in the aftermath of the promotions surrounding the WorldSkills Barbados: Journey to WorldSkills Abu Dhabi 2017 campaign. The WSB Facebook page Total Page Likes rose to 2,873 up from 2,559; Monthly Total Reach to 88,160 up from 62,628; engagement to 22,717 up from 5,047; Page views to 1,229 up from 301 and Video views to 32,393 up from 29,689.

(c) HR/Administration

ORGANISATIONAL RESOURCES

3. INTRODUCTION

During the 2017-2018 Financial Year, the HR/Administration Department continued to implement the goals and objectives set out under the KRA Organisational Resources (*To strengthen TVET Council's Organisational and Human Resource Capacity*) as outlined in the TVET Council Strategic Plan 2013 – 2016. In November 2017, the new TVET Council Strategic Plan 2017-2022 was approved and a number of goals were added under the KRAs Leadership and Employee Engagement as follows:

a) Implementing Institutional Reform and Strengthening Recommendations from the KPMG Study

b) Creating an Environment of Support and appreciation

c) Ensuring Compliance with the SHaW Act and alignment with Safety, Security and Wellness practices

Therefore, the department continued to work on completing KRAs listed in the 2013-2016 Strategic Plan as well as those assigned for the first two quarters of the 2017-22 Strategic Plan as follows.

CONTINUE TRAINING AND DEVELOPMENT

The training and development of staff is paramount at the Council in an effort to build competencies in the staff. However, as a result of budget cuts the Council was forced to reduce training programmes and sought entry into the Training Administration Division's programmes. The organisation was not always successful in this effort.

Members of staff completed training programmes and workshops as follows:

a) Two (2) Clerk/Typists attended a Business Writing workshop at the Cave Hill School of Business on March 31st and April 1st, 2017.

b) Two (2) persons from the Accounts Department attended a Payroll seminar hosted by ICAB on April 27th, 2017.

c) Telephone Etiquette training was provided for all five Clerk/Typists and the General Worker by Ms. Sandra Griffith Carrington of the UWI Open Campus on August 11th, 2017.

d) Microsoft Word training was conducted in-house for the Clerk/Typists, by the Business Development Officer on November 17th, 2017.

e) The Administrative Officer attended a seminar on the Sexual Harassment Bill on November 28th, 2017 at the Barbados Employers' Confederation.

DEVELOP A COMPREHENSIVE RECORDS MANAGEMENT PROCEDURE

This project has been facilitated by the Office of Public Sector Reform (OPSR). It was initially overseen by the Administrative Officer but was assigned to a Committee headed by the Manager, Finance and Corporate Services in August 2016.

During the period under review a meeting was held on March 16th, 2018 and subsequently correspondence was sent to the Office of Public Sector Reform indicating that they should complete the Records Management Policy for the organisation.

IMPLEMENT A LEADERSHIP DEVELOPMENT PROGRAMME

Two members of the management staff started their assessment for the NVQ in Leadership Level 3 while eight (8) started their assessment for dual certification in Leadership and Management Level 3 in November 2017. This programme was conducted by BIMAP.

ENSURING COMPLIANCE WITH THE SAFETY AND HEALTH (SHAW) ACT

With the passage of the SHaW Act, the Council continued its effort to become compliant with the Act by implementing a number of activities/policies recommended under the Act.

The Safety and Health Committee implemented the following coming out of its meetings:

a) Smoke detectors were installed

b) First Aid training organised for members of the committee was completed at the Heart and Stroke Foundation in July and August 2017.

c) Fire Safety and Evacuation Wardens training was conducted by the Barbados Fire Service on July 28th, 2017.

DEVELOP A CULTURE OF HEALTH AND WELLNESS

Under the KRA of Building a Culture of Health and Wellness at the organisation the following was implemented:

a) Pharma Wellness continued to conduct quarterly biometrics tests.

b) The Stepping into Health Competition, a three month competition which encouraged staff to complete 10,000 steps per day, was launched on April 27th, 2017 with “Breakfast on the Boardwalk. This was followed by a Presentation on healthy cooking and Show/Tell on Juicing of fruits and vegetables. The competition was completed in July 2017.

c) Staff members participated in the ICBL 5k on April 28th, 2017 and the May Day Parade on May 1st, 2017.

d) Prizes were awarded for the Stepping into Health Competition at the Council's Annual Award Ceremony in December 2017.



Health and Wellness – Breakfast on the Boardwalk



Health and Wellness – Show/Tell on Juicing Fruits and Vegetables

CONTINUE THE RECOGNITION AND AWARDS PROGRAMME

The TVETC again held its Annual Christmas Luncheon and Awards Ceremony in December 2017, where a number of awards were presented including, perfect attendance, excellent attendance; length of service, the Executive Director's Teamwork Award, Unsung Hero and the Service, Teamwork Attitude Reliability (STAR) awards.

STRATEGIC PLAN 2017-2022

INSTITUTIONAL STRENGTHENING RESULTING FROM THE KPMG REPORT

The HR subcommittee of the Council held a series of meetings regarding the recommendations made by KPMG following their institutional strengthening project which was initiated by the Ministry of Labour. As a result an HR Committee Paper with the following recommendations was approved by the full Council in March 2018:

- a) 9 additional posts based on the new Org. Chart
- b) 1 re-designated post (name)
- c) 1 re-designated post (upgrade)
- d) 1 re-designated (Job Description – BDO)

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

ENHANCE RECOGNITION AND AWARD PROGRAMME

The Criteria for the implementation of Quarterly Awards under the Recognition and Awards Programme was circulated to the Management Team at its March 2018 meeting and subsequently circulated to the Managers with directions regarding the convening of the required selection committees.

FULLY IMPLEMENT THE PMS THROUGHOUT THE ORGANIZATION Q1 2017/18

An orientation session on the TVET Council Performance Management System was conducted for all staff in May 2017. This was followed by the conduct of Performance Expectations Meetings and quarterly meetings.

There was subsequently a revision of the performance expectations worksheets to reflect the varying assignments for individual staff. This continues to be a work in progress.

DEVELOP A SCHEDULE OF MEETINGS AND CIRCULATE TO STAFF

A schedule of meetings: Council, ETF, Management and Staff meetings was circulated initially in April 2017 and then in January 2018 for the 2018 calendar year. Meetings were held accordingly.

