

ANNUAL REPORT 2016



Technical And Vocational
Education And Training
(TVET) Council



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

May 27, 2022

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, 2015 - March 31, 2016.

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. Doreen Deane

Representative, Barbados Workers' Union
Member

Mr. Laurie King

Chief Education Officer
Member, ex officio

Dr. Sonia Greenidge-Franklyn

Representative, Barbados Institute of Management and Productivity
Member

Dr. Gladstone A. Best¹

Representative, Barbados Community College
Member

Mrs. Dawn Jemmott Lowe

Representative, Barbados Employers' Confederation
Member

Mr. Hector Belle²

Representative, Samuel Jackman Prescod Polytechnic
Member

Mr. Richard Green

Representative, National Union of Public Workers
Member

Mr. Henderson Thompson

Barbados Vocational Training Board
Member, ex officio

Ms. Bobbi McKay^{3 and 4}

Representative, Barbados Manufacturers' Association
Member

Mr. Paul Collymore

Representative, Barbados Hotel and Tourism Association
Member

Mr. Henderson Eastmond

Executive Director, TVET Council
Member

Mr. Andrew Cox⁵

Permanent Secretary, Ministry of Labour
Member, ex-officio

1. **Ms. Barbara Babb-Cadogan** and **Mr. Lindsay Waterman** acted as alternates for Dr. Gladstone Best, BCC
2. **Mr. Euclid Sivers** and **Mr. Henderson Cadogan** acted as alternates for Mr. Hector Belle, SJPP
3. **Mrs. Shelley Ann Austin-Taylor** acted as alternate for Ms. Bobbi McKay, BMA
4. **Mr. Zaid Kazan** acted as alternate for Ms. Bobbi McKay, BMA from March 2014
5. **Mrs. Yolande Howard** acted as alternate for Mr. Andrew Cox, MLSD
6. **Ms. Karen Best** and **Mr. Henderson Wiltshire** acted as alternates for Mr. Laurie King, Chief Education Officer

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, 2015 - March 31, 2016.

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

The TVETC relocated from its 8th Ave, Belleville, St. Michael offices, where it spent over 20 years, to new offices at Hastings House West, Balmoral Gap, Christ Church. With the passage of the SHaW Act, the Council continued its effort to become compliant by implementing a number of activities and policies recommended under the Act. The new offices in Balmoral Gap were toured by the relevant Safety and Health Officer of the Labour Department and a number of issues highlighted which the Council's Safety and Health Committee addressed.

Under the continuing expansion of competence-based assessment and certification services, the TVETC awarded a total of seven-hundred and seventy-eight (778) National/Caribbean Vocational Qualifications (N/CVQs), comprising five hundred and thirteen (513) full awards and two hundred and sixty-five (265) unit Statements of Competence. Sixteen more organisations were approved as N/CVQ Assessment Centres, and, 22 new NVQs and 10 CVQs were approved for delivery. As of March 31 2016, two thousand (2,000)

persons have been registered for training under the Competency-Training Fund (CBTF), while three hundred and eighty-one (381) persons were certified as competent in their respective occupations. The CBTF has advanced BBD\$8.3 million in funding to the 25 partnerships. The CBTF is a component of the Inter-American Development Bank funded Skills for the Future Programme and supports the implementation of the Barbados Human Resource Development Strategy 2011 - 2016.

The Employment and Training Fund (ETF) continued to promote and support the uptake of the N/CVQs with private training institutions becoming the principal recipients (47%) of ETF grants, followed by employers (29%). It should be noted that the Financial Year 2015/2016 also saw the ETF approve \$983,858.00 in training grants which was in excess of the \$750,000.00 allocated by the Ministry of Finance. The excess of \$233,858.00 was taken from previous years' savings.

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

OUTLOOK FOR 2016 -2017

The economic outlook remains challenging but the TVET Council remains a progressive organisation and will find appropriate ways to deal with the situation. The Council will continue to make maximum use of its technical assistance and training capacity to raise revenue as well as tap into any funds that may be available through the European Union funded Barbados Human Resource Development Strategy and the Inter-American Development Bank sponsored Skills for the Future Programme.

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. Geoffrey Yearwood retired
Manager, Employment and Training Fund (ETF)

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

Mrs. Samantha Jones
Technical Officer, Communications

Mr. Akil Thompson
Technical Officer

Ms. Elvina Rollins
Technical Officer

Mrs. Shirleen Inniss
Administrative Officer

Ms. Carol Ann Burke
Business Development Officer

Mr. Peter Alleyne
IT/Systems Administrator

Ms. Rosline Cumberbatch
Technical Officer (Ag)

Ms. Antoinette Lashley
Executive Secretary

Ms. Nicole Collymore
Assistant Accountant (Ag)

Ms. Angela Davis
Clerk/Typist

Ms. Alicia Sealy
Technical Officer (Ag)

Mrs. Maria Price-Trotman
Clerk/Typist

Ms. Carol Husbands
Clerk/Typist

Ms. Afiya Barker
Clerk/Typist (Ag)

Ms. Coral Ann Callender
Clerk/Typist (Ag)

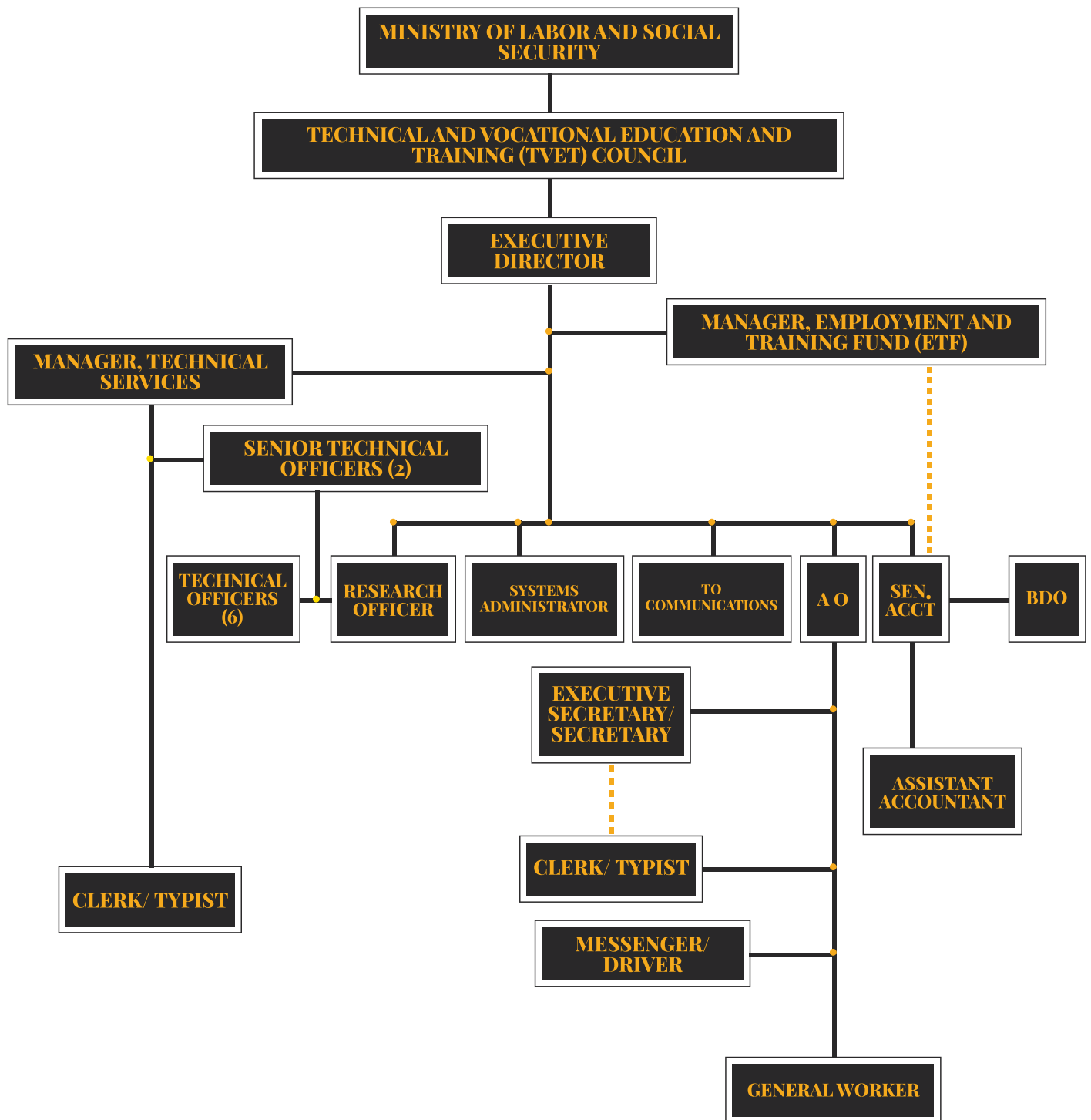
Ms. Jo-Ann Byer
Clerk/Typist (Ag)

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

Council Matters

Administration

Technical Division

ACTIVITIES OF THE COUNCIL

Council Members

During the period under review there were twelve (12) meetings of Council.

Dr. Hensley Sobers	Chairman
Ms Millicent Small	Deputy Chairman
Mr. Laurie King, Chief Education Officer	Member
Mr. Hector Belle, Samuel Jackman Prescod Polytechnic	Member
Dr. Sonia Greenidge-Franklyn, Barbados Institute of Management and Productivity	Member
Ms. Doreen Deane, Barbados Workers' union	Member
Mr. Andrew Cox, PS, Ministry of Labour and Social Security	Member
Mr. Henderson Thompson, Barbados Vocational Training Board	Member
Ms Bobbi McKay, Barbados Manufacturers' Association	Member
Dr. Gladstone Best, Barbados Community College	Member
Mr. Paul Collymore, Barbados Hotel and Tourism Association	Member
Mrs. Dawn Jemmott-Lowe, Barbados Employers' Confederation	Member

Alternates

Mrs Yolande Howard acted as Alternate for Mr. Andrew Cox, MLSD

Mr. Euclid Sivers and Mr. Henderson Cadogan acted as Alternates for Mr. Hector Belle, SJPP

Mr. Lindsay Waterman acted as Alternates for Dr. Gladstone Best, BCC

Ms Karen Best and Mr. Henderson Wiltshire acted as Alternates for Mr. Laurie King

Council Decisions

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

At meeting No. 5/2015 held on May 21st, 2015, Council approved the recommendation that the post of Manager, Employment and Training fund be re-designated Manager, Finance and Corporate Services and approved the revised Job Description.

At Meeting No. 5/2015 Council approved the TVET Council Health and Wellness Policy.

At Meeting No. 6/2015 held on June 12th, 2015, the Council approved the adoption of the TVET Council Emergency Management Plan.

At Meeting No. 6/2015 the Council approved the recommendations of the Technical Review and Selection Committee concerning the six (6) proposals selected for funding under Cycle III of the Competency Based Training Fund.

At meeting No. 7/2015 held on July 9th, 2015 the Council approved the implementation of four (4) initiatives/strategies to improve the customer service policies/procedures within the TVET Council, subject to the amendments identified.

At meeting No. 7/2015 the Council approved the recommendation that the TVET Council Employers Recognition Awards be concluded immediately and removed from the Council's Strategic Plan.

Administration

(a) The Employment and Training Fund (ETF)

In Financial Year (FY) 2015/16, the Employment and Training Fund (ETF) approved \$983,858.00 in training grants for employers, business associations and training institutions to train 1,288 persons.

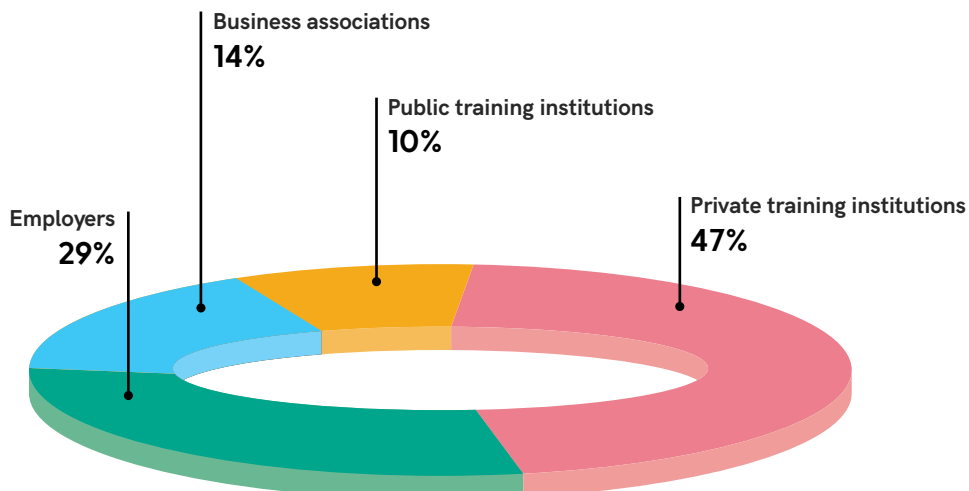
A total of eighty-nine (89) applications for funding were received, requesting \$3,249,756.72 to train one thousand, nine hundred and seventy-six (1,976) individuals at an average grant request of \$36,514.12. Of the eighty-nine applications, a total of sixty (60) were approved from sixteen (16) employers, ten (10) private training institutions,

three (3) business associations and two (2) public training institutions.