REVIEW AND UPGRADE THE ADMINISTRATION OF THE HEALTH, WELLNESS, SAFETY AND SECURITY AT WORK PROGRAMME AS NEEDED

Negotiations took place with the Barbados Employers' Confederation (BEC) regarding the purchase of their "OSH Box", a set of templates, forms and policies which were required under the SHaW Act. It included an Occupational Safety and

Health Policy as well as Risk Assessment Forms and Injury Report forms. This box was purchased in December 2018 and an orientation provided by the BEC Safety and Health Officer on February 9th, 2018.

DEVELOP A SOCIAL CALENDAR TO CELEBRATE NATIONAL HOLIDAYS AND STAFF EVENTS

This goal was an effort to ensure that staff felt recognized as well as to build the team spirit and camaraderie in the organisation. The following events were organised:

a) Independence Fun Day was organised on November 29th, 2017

b) Valentine's Day gift exchange and breakfast was organised on February 14th, 2018

c) Lenten Service was held in collaboration with the St. Matthias Church on March 21st, 2018

(d) IT Department

INTRODUCTION

The IT Department completed the following items during the Financial Year 2017/2018:

The three (3) Key results areas for the IT Department are the TVET Online Registration system, infrastructure Architectural upgrade and ICT Usage Policy.

TVETC Online Registration System

The TVET Council (TVETC) Online Registration system was completed in August 2017 and the pilot started in December 2017. After the committee reviewed the online demonstration it was reviewed by all stakeholders in the registration and certification process. The stakeholders were TVET Council Staff members, CVQ Coordinators, Assessors, Internal Verifiers and External Verifiers from June 6th to July 6th 2017. Feedback from the review was noted and approved changes implemented into the database. The pilot was started in December 2017 and select centres were invited to participate in the pilot. The pilot was scheduled from November 7th 2017 to March 30th 2018.

Infrastructure Architectural Upgrade

The infrastructure Architectural upgrade project was expanded to include the upgrade of all structural cabling, replacement of all servers and the upgrade of the communication/server room facilities. The project started with the procurement of the structural cabling on September 30th 2017 and the installation and configuration of (48) forty-eight data points were completed on the 23rd February 2018. After the completion of the data point the server was configured and installed on the 24th of February 2018. The migration of all applications to the new server and post installation and support tasks are expected to continue over the new fiscal year.

ICT Usage Policy

The ICT Usage policy draft was completed in April 2017 and submitted to be reviewed by the ICT Policy Committee. The purpose of the ICT Usage policy is to encourage, guide, protect and inform users of the TVET Council ICT Infrastructure and services for business and non-business activities. The committee met on March 24th 2018 and subsequent meetings have been planned.

(e) The Technical Division

Expansion of competence-based assessment and certification, advocating the rationalisation and resourcing of TVET, strengthening relationships with stakeholders and enhancing corporate image were the programmatic themes of the Technical and Vocational Education and Training (TVET) Council's Strategic Plan 2017 -2022 which guided activities during the year.

KRA: Stakeholder and Community Relationships

Enhancing Competence-Based Training System

The Council responded to increasing demands for its services from various stakeholders. In addition to its normal programming, the Council provided the following services to existing and new clients:

- o Facilitation of the five (5) new Competency-based Training Fund (CBTF) Cycle 4 partnerships and ongoing support to Cycle 1,2 and 3 partnerships including the development of occupational standards and curricula;
- o Facilitation of Assessor Training in the Dutch Caribbean Islands of Saba and St. Eustatius.

- o Provision of CVQ Implementation Coordination Services to the Saba Comprehensive School, Saba, Caribbean Netherlands.

- o Support to the Ministry of Education, Science, Technology and Education (METI) with the expansion of the Caribbean Vocational Qualification (CVQ) in Schools programme through the provision of external verification services.

- o Contribution to the development of an online assessor training programme for CVQ assessors in the region.

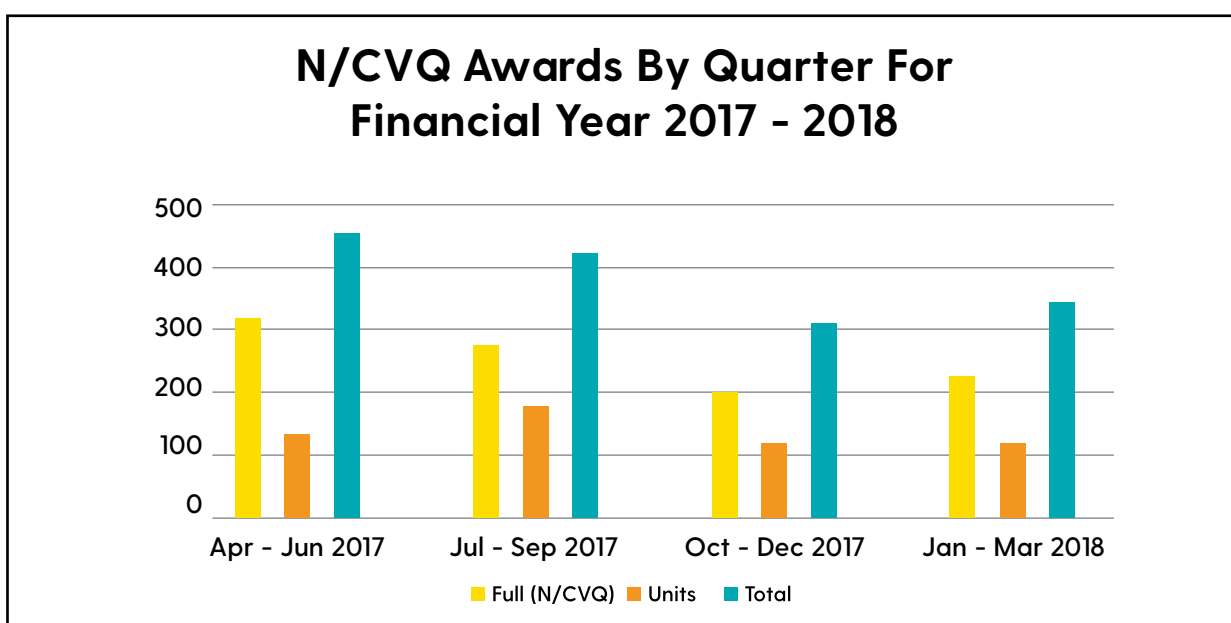
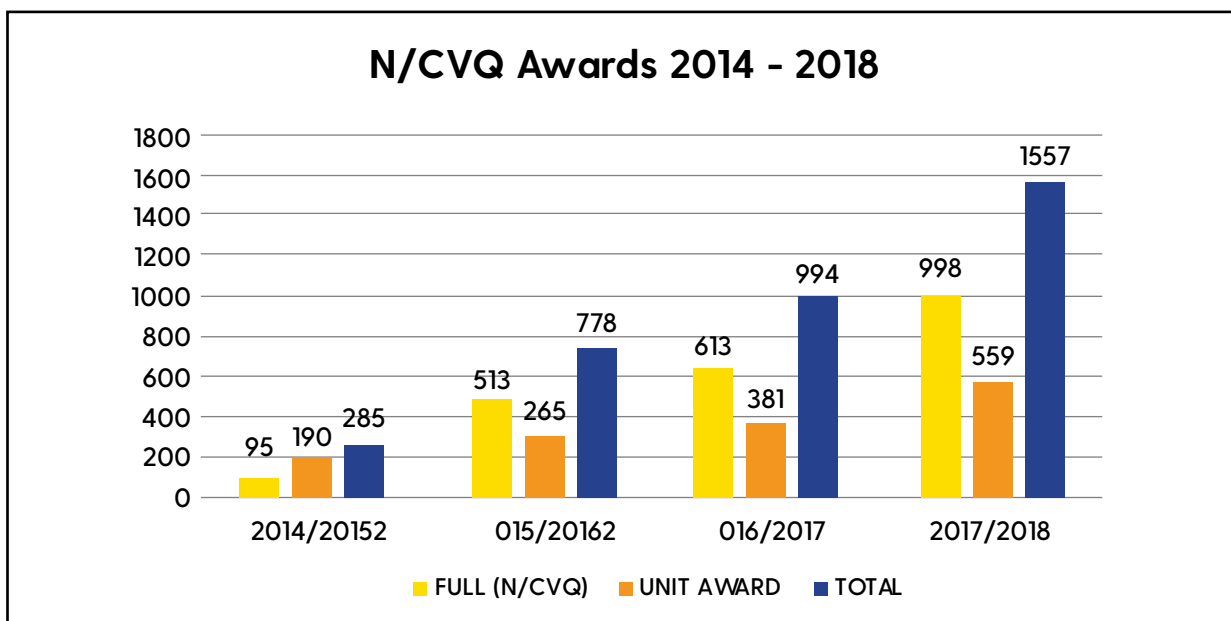


N/CVQs awards

During the Financial Year 2017/2018, the Council awarded a total of 1,557 National/Caribbean Vocational Qualifications (N/CVQs) comprising 998 full awards and 559 unit Statements of Competence. There were 238 NVQs and 1,319 CVQs awarded to a total of 852 females and 705 males. The breakdown of awards by occupational area is shown in the following table:

N/CVQ	Full Award	Unit Award	Total
NVQ			
Agro Food Processing L2	21	1	22
Agro Food Processing L3	7	-	7
Animation L2	-	16	16
Leadership L2	24	22	46
Leadership L3	4	3	7
Livestock Rearing L1	29		29
Nail Technology L2	3	13	16
Occupational Safety and Health L2	24	67	91
Textile Material Design L3	1	3	4
Sub Total	113	125	238
CVQ			
Amenity Horticulture L1	18	-	18
Amenity Horticulture L2	44	27	71
Apparel Manufacturing Technology L3	1	6	4
Assessment L4	116	50	166
Butchery L2	22	-	22
Carpentry L2	3		3
Commercial Food Preparation and Cookery L1	-	3	
Cosmetology L2		39	39
Crop Production L1	15		15
Crop Production L2	9	-	9
Customer Service L2	279	175	454
Developing a New or Existing Business Enterprise L 3	18	2	20
Events and Entertainment Technology L1	33	-	33
Electrical Installation L2	13	1	14
Fashion Design L2	2	9	11
Food Preparation and Cookery L1	58	4	62
Food Preparation and Cookery L2	6	8	14
Food and Drink Service L1	7		7
Furniture Making L2	19	8	27
Management L2	114	55	169
Management L3	21	7	28
Manufacturing Sewn Products L2	1	2	3
Massage Therapy L3	16	9	25
Occupational Safety and Health L3	2		2
Rabbit Rearing L2	19		19
Training and Development L4	4	1	5
Tree Crop Farming L1	12		12
Using ICT L1	33	28	61
Sub Total	885	434	1319
Total	998	559	1557

The Council realised a growth of 57% in the number of N/CVQ awards granted over the previous year.



Competency-based education and training (CBET) instructor certification

One (1) person who completed competence-based education and training instructor training achieved full certification in the CVQ in Training and Development Level 4, bringing the total number of persons certified in this area for the year to five (5).

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

The Council approved seven (7) organisations as assessment centres for the N/CVQ:

1. COT Holdings Limited
2. Combermere School
3. University of the Southern Caribbean
4. New Horizons Academy
5. Barbados Youth Service
6. F&B Automotive Art
7. Pinelands Creative Workshop

In addition, approval was given to various organisations to offer 49 qualifications. Through external verification and oversight by Technical Officers, the Council monitored the quality of on-going training and assessment for 51 N/CVQs being delivered at 41 centres comprising five (5) enterprises; 19 secondary schools; and 17 post-secondary training providers.

Core Skills awards

One hundred and ninety-three (193) participants of CBTF training programmes achieved Core Skills certification in Communication Level 3 during the period.

Prior learning assessment and recognition (PLAR)

During the year, 33 candidates registered for Prior Learning Assessment and Recognition (PLAR) services: three for Customer Service, six for Carpentry; two for Photovoltaic Panel Installation and 22 for Electrical Installation. Twenty-six (26) persons were certified during the year by PLAR: Customer Service – nine (9); Electrical Installation –14; and Carpentry- three.