Private Training Institutions, due to the high level of C/NVQ training and assessments being undertaken, is now the main recipient of funding (47%). Followed by Employers at (29%), Business Associations (14%) and Public Training Institutions (10%) as shown in the chart below:

Three (3) new employers made use of the ETF funding opportunities in FY 2015/16, requesting \$37,833.00 to train 48 employees.

Distribution of Funds for the FY 2015/16



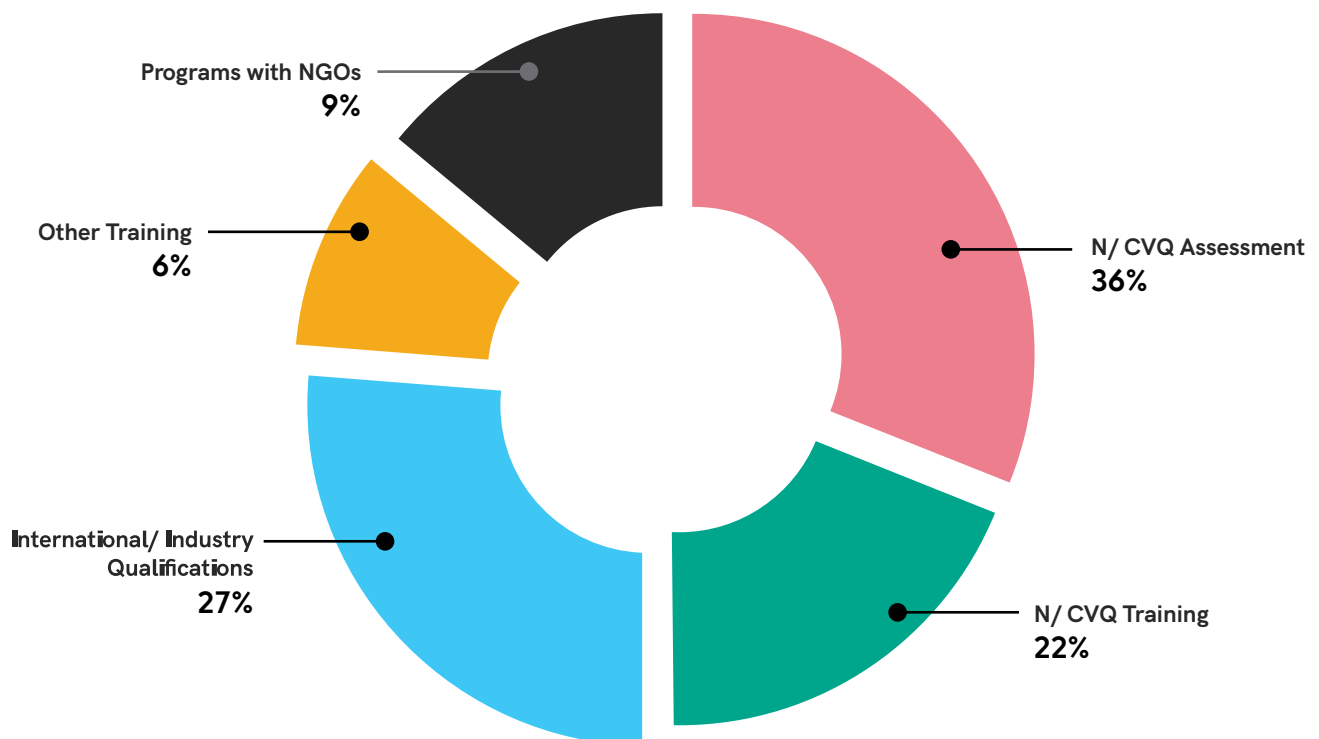
2.1 Performance indicators FY 2016/17

KPIs	Budgeted		Actual		% of Budgeted date	
	Costs	Trainees	Costs	Trainees	Costs	Trainees
N/CVQ Assessment	\$ 250,000.00	200	\$ 349,290.00	418	139.72%	209.0%
N/CVQ Training	\$ 250,000.00	200	\$ 217,068.00	283	86.83%	141.5%
International/ Industry Qualifications	\$ 150,000.00	970	\$ 268,682.00	359	179.12%	37.0%
Other training	\$ 45,000.00	150	\$ 59,718.00	148	132.71%	98.7%
Programs with NGOs	\$ 55,000.00	230	89,100.00	20	162.00%	8.7%
TOTALS	\$ 750,000.00	1,750	\$ 810,009.00	1,228	131.18%	70.2%

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

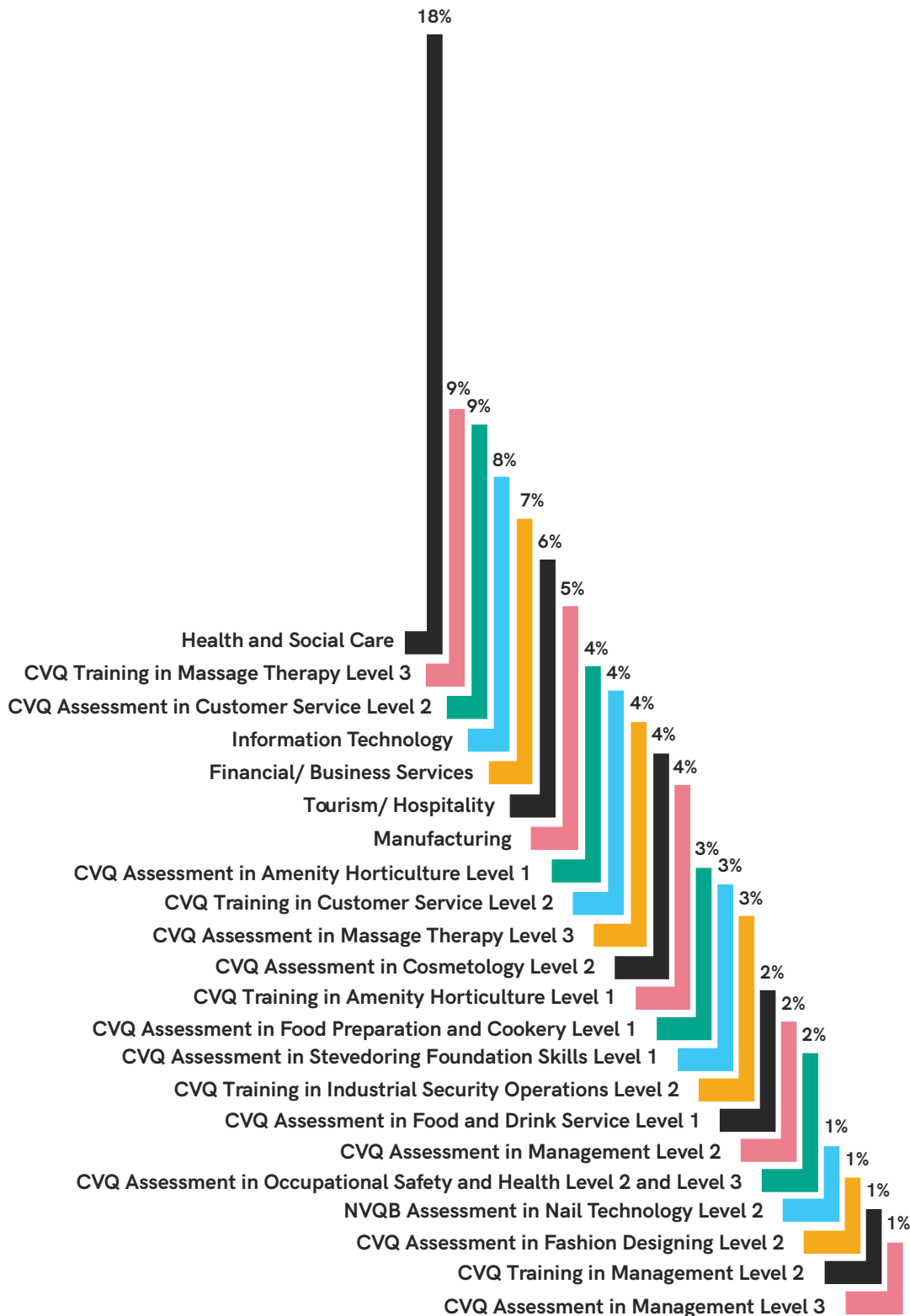
It should be noted that \$750,000.00 was approved by the Ministry of Finance for the ETF for FY 2015/16. As a result, funds from previous years' savings were used to finance the approved grants for the year of \$983,858.00. Please note that Approved Grants are disbursed in two or three tranches and not all at once.

Key Performance Indicators (Actual Expenditure) as at March 31, 2016



Most of the funding went to Health and Social care courses (18%). Other popular areas of training were CVQ Training in Massage Therapy Level 3 (9%); CVQ Assessments in Customer Service Level 2 (9%), Information Technology (8%), Financial/Business Service (7%), Tourism/Hospitality (6%), and Manufacturing courses (5%).

Main Areas of Training - FY 2015/16



(b) Public Relations and Promotion Programme for Financial Year 2015 - 2016

During the Financial Year 2015-2016, three main goals were pursued under the Key Result Areas of Growth and Stakeholder Management, respectively: (i) expansion of Competence-Based assessment and certification services (ii) promoting and advocating a strategic approach to TVET and (iv) strengthening stakeholder relationships. In keeping with these goals and the priorities outlined in the TVET Council's work programme, PR/Promotion support was provided through the following key activities.

In Quarter 1, the TVET Council:

- Approved a proposal submitted to secure Professional PR Services on a short-term or project basis in support of the organisation's expanding PR/Promotion programme.
- Launched an Integrated Marketing Communication (IMC) campaign in April in support of the TVET Employers Recognition Awards 2015 programme. The IMC campaign commenced with a media briefing and a digital PR campaign which included bi-weekly e-blasts to 500-plus stakeholders, Facebook & LinkedIn posts. The communication channels used included news media, print Ads, digital & online media, TV and radio. The campaign ran from April to July.
- Improved the main Facebook Page metrics. During the social media campaign in support of the TVET Awards which saw the 2013 winners featured in the 21st Century Worker online magazine and via video on the new TVET Awards website, Total Page Likes moved to 1647 from 1603, the Weekly Total Reach moved to 24,344 up

from 23 and the People Engaged moved to 347 up from 4 persons. By comparison, the WorldSkills Barbados Facebook page (which did not have a campaign running) during the first quarter was as follows: Total Page Likes stood at 1,043, the Weekly Total Reach stood at 221 up from 128 for the previous period and People Engaged stood at 12 up from 10 persons.

- Published the Annual Report 2012-2013 online at www.tvetcouncil.com.bb.
- Published the second edition of the 21st Century Worker online magazine at <http://tvetcouncil.com.bb/Magazine/>. E-blasts and bi-weekly posts to Facebook and LinkedIn were carried out in support of the magazine's promotion.

In Quarter 2, the Council:

- Cancelled the TVET Employers Recognition Awards 2015 programme. The Integrated Communication (IC) campaign was discontinued and a communication strategy was developed and approved for the public announcement of the cancellation.
- Developed and executed a communication strategy for the relocation of the Council's offices from Belleville, St. Michael to Hastings House West, Balmoral Gap, Hastings, Christ Church. A notice was disseminated to all key clients and stakeholders via direct email, e-blast, press release on the website and in the newspapers, radio, TV, BGIS and TVET Council's Facebook pages and TVETC's LinkedIn page.

Media coverage was also organized for the Blessing and official opening of the new offices on August 31, 2015.

- Continued promotion of the 21st century Worker magazine via TVET Council's social media sites: Facebook and LinkedIn. The response was fair to good with regards to reach and impressions.
- Drafted for approval press releases on the cancellation of the TVET Awards 2015 programme and the development of the new products and services publication.
- Recorded improved metrics for Facebook via campaigns in support of the promotion of WorldSkills International, the Youth Farm Programme 2015 market Day, Education, Training and Career Development and the relocation of TVETC's offices. The FB campaigns resulted in the following stats: Total Page Likes moved to 1666 from 1647, the Weekly Total Reach (organic) stood at 352, the People Engaged stood at 82 and Page Visits stood at 45.
- Recorded the following stats for the WorldSkills Barbados Facebook page: Total Page Likes stood at 1,059, the Weekly Total Reach stood at 53, People Engaged stood at 9, and Page Visits stood at 15.

In Quarter 3, the Council:

- Executed the communication strategy to publicise the cancellation of the TVET Employers Recognition Awards 2015 programme. A press release was drafted and published via TVET Council's website and social media pages, the press and BGIS's website and social media pages. An e-blast was also disseminated to TVET Council's contact database.

- Executed a communication strategy for the online publication of the TVETC's new products & services guide and related customer service information in October – November, 2015. Pages were created on TVETC'S website - <http://www.tvetcouncil.com.bb/About/Fees-Structure/> and the information promoted via the slideshow on the homepage as well as via TVETC's Facebook and LinkedIn pages. It was also disseminated via the first of three e-blasts to TVETC's contact list database. A press release was published via TVETC's website, BGIS' website and social media pages and the press.
- Heavily promoted via Facebook and LinkedIn the success of the Youth Farm Programme 2015 candidates. TVETC collaborated with the BGIS on the production of a TV and a radio programme which were also published via social media. The response to both activities was quite positive. A press release was also published via TVETC'S website and the BGIS Media.
- Recorded the following stats from social media activity:
 - o Main TVETC FB Page – Total Page Likes stood at 1712, Weekly Total Reach stood at 487, which represented organic (i.e. unpaid for) reach, People engaged stood at 75, Page visits stood at 57 down from 64.
 - o WorldSkills Barbados FB Page – Total Page Likes stood at 1074, Weekly Total Reach stood at 84 down from 133, People engaged stood at 7 up from 3, Page visits stood at 21 up from 6.
 - o LinkedIn Page – Weekly posts increased Impressions to an average of about 130 persons but engagement was still low.