Competence-based curricula development

The total number of curricula completed for the financial year stood at 22: Eight (8) were completed in quarter one; five in quarter two; six in quarter three; and three (3) in quarter four. The curricula developed are listed below:

Musical Performance Level 2	Events and Entertainment Technology Level 2
Agro Food Processing Level 1	Motor Vehicle Engine Systems Level 2
Art and Craft Production Level 1	Fibre Installation Level 2
Tree Crop Farming Level 1	Motor Vehicle Engine Systems Level 1 Automotive
Crop Production Level 1	Electrical and Electronic Systems Level 2
General Office Administration (Office Clerk) Level 1	Live Sound Engineering Level 3
Motor Vehicle Engine Systems Level 2	Mechanical Manufacturing (CNC) Machining Level 3
Garment Production Level 1	Motor Vehicle Chassis Systems Level 1
Data Operations Level 1	Motor Vehicle Chassis Systems Level 2
Accounting for Small Business Level 3	Public Sector Administration Level 2
E-Commerce Level 2	Public Sector Administration Level 3

Nine (9) curricula were developed for the Skills for the Future Programme, nine (9) for the Competence-Based Training Fund projects and four (4) for other clients.

Building capacity within the TVET System

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 18 workshops were held: 176 persons were trained in assessment; 72 in internal verification and 16 in competence-based education and training. Twenty-five (25) persons were trained as N/CVQ Coordinators and four (4) persons completed Master Assessor Training.

Workshop Title	Q1	Q2	Q3	Q4	Total Workshops
Assessor Training	6	2	-	2	10
Internal Verifier Training	2	1	-	1	4
CBET Instructor Training	1	1	-		2
N/CVQ Coordinator Training	1		-		1
Master Assessor Training Workshop	1		-		1
Total	11	4	-	3	18

One quality network meeting was held on October 26, 2017. Nine (9) verifiers from the Customer Service and Management skill areas attended. These meetings are intended to address issues identified as important to enhancing the quality assurance for the qualifications awarded by the Council.

Development and validation of Occupational Standards and N/CVQs

During 2017-2018, the Council approved 11 new occupational standards and validated and approved nine CVQs for use in Barbados.

At year end, the total number of NVQs developed by the Council stood at 78 and the number of validated CVQs was 80.

Advocating the rationalisation and resourcing of TVET

Execution of the work plan for the 'Greening TVET' programme commenced with the following activities during the last quarter:

- i. A Greening Stakeholder Consultation held on February 27, 2018.
- ii. A Greening Mobilisation Meeting with Institutional Leaders held on March 8, 2018.

- iii. The signing of an Agreement with the Commonwealth of Learning for that organisation to sponsor a Sustainable Development in TVET Workshop for trainers and curriculum writers in the April- June quarter.

Strengthening relationships with stakeholders and enhancing corporate image

The Council facilitated Barbados' first participation at the WorldSkills International competition -WorldSkills Abu Dhabi 2017, in the United Arab Emirates, October 14-19. This competition among skilled young people provided a unique opportunity for benchmarking the national TVET system at an international level. Gold, silver and bronze medals are awarded to the highest scoring competitors in each skill area. Medallions for Excellence are awarded to competitors who score 700 points and above but are not awarded Gold, Silver or Bronze medals. By scoring 700 points a competitor has demonstrated a performance that meets the WorldSkills standard.

Barbados was not awarded any medals or Medallions for Excellence at WorldSkills Abu Dhabi 2017. Out of 59 countries Barbados placed at the bottom of the medal points table with 11 other countries that did not medal. Akeil Craig-Browne scored 662 points and placed 29th out of 36 competitors in the Automotive Technology Competition. He was awarded the Best of Nation award. This award goes to the competitor who gains the highest total score for their country. Tinisha Hall scored 641 points and placed 40th out of 42 competitors in the Cooking Competition. This competition had one of the highest number

of total competitors. Roshida Griffith scored 638 points and placed 28th out of 30 competitors in the Fashion Technology Competition. Takiya Jordan placed 31st out of 33 competitors in Hairdressing with 614 points.

A media briefing was held on November 17, 2017 to present the results of the competition and an interim report was also presented to Council during that month.

During the latter part of the year preparatory work continued on the WorldSkills Barbados Competition 2018 scheduled for May 18-21, 2018 at BMEX. Preliminary competitions were completed in February and 40 finalists from four institutions selected to compete in eight (8) skill areas: fashion technology, cooking, car painting, beauty therapy, restaurant service, graphic design technology, hairdressing and automotive technology. A media launch for WorldSkills Barbados Competition 2018 was held on March 23, 2018.

Challenges

The increasing demands for the Council's services occasioned by the impact of the Competency-based Training Fund and a growing appreciation for the value of competence-based certification could not be satisfied by the existing human resources at the Council. The Council responded by training and engaging external contractors to assist with standards and curriculum development.

The Council exceeded its target for N/CVQ and Core Skills awards as well as N/CVQ standards/validation but fell short of the targets for CBET certification. The recruitment specifications for

the CBET programme will be reviewed to ensure that persons accepted have the opportunity to produce the evidence required for certification.

Finally, the efficiency of the certification process continued to be challenged by the absence of a functioning Student Information Management System. Efforts continued to boost the robustness of the reporting by the system and address bugs which had been detected.