In Quarter 4, the Council:

- Developed and executed a PR/Communication strategy for the WorldSkills Barbados (WSB) Competition 2016 in January. Requests were issued for the provision of PR and web development services to assist in the execution of the strategy, following which eight (8) quotations were submitted. The Council eventually selected Shamkoe Pilé, Blueprint Creative and Vision Nova to provide the PR, design, website development & social media services called for in the strategy.

- Held a Media Launch for the WSB Competition on March 22, 2016. The finalists participated in three communication and department training workshops in preparation for media and other interviews as part of the WSB 2016 PR/Communication programme.

Other activities for the WSB Competition included:

- Assisted with content audit of old WSB website
- Provided coverage of personal development and communication workshop for finalists
- Recorded video interviews with select finalists for television programme and Ad
- Prepared scripts for the TV/Radio Ad and five-minute TV programme
- Produced the TV/radio Ad and five-minute TV programme
- Reviewed and assisted with Press Kits/ Press Invitations for Media Launch
- Liaised with media regarding the media launch

- Press Releases on WSB launch for website, social media & press

- Edited content for the relaunched WSB website

- Started social media posting on Facebook and Instagram as part of social media campaign.

- Completed production of the 21st Century Worker magazine in February and published it online at <http://www.tvetcouncil.com.bb/Magazine/>. Production of the Annual Report 2013-2014 was also completed and published at <http://www.tvetcouncil.com.bb/MediaCentre/Publications/>.

- Recorded the following stats from social media and main website activity:

- o TVETC Main FB Page – Total Page Likes stood at 1749, Weekly Total Reach stood at 829, which represented organic reach, People engaged stood at 893, and Page visits stood at 97 up from 57.

- o WorldSkills Barbados FB Page – Total Page Likes stood at 1173, Weekly Total Reach stood at 17,741 as a result of the campaign being run, People engaged stood at 5,300 and Page visits stood at 300.

- o LinkedIn Page – Weekly posts increased Impressions to a high of 233 persons but engagement remained low. Increased sponsorship of posts is expected to help improve engagement once the budgetary constraints permit.

o The website traffic was steady with approximately 21,500 sessions for the Financial Year 2015-2016. There were 13,200-plus users; just over 77,400 page views and an average of just under 4 minutes spent browsing the site. The most frequently

visited page was the N/CVQ qualifications database page. More than half of the visitors to the site were new.

(c) HR/Administration

During the 2015-2016 Financial Year the HR/ Administration department continued to implement the goals and objectives set out under the KRA Organizational Resources (To strengthen TVET Council's Organizational and Human Resource Capacity) as outlined in the TVET Council Strategic Plan 2013 - 2016 as well as the routine functions which come under the responsibility of the department.

During the period under review the process to have the post of Manager, ETF reviewed and redesignated to Manager, Finance and Corporate Services was completed. The post was subsequently advertised in December 2015 and by the end of the financial year shortlisting had taken place interviews were scheduled for March 2016.

ORGANIZATIONAL RESOURCES (TO STRENGTHEN TVET COUNCIL'S ORGANIZATIONAL AND HUMAN RESOURCE CAPACITY)

Succession Policy/Plan

The one outstanding project from the TVET Council Strategic Plan 2010- 2013 was the development and implementation of a TVET Council Succession Plan which had been placed on hold while the Office of Public Sector Reform (OPSR) completed their organizational audit.

The audit was completed and the management team recommended that the post of Manager, ETF be reviewed.

Develop a Comprehensive Records Management Procedure

This project, was a KRI of the 2013 - 2016 TVET Council Strategic Plan and was facilitated by the Office of Public Sector Reform (OPSR)>

The Council accepted and signed off on the Terms of Reference for the project which included the following objectives:

- Develop a Classification System
- Prepare a Registry Procedures Manual
- An Electronic Filing System
- Prepare a Records Management Policy Document

To date the OPSR has facilitated the development of a classification system but we await the Registry Procedures Manual and the Records Management Policy Document.

The OPSR also facilitated a meeting with the Data Processing Department (DPD) with respect to their electronic filing system software. Management and a number of members of staff including the administrative section were provided with a walkthrough of the software and a decision was taken to use the DPD's software.

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 TVETC's new offices in Balmoral Gap were toured by the relevant Safety and Health Officer of the Labour Department and a number of issues highlighted as requiring attention. As a result the Safety and Health Committee set about systematically dealing with the issues. These included:

- Erection of Exit signs
- Erection of Fire Extinguisher signs
- Utilizing an air purifier next to photocopying machines
- Designation of a bathroom (male or female)

An Emergency Management Plan, requested by the Department of Emergency Management and approved by the TVETC management was circulated to staff in June 2015.

DEVELOP A CULTURE OF HEALTH AND WELLNESS

The draft Strategic Plan 2013-2016 spoke to the building of a culture of health and wellness at the organization and the development of a Health and Wellness policy.

The draft TVET Council Health and Wellness Policy was developed by the Administrative Officer and approved by the management team was circulated in June 2015.

Subsequently the Council reviewed its contract with Knights Health Advantage Club which was providing the biometrics tests to participating staff. The Council, based on its review and the approval of the minister, engaged Pharma Wellness Inc. whose principle is Mr. Lennox Prescod to complete the biometrics test for participating employees. This session is scheduled to include one-on-one consultations.

A Health and Wellness programme "Stepping into Health" was developed by the Administrative Officer. This programme used the model of the BCSI's "Walk-the-Talk" and also included the education presentations on a number of areas including Financial Management and maintaining a Healthy Lifestyle.

CONTINUE TRAINING AND DEVELOPMENT

The training and development of staff continued to be paramount at the Council in an effort to build competencies in the staff.

Members of staff also completed training programmes and workshops as follows:

- The entire staff complement attended a 2-day Conflict Resolution Workshop in May 2015
- Two Clerk/Typists completed a two-day Business Writing workshop and Advanced Business Writing at Cave Hill School of Business in February 2016
- Three members of staff attended the Annual Conference of the Barbados Association of Office Professionals in February 2016
- Two persons (Technical Officer and IT Systems Administrator) attended a Business Continuity Disaster Recovery and Crisis Communication workshop held in February 2016
- Two persons attended a Leadership Challenge workshop (Technical Officer and Senior Technical Officer) in March 2016

The organization issued Requests for proposals for the facilitation of Customer Service training at CVQ Level II for its administrative staff.