Other activities

1. Ms. Arleen Murrell-Crichlow, Technical Officer delivered a presentation titled: 'Positive Uses of ICT Technologies : Are roles Gender neutral?' at a Girls in ICT Day event held at Hillaby-Turner's Hall Primary School on April 27, 2017.
2. Mr. Dario Walcott, Technical Officer delivered a presentation on the CVQ Process at the Barbados Entrepreneurship Foundation - Stakeholder Breakfast Meeting held on June 1, 2017.
3. Technical Officers Marika Byer and Alicia Sealy facilitated a presentation on Educational Opportunities at the Pinelands Creative Workshop Career and Life Management Programme, June 21, 2017.
4. Senior Technical Officer (Ag.) Ms. Carrol Griffith and Technical Officer Ms. Marika Byer participated in the Graydon Sealy Secondary School to Work Business Partners' Meeting held on June 22, 2017.
5. Senior Technical Officer Ms. Dawn Gill and Technical Officer Mr. Daniel Best conducted a second round of assessor training in the Dutch Caribbean islands of Saba and St. Eustatius during the period August 14-28, 2017. A total of seventeen (17) persons completed the training programme.
6. Senior Technical Officer Ms. Dawn Gill attended a virtual meeting of the Caribbean Association of National Training Authorities' Standards Committee on July 21, 2017. The main topic was the Caribbean Qualifications Framework.
7. Ms. Wendy McClean, Manager, Technical Services participated as an observer in a three (3) day evaluation visit to the Barbados Vocational Training Board by the Barbados Accreditation Council, September 19-21, 2017.
8. Staff were also involved in the preparation of the Mid-Term Estimates Review and Estimates for 2018-2021.
9. Ms. Wendy McClean, Manager, Technical Services, along with Mr. Henderson Eastmond, Executive Director and Mr. Matthew Greaves, Manager, Finance and Corporate Services attended the 27th Meeting of the Caribbean Association of National Training Authorities held November 8 - 9, 2017 at the CXC Headquarters in Barbados.
10. Technical Officer, Mr. Daniel Best and Manager, Technical Services Ms. Wendy McClean attended a two day Barbados Accreditation Council Workshop on Best Practices in Credential Fraud and Evaluation of Qualifications, December 6 - 7, 2017.
11. Ms. Marlyn Rawlins, Technical Officer and Mr. Peter Alleyne, System Administrator/ IT Specialist attended a Moodle Administration Workshop, sponsored by the Commonwealth of Learning in Trinidad and Tobago, December 13 - 15, 2017.
12. Ms. Carrol Griffith, Technical Officer participated as an Observer in the Registration Evaluation Visit to the Samuel Jackman Prescod Institute of Technology, coordinated by the Barbados Accreditation Council, February 13-15, 2018.
13. Ms. Wendy McClean, Manager, Technical Services served as the Council's Focal Point on the Technical Working Group of the Inter-american Development Bank (IDB) funded 'Strengthening Human and Social Development in Barbados' Project which is being coordinated by Ministry of Social Care, Constituency Empowerment and Community Development.
14. Ms. Wendy McClean participated in a National Ozone Unit Planning Meeting on the Hydrochlorofluorocarbon (HCFC) Phase out Management Plan (HPMP) Implementation Project

held on February 16, 2018. The TVET Council's role in this project is to validate the CVQ in Air Conditioning and Refrigeration Level 2 and train assessors which could be used in the certification programme proposed for technicians in this field.

15. Ms. Dawn Gill, Senior Technical Officer, Standards and Sector Support, delivered a presentation on using standards to develop curricula to staff of the Barbados Vocational Training Board on March 7, 2018.

16. Staff of the Technical Services Department were involved in the development of proposals aimed at earning revenue for the Council. The proposals were as follows:

- o Proposal submitted to GPA consultancy group for European Union funded training, assessment and certification of Assessors on behalf of the Government of Belize.
- o Joint proposal between TVET Council and BIMAP submitted to UNESCO for consultancy work in training and assessment services for TVET sectors in Malawi.
- o Proposal submitted to the Ministry of Education Science, Technology and Innovation, Barbados for IDB funded consultancy for training, assessment and certification of persons in Development of a Curriculum (DACUM) and Systematic Curriculum Instructional Design (SCID).

- o Proposal for Barbados' participation in local, regional and international WorldSkills Competitions 2018-2019.

- o Proposal submitted to the Ministry of Education, Science and Culture, Suriname for Curriculum Revision and Development to Support the Implementation of Competency-Based Education and Training at the Lower Secondary School Level.

- o Proposal submitted to the Saba Comprehensive School, Caribbean Netherlands for the Provision of the Services of a CVQ Implementation Coordinator.

- o Proposal for Assessment and Certification of Participants in Construction Work Programme in St. Maarten, February 2018.

- o Proposal for Technical Assistance with National Training Agency Capacity Building for the Council of Education and Labour Market Caribbean Netherlands (ROA CN), March 2018.

17. Staff of the Technical Services Department also contributed to preparations for the finalisation and pilot of the Online Registration System.

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:

A. TVET Monitoring System

The TVET Monitoring System Technical Advisory Panel was established to provide strategic guidance during the design and implementation of the TVET Monitoring System including the review of the system processes and outputs and make recommendations for improvement in the monitoring system and future evaluation research. The proposed Technical Advisory Panel is composed of representatives from key public and private training providers and technical experts in education, training and industrial relations.

The first meeting of the TVET Monitoring System Technical Advisory Panel was convened on Wednesday 5th April 2017. Mr. Mark Franklin, Chief Research and Planning Officer, Manpower Research and Statistical Unit (MRSU), Ministry of Labour and Dr Samuel Miller, Director of Research, Barbados Community College were elected as Chairperson and Deputy Chairperson respectively. The Technical Advisory Panel subsequently met in May, June, July, November 2017 to review and amend the following documents:

1. Technical Advisory Panel -Terms of Reference - April 2017
2. TVET Monitoring System Indicators and Indicator Matrix - April 2017
3. TVET Monitoring System Work Plan and Reporting requirements
4. Research and Data Use Policy (draft outline)
5. Monitoring System Data Element Checklist
6. Summary - Mapping of TVET programmes to economic sectors

The monitoring system framework reviewed by the Technical Advisory Panel included indicators pertaining to key aspects of the national TVET

System including the demand for and supply of TVET, Participation in TVET, equity and internal efficiency of TVET institutions, TVET Outcomes (eg. completion rates and attrition rates), WorldSkills participation in local and regional/international competitions, Employment Transition (relevance of skills in the workplace and graduate satisfaction rates) and Sustainable Development in TVET including the pillars of social inclusion specifically the participation of persons with disabilities in TVET programmes. During the review process, the Advisory Panel also recommended the addition of relevant Sustainable Development Goals (SDG) 2030 global and thematic indicators pertaining to teaching staff qualifications and training (pre service and in service) to the proposed monitoring system indicators.

Also, the Panel highlighted the need for a document which would clearly define the ownership of the data collected through the Monitoring System.

The Technical Advisory Panel meeting scheduled for Wednesday 9th August 2017 was cancelled due to the unavailability of the Chairperson and Deputy Chairperson of the Panel. The September and October 2017 meetings were postponed due to the lack of a quorum.

The November 2017 meeting featured a presentation on the preliminary findings of the TVET Graduate Tracer Study being conducted by the Ministry of Education under the Skills for the Future Programme which will provide monitoring data on Employment Transition, graduate and employer satisfaction and relevance of graduates' skills and competencies in the workplace.

A mobilisation strategy was developed to promote institutional involvement in the monitoring system highlighting the benefits of data to be derived from the monitoring and evaluation system and

how data collection, analysis and reporting can feed into institutional processes and outputs and could be used for institutional planning and policy.