Conferences

Mr Henderson Eastmond, Executive Director, represented the Council at the Programme and Budget Committee and the 42nd Technical Committee Meeting of ILO/Cinterfor on May 13 - 15, 2016.

Miss Wendy McClean, Manager, Technical Services and Mr K. Anderson Lowe, Manager, Competency-Based Training Fund attended the general meeting of the Caribbean Association of National Training Authorities (CANTA) and the International Conference on TVET in the Caribbean in Montego Bay, Jamaica on May 11 - 15, 2015.

Mrs Yolande Howard, Deputy Permanent Secretary and Alternate for the Permanent Secretary, Ministry of Labour, Social Security and Human Resource Development (MLSD) represented the TVET Council at the UNEVOC Network Consultation and the Regional Conference on TVET and Skills Training in Montego Bay, Jamaica on May 12 and May 13 - 15, 2015 respectively. Ms. Carrol Griffith, Technical Officer represented the TVET Council at the 12th Annual CANQATE Conference held at the St. Kitts Marriott Resort, Frigate Bay, St. Kitts on October 7 - 9, 2015.

Mr. Henderson Eastmond, Executive Director and Ms. Wendy McClean, Manager, Technical Services attended the 26th Meeting of the Caribbean Association of National Training Authorities (CANTA) held in Trinidad on November 4 - 5, 2015. Mr. Eastmond served as the Vice Chair of CANTA while Ms. McClean held the post of Chair, Quality Assurance Committee.

Mr. Henderson Eastmond, Vice Chair - Caribbean Association of National Training Authorities (CANTA) and Executive Director, of the TVET Council Barbados attended and brought greetings on behalf of the Caribbean Association of National Training Authorities (CANTA) at the Opening Ceremony, with the Prime Minister of Curacao, at the 1st Technical, Vocational Education and Training (TVET) Conference to be held in Curacao on October 30, 2015.

Ms. Marlyn Rawlins undertook Leadership Training during a study tour to Durham College in Ontario, Canada, March 7-19, 2016. The tour was coordinated by the Ministry of Education, Science and Technology and included participants from secondary and post-secondary institutions.

IMPLEMENT A LEADERSHIP DEVELOPMENT PROGRAMME

The 2013-2016 Strategic Plan included an objective which required leadership development training for the management team.

The proposal from BIMAP to facilitate the training was accepted, the institution was however requested to resubmit their proposal with a view to providing details of the assessment costs which would be needed to have staff certified as well as increasing the time period proposed to ensure that all requisite training would be completed.

The Council continues to wait for BIMAP to resubmit their proposal.

CONTINUE THE RECOGNITION AND AWARDS PROGRAMME

In December 2015 prizes were awarded to the top participants of the Walk-The-Talk programme

The TVETC again held its Annual Christmas Luncheon in December 2015 where a number of awards were presented including, perfect attendance, excellent attendance; the Executive Director's Teamwork Award, Unsung Hero and the Service, Teamwork Attitude Reliability (STAR) awards.

IMPLEMENT AN HRIS SYSTEM

This project made significant progress during the period under review. Following meetings and provision of information to enable the development of the back structure for the programme, data on all permanent staff was entered in the system. This information included names, addresses, emergency contact, date of birth, ID and NIS numbers.

RECRUITMENT

During the period under review the HR/ Administration department was involved in the selection and recruitment of a Research Officer and a temporary Technical Officer.

The Administration/HR Department also facilitated the attachment of three (3) interns at the organization during the summer period from: The Samuel Jackman Prescod Polytechnic; Barbados Community College and the Barbados Vocational Training Board.

PERSONNEL MATTERS

APPOINTMENTS/PROMOTIONS/ACTING

Appointments

Mrs. Sheona Kellman Technical Officer with effect from February 1st, 2016

Mrs. Sarah Nicole Gilkes-Daniel, Research Officer, with effect from February 1st, 2016

Ms Maria Price-Trotman acted as Assistant Accountant, with effect from June 2015 to March 31st, 2016

Ms Alicia Sealy acted as Technical Officer with effect from October 2015 to March 31st, 2016

Ms Antoinette Lashley acted as Administrative Officer, August 2015

Acting Appointments

The organization continued to implement the principle of rotation which was one of the recommended tenets in the Succession Policy. As a result the following persons would have acted in new roles over the period under review.

Ms Michelle Haynes acted as Manager of the Employment and Training Fund with effect from March to June 2015 and October to December 2015.

Ms Carol Ann Burke acted as Manager of the Employment and Training Fund with effect from August 5th to September 5th, 2015 and January 1st, 2016 to March 31st, 2016

Ms Rosline Cumberbatch acted as Technical Officer with effect from March 1st, 2015 to March 1st, 2016

Ms Nicole Collymore acted as Senior Accountant with effect from March 17th, 2015 to June 26th, 2015

INVOLVEMENT IN COUNCIL EVENTS

The Council relocated from its original location in August 2015 and members of the HR/ Administrative department played a critical role in this relocation. Two members: the Administrative Officer and the Executive Secretary were on the Relocation Committee which oversaw the execution of the move as well as the blessing of the building ceremony which was attended by the Minister of Labour, Social Security and Human Resource Development.

(d) IT Department

Introduction

The Information Technology (IT) Department has started the following items during the financial year 2015/2016:

The performance indicators for the IT Department are Business Continuity Management System, Change Management System, Student Information Systems (SIMS) and Standards Database Management System.

Business Continuity Management(BCM)

The goal of BCM is to provide the organization with the ability to effectively respond to threats such as natural disasters or data breaches and protect the business interests of the organization. This BCM project was completed for the IT Department however the scope of the project has been widened from only the IT Department to encompass all of the departments the TVET council.

Change Management Process

Change management is the discipline that guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success and outcomes. A draft of a system has been completed however the project has been postponed because of the expansion and additions of other projects.

Student Information Systems (SIMS)

The SIMS is a database which manages candidate registrations and certifications for TVET Council approved centers. The database project is in its final stage however during the development of the SIMS database it was identified that candidates should have the facility to register via an online World Wide Web portal and an Online Registration project has been proposed.

Standard Database Management System (SDMS)

The SDMS main purpose is to act as a centralized repository for all standards to be developed by the TVET Council, facilitate version control and seamless publishing to the council's website. In addition the database will generate assessment tools or packages for qualifications which will be easily accessible to persons performing assessment activities.

The Information Technology (IT) Department has started the following items during the financial year 2015/2016:

The performance indicators for the IT Department are Business Continuity Management System, Change Management System, Student Information Systems (SIMS) and Standards Database Management System.