B. ETF Training Evaluation, Tracer & Employer Surveys

The ETF Training Evaluation, ETF Tracer Study and ETF Employer Survey were designed to collect data on specific aspects of the training and assessment currently funded through the ETF based on the perspectives of the trainees/ candidates (ETF Training Evaluation & ETF Tracer Survey) and employers (Employer survey). The Training Evaluation examines the content of the training programme, training material, training delivery, status of training facilities and the utility of the skills and competencies gained through specific training programmes to the trainees' actual work role. The Tracer Study explores the trainees' reasons for undertaking the specific training programme, relevance of skills gained through training to their current work, work productivity (pre and post training) and job satisfaction. The Employer Survey examines the employers' reasons for facilitating ETF funded training for employees, organisational skill needs and the level of employer satisfaction with training graduates.

The draft ETF Training Evaluation, ETF Tracer Study and ETF Employer Survey questionnaires were reviewed and finalised in April and May 2017 in order to facilitate the piloting of the Training Evaluation form from May 2017. Training institutions and employers approved for ETF funding in FY 2017/18 were requested to provide email contact information for all trainees and/ assessment candidates from April 2017 to facilitate online survey administration immediately after programme completion. Online surveys were forwarded to trainees and assessment candidates (whose contact information was available) at the end of each training programme and where email contact information was not available/accessible for candidates, paper copies of the training evaluation were provided. Preliminary review of

the online pilot survey indicated a low (<30%) survey response rate. Preliminary data analysis was due to be completed in April 2018.

C. Customer Satisfaction Survey

The Customer Satisfaction Survey was previously undertaken in 2015 in order to understand the level of customer/stakeholder with the services and products provided by the TVET Council and provide guidance on strategies required for the TVET Council to enhance service delivery and provide optimal customer service to all current and future stakeholders. The previous questionnaire was updated and provided in an online format and the IT software developer generated a template report which was reviewed to ensure that all of the required information and analysis could be obtained utilising the updated questionnaire. Final amendments were made to the draft Customer Satisfaction Survey and the survey link was uploaded to the TVETC website.

The Customer Satisfaction Survey Pilot commenced in June 2017. The survey response rate was monitored and reminder emails were sent to all of the customers/ stakeholders included in the pilot sample (50 stakeholders) to promote the survey and encourage the submission of responses by 18th August 2017. The deadline for survey completion was extended to the end of October 2017 due to the malfunctioning of the website online survey form during July 2017 and due to the low response rate. The pilot sample was increased due to some of the initial stakeholder email addresses being non-operational. Additional reminder emails were sent to stakeholders at two week intervals to promote survey participation. Preliminary data analysis was due to be completed in April 2018.

Conferences, Meetings and Workshops

- Mr. Henderson Eastmond, Executive Director, attended the one-day UNEVOC Centres Network Consultation followed by the 3rd International Conference on TVET in the Caribbean held May 9 – 12, 2017 in Montego Bay, Jamaica.
- Mr. Henderson, Executive Director), represented the Council at the 43rd Technical Committee Meeting ILO/ Cinterfor, titled “Future of work: Challenges for Vocational Training” held August 9 – 11, 2017 in San Jose, Costa Rica.
- Mr. Henderson Eastmond, Executive Director attended the Workshop on Quality Apprenticeship: a strategy for promoting decent work for young people and improving productivity in SMEs in Seoul, Republic of Korea on September 20th – 23rd, 2017.
- Ms. Marlyn Rawlins, Technical Officer, attended a review Workshop, as the Lead Trainer, for the Caribbean National Training Agency and the Commonwealth of Learning re: the development and implementation of the online training course for CVQ Assessors in Grenada on August 21st – 25th, 2017.
- Mr. K Anderson Lowe, Manager of the CBTF and Mr. Matthew Greaves, Manager, Finance and Corporate Services facilitated the UNESCO UNEVOC Canadian and Caribbean Collaboration on Sharing Best Practices in TVET Workshops to be convened October 9th – 11th, 2017 and in Calgary, Canada on November 14th – 16th, 2017 in Jamaica.
- Ms. Millicent Small, Deputy Chairman and WSB Official Observer; Mr. Henderson Eastmond, Executive Director and WSB Official Delegate; Ms. Wendy McClean, Manager-Technical Services and WSB Team Leader; Mr. Dario Walcott, Technical Officer and WSB Technical Delegate; four WSB Experts; four WSB Competitors as well as International Youth Forum Representatives Mr. Akel Bailey and Ms. Keannndra Marshall attended the WorldSkills International Competition and Conference in Abu Dhabi, UAE on October 14 -19, 2017.
- Mr. Dario Walcott, Technical Officer and Lead Officer for WorldSkills Competitions Barbados attended the National Skills Competitions, Technical Vocational Education and Training (TVET) Youth Forum and Leaders’ Summit in Kingston, Jamaica over the period February 20 - 22, 2018.
- Mr. Henderson Eastmond, Executive Director and Chairman of the Caribbean Association of National Training Authorities (CANTA) attended the Annual General Meeting of the Association of Caribbean Tertiary Institutions Inc. in Miami, Florida held on February 22 - 23, 2018.



TVET
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Technical and
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SECTION C

Finance

Finance

The TVET Council sub-programme 0424 received \$2,872,508.17 (see note below) from the Ministry of Finance for the period under review. This represents a cut of 10% of the approved estimates for financial year 2017/18. Expenditure for the period was \$3,877,680.00 (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 \$810,000.00 (see note below). This represents a cut of 10% of the approved estimates for financial year 2017/18. Expenditure for the period was \$1,130,181.00.

Other Revenue:

Services rendered by TVETC	-	\$379,983.10
Projects facilitated by TVETC	-	\$382,018.11
Donations to TVETC (WorldSkills)	-	\$ 55,925.92

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

TVET Council (sub-programme 0424):	\$ 1,666,978.75
Commitments @ March 31, 2018:	\$ 276,865.62
Funds related to Projects	\$ 737,127.20
Funds available:	\$ 652,985.93
Employment and Training Fund (0425):	\$ 1,348,143.78
Commitments:	\$ 909,433.00
Funds available:	\$ 438,710.78

Note: (1) Funds allocated above and recorded by Smart Stream under the accrual system. Full allocations are not transferred as allocated by the Accountant General as allocated because of financial constraints. Cash received at March 2017:

- TVETC - \$2,152,702.28 amount outstanding – \$719,055.57
- ETF – \$810,000.00 amount outstanding – \$0.00

(2) ETF contracts are disbursed when Contract reports are submitted and not all at once.