(e) The Technical Division

During the financial year, two main goals were pursued under the Key Result Area of Growth: (i) expansion of competence-based assessment and certification services and (ii) strengthening the national coordinating mechanism for TVET. In this regard the Council:

- **Awarded a total of seven-hundred and seventy-eight (778) National/Caribbean Vocational Qualifications (N/CVQs)** comprising five hundred and thirteen (513) full awards and two hundred and sixty-five (265) unit Statements of Competence. The breakdown of awards by occupational area is as follows:

Full N/CVQs

CVQ

Amenity Horticulture Level 1 -144
Amenity Horticulture Level 2-4
Assessment Level 4 - 74
Customer Service Level 2 -104
Electrical Installation Level 1 - 1
Food Preparation and Cookery Level 1-10
General Cosmetology Level 1-3
Management Level 2 - 20
Management Level 3-36
Massage Therapy Level 3-54
Stevedoring Foundation Skills Level 1-35
Using ICT Level 1 -24

NVQ

Stevedoring Operations -Equipment Operator
Level 2-4

Unit Statements of Competence CVQ

Amenity Horticulture Level 1-1
Assessment Level 4 - 197
Cosmetology Level 2-31
Customer Service Level 2-7
Management Level 2-3
Stevedoring Foundation Skills Level 1- 12
Training and Development Level 4-7
Using ICT Level 1-7

- Trained thirty -two (32) instructors, in three (3) Competence-Based Education and Training (CBET) Train-the-Trainer workshops. A total of seven (7) instructors/trainers were certified. Lower numbers of persons registering for certification through the Barbados Community College's Bachelor of Education in TVET programme may have contributed to the significant decrease in certification numbers.

- Approved sixteen (16) organisations as assessment centres for the N/CVQ:

1. Alma Parris Memorial Secondary School
2. Barbados Defence Force
3. Caribbean Cuizine
4. Coleridge and Parry Secondary School
5. Deighton Griffith Secondary School
6. Eilerslie Secondary School
7. Garnett Technologies
8. Graydon Sealy Secondary School
9. Harrison College
10. Notes of Praise
11. Parkinson Secondary School
12. Passiflora
13. Productivity Council
14. Regional Management Services Inc.
15. Seventh Day Adventist School
16. The St. Michael School

- Monitored, through external verification, the quality of on-going training and/or assessment for **forty-three (43) N/CVQs** being delivered at twenty-nine (29) centres comprising three (3) enterprises; seven (7) secondary schools; and nineteen (19) post-secondary training providers.

- **Registered twenty-eight (28) candidates for Prior Learning Assessment and Recognition (PLAR)** services in the occupational areas of External Verification, Customer Service, Amenity Horticulture, Electrical Installation and Carpentry. Six (6) candidates underwent assessment and two (2) persons were certified using this process. It has been observed that PLAR candidates require significant support in compiling evidence of their prior learning. The Council would have to look at how enhanced support could be provided efficiently in the future.

- **Completed four (4) Competence-Based Education and Training curricula** for the areas of Plumbing L1, Events and Entertainment Technology L1, Occupational Safety and Health L2 and Graphics Communications (Pre-Press) L2.

- **Approved twenty-two (22) new NVQs:**

1. Agricultural Entrepreneurship L2
2. Agro-Food Processing Level 2
3. Agro-Food Processing Level 3
4. Animation L3
5. Customer Service L2
6. Directing L3
7. Film Audio Engineering Level 2
8. Financial Sales L3
9. Graphics Communications – Binding and Finishing L2
10. Graphics Communications – Press L2
11. Graphics Communications –Pre-Press L2
12. Industrial Relations L3
13. Janitorial Services L2
14. Lighting Operations L3 - CBTF

15. Livestock Rearing L1 - CBTF
16. Pastoral Care L4
17. Photovoltaic Installation – Electrical Technician L3
18. Production Design L2
19. Retail Sales L3
20. Stevedoring Operations – Equipment Operator L2
21. Stevedoring Operations – Heavy Equipment Operator L2
22. Supply Chain Management L3

- **Validated and approved ten (10) CVQs** for use in Barbados:

1. Butchery L2
2. Carpentry L1
3. Crop Production L2
4. Electrical Installation L1
5. Electrical Installation L3
6. Masonry L2
7. Production Operations (Oil and Gas) L1
8. Production Operations (Oil and Gas) L2
9. Production Operations (Oil and Gas) L3
10. Tree Crop Farming L1

- **Continued work on the development of a certification system for Core Skills.**

Procedures were developed for script logging, batching, standardization and marking; and a procedure for registration was completed. No candidates were registered during the period.

- Trained three hundred and four (304) persons as assessors in nineteen (19) workshops.

- Trained seventeen (17) persons as External Verifiers in two (2) workshops.

- Trained sixty-three (63) persons as Internal Verifiers in three (3) workshops.

- Trained sixteen (16) persons as N/CVQ Coordinators.

- Contributed to the development of TVET in the region through the following activities:

- o Coordination of the revision of the CANTA Quality Assurance Guidelines and Criteria for the Caribbean Vocational Qualification which were approved by the Caribbean Association of National Training Authorities in November 2015.

- o Participation in the coordination of the evaluation of the Guyana Council for Technical and Vocational Education and Training (TVET) with respect to its suitability to be approved as an awarding body for the Caribbean Vocational Qualification.

- Continued the promotion of technical and vocational education and training through the following activities:

- o Conducted a preliminary competition in four (4) skill areas to select finalists for the WorldSkills Barbados Competition 2016, scheduled to be held in May 2016.

- Hosted a WorldSkills Barbados Competition 2016 media launch and two (2) preparatory workshops for competitors.

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

- Continued work on quality enhancement initiatives to be developed and implemented to support the Council's application to the Barbados Accreditation Council for recognition as an Awarding Body which was submitted in January 2015. These included:

- (i) the completion of a draft Malpractice and Maladministration Policy and Procedures which was submitted to the Quality Assurance Committee (QAC) for review at its meeting of September 22, 2015; (ii) the development of a draft Risk Management Strategy and Risk Register; and (iii) the development and approval of: a Products and Services Listing (inclusive of fees), Customer Service Charter, Service Time and Quality Standards and a Complaints Procedure. In addition, a Customer Service Satisfaction Survey was administered to two hundred and thirty (230) key stakeholders.

- Developed quality indicators for technical and vocational education and training (TVET) which will be used in research to monitor and report on the TVET system.

(f) CBTF FY 2015-2016

The first tranche of funding for the successful Cycle II winners was disbursed for ten (10) of the twelve (12) applicants during April 2015.