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, 2018, 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, 2018, 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
November 20, 2018



Balance Sheet


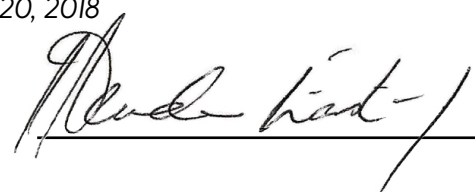
As at March 31, 2018

(Expressed in Barbados Dollars)

	2018	2017
Assets		
Current Assets		
Cash and Cash Equivalents	3,014,871	2,456,098
Accounts Receivable (see note 3)	1,052,114	1,838,815
Car Loans and Training Loans Receivable	133,810	179,457
Prepayments	12,571	19,002
	4,213,366	4,493,372
Non-Current Assets		
Fixed assets (see note 4)	268,188	236,765
Total Assets	\$ 4,481,554	\$ 4,730,137
Liabilities and Funds		
Liabilities		
Accounts Payable & Accrued Expenses (see note 5)	1,198,548	1,025,152
Funds		
General Fund	2,903,764	3,091,258
Employment and Training Fund	379,242	613,727
	3,283,006	3,704,985
Total Liabilities and Funds	\$ 4,481,554	\$ 4,730,137

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

Approved on behalf of the Council on November 20, 2018

 Chairman
  Executive Director

Statement of General Fund & Employment and Training Fund

For the year ended March 31, 2018
(Expressed in Barbados Dollars)

	General Fund	Employment & Training Fund	Total
Balance at March 31, 2016	2,269,235	505,484	2,774,719
Fund surplus/ (loss) for income year 2017	822,023	19,365	841,388
Contract obligations written back	-	88,878	88,878
Balance at March 31, 2017	3,091,258	613,727	3,704,985
Fund surplus 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

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

Statement of Revenue and Expenditure

For the year ended March 31, 2018
(Expressed in Barbados Dollars)

	2018	2017
Revenue		
General Fund (page 45)	3,690,435	4,654,858
Employment and Training Fund (page 46)	810,000	829,374
	<u>4,500,435</u>	<u>5,484,232</u>
Expenditure		
General Fund (page 45)	3,877,929	3,832,835
Employment and Training Fund (page 46)	1,130,181	810,009
	<u>5,008,110</u>	<u>4,642,844</u>
Surplus of (expenditure)/over revenue	<u>\$ (507,675)</u>	<u>\$ 841,388</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, 2018
(Expressed in Barbados Dollars)

	2018	2017
Revenue		
Government of Barbados grant (see note 6)	2,872,508	3,488,420
Workshop and Course fees	62,374	127,663
Interest on Emergency loans	465	371
Competency Based Fund	140,500	179,820
Consultancy Fees	77,353	34,785
Skills for the Future	178,664	357,329
Candidate Registration/Assessment fees	56,145	107,820
NVQ Construction	72,000	67,925
Prior Learning & Assessment Recognition	- -	148,975
Barbados Skills Competition	55,926	12,200
Qualification Approval	10,800	6,750
Rental - property	60,000	15,000
Training administration	- -	107,800
METI – consultancy	103,700	- -
	3,690,435	4,654,858
Less: Expenditure		
Statutory Emoluments	1,913,371	1,785,051
Operating Expenses (page 48)	680,801	653,050
Rental of Property	316,188	315,844
Professional Services	198,285	275,601
Prior Learning & Assessment Recognition	153,787	166,551
National Insurance Contributions	132,131	126,729
Maintenance of Property (page 48)	127,337	111,732
Skills for the future	104,757	112,236
Utilities	87,640	90,279
Pensions	80,870	83,068
Supplies and Materials	47,255	45,333
Subscriptions and Contributions	26,183	46,835
Travel	7,411	12,049
Library	1,913	1,684
NVQ Construction	- -	6,793
	3,877,929	3,832,835
Total Expenditure		
	\$ 187,494	\$ 822,023

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

Statement of Revenue and Expenditure – Employment and Training Fund

For the year ended March 31, 2018
(Expressed in Barbados Dollars)

	2018	2017
Revenue		
Government of Barbados grant (see note 6)	810,000	829,374
Interest on bank savings	--	- -
	<u>810,000</u>	<u>829,374</u>
Less: Expenditure		
Training grants awarded (see note 7)	<u>(1,130,181)</u>	<u>(810,009)</u>
Fund net (loss)/surplus	<u><u>\$(320,181)</u></u>	<u><u>\$19,365</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, 2018
(Expressed in Barbados Dollars)

	2018	2017
Cash Flows from Operating Activities		
Net (deficit)/surplus	(507,675)	841,388
Adjustments for:		
Depreciation	66,350	70,429
Interest income	- -	(371)
	<u>(441,325)</u>	<u>911,446</u>
Operating income before working capital changes		
Add/(less) changes in non-cash working capital accounts		
Net change in accounts receivable	786,701	(183,336)
Net change in car loans training/and emergency loans receivable	45,647	53,427
Net change in prepayments	6,431	(6,610)
Net change in accounts payable	173,396	235,030
	<u>570,850</u>	<u>1,009,957</u>
Net cash from Operating Activities		
Cash Flows from Investing Activities		
Interest received	- -	371
Purchase of furniture & equipment	(97,773)	(88,996)
	<u>(97,773)</u>	<u>(88,625)</u>
Net cash used in Investing Activities		
Cash flows from financing activities		
Contract obligations written back	85,696	88,878
	<u>85,696</u>	<u>88,878</u>
Net cash from Financing Activities		
Net change in cash during year	558,773	1,010,210
Cash – beginning of year	2,456,098	1,445,888
	<u>\$ 3,014,871</u>	<u>\$ 2,456,098</u>
Cash – end of year		
Cash Comprises:		
TVET Council – cash balance	1,666,728	1,693,102
Employment and Training Fund – cash balance	1,348,143	762,996
	<u>\$ 3,014,871</u>	<u>\$ 2,456,098</u>

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)

	2018	2017
Maintenance of property:		
Maintenance of fixed assets	40,754	64,708
Office maintenance	77,241	36,999
Insurance	9,342	10,025
	<hr/>	<hr/>
Total (see page 45)	\$ 127,337	\$ 111,732
	<hr/>	<hr/>
Operating expenses:		
Conferences and Meetings	205,354	96,246
Training – Standards and NVQ'S	80,959	47,028
Depreciation Expense	66,530	70,429
CBET – Curriculum Dev. & Instructor Training	64,619	38,406
Development of Occupational Standards	55,624	57,899
Promotions/Advertising	49,522	53,391
Council Members' Fees	39,180	38,872
Barbados National Skills Training Competition	36,404	107,486
Council Hospitality	29,753	39,016
Printing & Newsletter	13,489	25,854
Miscellaneous	10,501	8,805
Other Office Expenses	8,684	1,927
TVET Staff Awards	5,291	7,974
Prior Learning and Assessment Recognition	4,393	23,640
Student attachment	3,670	- -
Personnel Training	3,106	31,717
Uniforms	2,332	2,105
Quality Assurance	1,390	934
Qualification Approval	- -	1,321
	<hr/>	<hr/>
Total (see page 45)	\$ 680,801	\$ 653,050
	<hr/>	<hr/>

Notes to the Financial Statements

For the year ended March 31, 2018
(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%

(d) Standards in issue but not yet effective

New standards, interpretations and amendments to existing standards that are not yet effective and have not been early adopted by the Council are as follows:

- IFRS 9 Financial Instruments (effective 1 January 2018)
- IAS 7 (Amendments) – Disclosure Initiative
- IFRS 15 – Revenue from Contracts with Customers (effective 1 January 2017)
- IFRS 16 – Leases (effective January 1, 2019)
- IFRS 4 (Amendments) Applying IFRS 9 Financial Instruments with IFRS 4 (effective date January 01, 2018)
- IAS 40 (Amendments) Transfer of Investment Property (effective date January 01, 2018)

None of these is expected to have a significant effect on the financial statements of the Council in the period of adoption, except for IFRS 9 Financial Instruments, which becomes mandatory for the Council's 2019 financial statements, and is expected to impact the classification and measurement of financial assets and financial liabilities. A description of this standard is provided below.

IFRS 9 – FINANCIAL INSTRUMENTS

In July 2014, the IASB released the final version of the IFRS 9 Financial Instruments. This standard addresses classification and measurement of financial assets and replaces the multiple category and measurement models for debt instruments in IAS 39, Financial Instruments: Recognition and Measurement, with a new mixed measurement model having only two categories: amortized cost and fair value through profit or loss. IFRS 9 also replaces the models for measuring equity instruments, and such instruments are recognised at either fair value through profit or loss or at fair value through other comprehensive income. Where such equity instruments are measured at fair value through other comprehensive income, dividends are recognised in profit or loss insofar as they do not clearly represent a return on investment; however, other gains and losses (including impairments) associated with such instruments remain in accumulated comprehensive income.

Requirements for financial liabilities carried forward existing requirements in IAS 39, except that fair value changes due to credit risk for liabilities designated as fair value through profit and loss would generally be recorded in the statement of other comprehensive income. It also includes guidance on hedge accounting. The standard is effective for annual periods on or after January 1, 2018, with earlier application permitted. The Council is currently evaluating the impact of the standard on its financial statements.

	2018	2017
3. Accounts receivable		
Subvention receivable	719,055	1,570,505
Other receivables	333,059	268,310
	<u>719,055</u>	<u>1,570,505</u>
	<u>333,059</u>	<u>268,310</u>
	<u>\$ 1,052,114</u>	<u>\$ 1,838,815</u>

4. Fixed Assets

	Computer Equipment	Furniture & Equipment	Motor Vehicle	Total 2018	Total 2017
Cost					
Beginning of year	235,281	361,203	54,981	651,465	583,523
Additions	97,773	--	--	97,773	88,996
Leasehold improvements	--	--	--	--	38,437
Disposals	(84,235)	--	--	84,235	(59,491)
	<u>235,281</u>	<u>361,203</u>	<u>54,981</u>	<u>651,465</u>	<u>583,523</u>
	<u>97,773</u>	<u>--</u>	<u>--</u>	<u>97,773</u>	<u>88,996</u>
	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>38,437</u>
	<u>(84,235)</u>	<u>--</u>	<u>--</u>	<u>84,235</u>	<u>(59,491)</u>
	<u>248,819</u>	<u>361,203</u>	<u>54,981</u>	<u>665,003</u>	<u>651,465</u>
Accumulated Depreciation					
Beginning of year	189,642	181,990	43,068	414,700	403,762
Charge for year	35,537	19,817	10,996	66,350	70,429
Disposals	(84,235)	--	--	(84,235)	(59,491)
	<u>189,642</u>	<u>181,990</u>	<u>43,068</u>	<u>414,700</u>	<u>403,762</u>
	<u>35,537</u>	<u>19,817</u>	<u>10,996</u>	<u>66,350</u>	<u>70,429</u>
	<u>(84,235)</u>	<u>--</u>	<u>--</u>	<u>(84,235)</u>	<u>(59,491)</u>
	<u>140,944</u>	<u>201,807</u>	<u>54,064</u>	<u>396,815</u>	<u>414,700</u>
Net Book Value	<u>\$107,875</u>	<u>\$159,396</u>	<u>\$917</u>	<u>\$268,188</u>	<u>\$236,765</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:

	2018	2017
2012-2013	- -	4,836
2014-2015	6,066	17,468
2015-2016	36,474	128,706
2016-2017	212,248	542,591
2017-2018	655,145	- -
	909,933	693,601
Other – professional and consultancy fees	288,615	331,551
Year end balance	\$ 1,198,548	\$ 1,025,152

(i) Accounts Payable – ETF contracts

Amounts pertaining to ETF contracts listed (2012-2018) 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:

	2018	2017
TVET General Fund	2,872,508	3,488,420
ETF Fund	810,000	829,374
	\$ 3,682,508	\$ 4,317,794

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.

	2018	2017
2014-2015	- -	76,077
2015-2016	79,842	208,676
2016-2017	304,343	264,249
2017-2018	447,586	- -
Total Disbursed	\$ 831,771	\$ 549,002

The Employment and Training Fund awarded seventy-six (76) contracts at a cost of \$ 1,120,181 to train one thousand five hundred and forty-one (1,541) persons during the financial year 2017 – 2018.

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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