The TRSC met during April 2015 to select the winning proposals for Cycle III. Six proposals were recommended to the TVET Council for funding.

Impact Evaluation Survey conducted of the CBTF was administered to all thirty-four (34) applicants of competitive cycle III. The questionnaire was developed by the IDB with support from the CMU. To facilitate this process, two technical consultants were engaged to ensure responses from all the applicants.

The CM attended the 25th meeting of the CANTA Executive Committee and General Meeting, as well as the 2nd International Conference on TVET in the Caribbean. Both of these events were held at the Hilton Rose Hall Resort and Spa, Jamaica from May 10 to 15 2015.

The Cycle III Induction workshop was held on June 24 and was attended by representatives of each winning partnership. Workshop presentations were made on Competency-based Training requirements by the TVET Council; Environmental Safeguards Compliance by EPIU; IDB Procurement Procedures by the IDB ; and Successful Proposal Implementation by the CMU.

The Cycle III awards ceremony was held on June 29 2015 at the Sea Breeze Hotel in Maxwell, Christ Church. Representatives of the IDB, TVET Council, Ministry of Education and Labour, CBTF Management Unit, CBTF applicants and the media were in attendance.

During July 2015, the CMU welcomed its first batch of certifications (17) in Amenity Horticulture from CB205 (Nature Care Group & Asymmetrix Consulting Inc). In addition, IICA/ St. George Farmers' Market Project launched during September 2015.

The CMU and the TVET Council met with all the partnerships under the CBTF to develop an assessment plan and agree assessment timelines, to ensure that all candidates are assessed and certified by November 30, 2016.

The first graduation ceremony of the CBTF was held on November 18, 2015 at the Barbados Hilton in honour of the 212 persons who have so far been certified under the CBTF Project. Graduates represented seven partnerships and achieved certification in six occupational standards.

PBHC's graduation ceremony took place in January 2016. 32 persons received full certification in Massage Therapy Level 3.

At March 31 2016, two thousand (2,000) persons have been registered for training under the CBTF, while three hundred and eighty-one (381) persons were certified as competent in their respective occupations. The CBTF advanced BBD\$8.3 million in funding to the 25 partnerships.

SECTION C

Finance

(g) Finance

In the Estimates for the Financial Year ending March 31, 2016, \$3,542,101.00 was allocated to the TVET Council and \$750,000.00 was allocated to the Employment and Training Fund (ETF).

Actual Funds received from the Ministry of Finance were \$3,518,475.81 for the TVET Council.

The Employment and Training Fund received the allocated amount of \$750,000.00.

Interest on Bank Savings and Emergency Loans totaled \$2,130.63

Other Revenue:

WorldSkills Barbados Competition \$5,000.00

Workshop and course fees \$96,320.00

Candidate Registration fees \$8,710.00

Qualification Approval \$4,500.00

Skills for the Future Project \$357,329.20

Audited Financial Statements as at March 31st, 2016 are appended to this report

SECTION D

Audited Financial Statements

Report of the Auditors To the Council

We have audited the accompanying financial statements of the Technical and Vocational Educational and Training Council which comprise the balance sheet as of March 31, 2016 and the Statement of Revenue and Expenditure, Statement of General Fund and Statement of Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with International Financial Reporting Standards for Small and Medium-sized Entities. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and

disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Technical and Vocational Educational and Training Council as of March 31, 2016 and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards for Small and Medium-sized Entities.



Bridgetown, Barbados

September 08, 2016

Balance Sheet

As at March 31, 2017

(Expressed in Barbados Dollars)


	<u>2016</u>	<u>2017</u>
Assets		
Current Assets		
Cash and Cash Equivalents	1,445,888	819,585
Accounts Receivable (see note 3)	1,658,105	1,911,601
Car Loans and Training Loans Receivable	230,258	215,405
Prepayments	12,392	12,014
	<u>3,346,643</u>	<u>2,958,605</u>
Non-Current Assets		
Fixed assets (see note 4)	<u>218,198</u>	<u>187,141</u>
Total Assets	<u>\$ 3,564,841</u>	<u>\$ 3,14,746</u>
Liabilities and Funds		
Liabilities		
Accounts Payable & Accrued Expenses (see note 5)	<u>790,122</u>	<u>788,942</u>
Funds		
General Fund	2,269,235	1,894,753
Employment and Training Fund	505,484	462,051
	<u>2,774,719</u>	<u>2,356,804</u>
Total Liabilities and Funds	<u>\$ 3,564,841</u>	<u>\$ 3,145,746</u>

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

Approved on behalf of the Council on September 08, 2016



Chairman



Executive Director

Statement of General Fund & Employment and Training Fund

For the year ended March 31, 2017
(Expressed in Barbados Dollars)

	General Fund	Employment & Training Fund	Total
Balance at March 31, 2014	1,505,947	552,574	2,058,521
Fund surplus/ (loss) for income year 2015	388,806	(207,691)	181,115
Contract obligations written back	-	117,168	117,168
<hr/>			
Balance at March 31, 2015	1,894,753	462,051	2,356,804
Fund surplus for income year 2016	374,482	(232,084)	142,398
Contract obligations written back	-	275,517	275,517
<hr/>			
Balance at March 31, 2016	\$ 2,269,235	\$ 505,484	\$ 2,774,719

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

Statement of Revenue and Expenditure

For the year ended March 31, 2017
(Expressed in Barbados Dollars)

	<u>2016</u>	<u>2015</u>
Revenue		
General Fund (page 37)	4,298,656	3,355,015
Employment and Training Fund (page 38)	751,774	755,490
	<u>5,050,430</u>	<u>4,110,505</u>
 Expenditure		
General Fund (page 37)	3,924,174	2,966,209
Employment and Training Fund (page 38)	983,858	963,181
	<u>4,908,032</u>	<u>3,929,390</u>
 Surplus of revenue over expenditure	<u><u>\$ 142,398</u></u>	<u><u>\$ 181,115</u></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, 2017
(Expressed in Barbados Dollars)

	<u>2016</u>	<u>2015</u>
Revenue		
Government of Barbados grant (see note 6)	3,518,476	3,224,467
Workshop and Course fees	223,300	61,000
Interest on Bank Savings	157	1,537
Interest on Emergency loans	200	117
Competency Based Fund	168,790	45,730
Consultancy Fees	12,194	22,164
Skills for the Future	357,329	--
Candidate Registration fees	8,710	--
Barbados Skills Competition	5,000	--
Qualification Approval	4,500	--
	<u>4,298,656</u>	<u>3,355,015</u>
Less: Expenditure		
Statutory Emoluments	1,770,778	1,729,328
Operating Expenses (page 40)	1,116,198	570,086
Rental of Property	307,742	218,215
National Insurance Contributions	120,136	117,730
Retiring Benefits	198,793	20,423
Maintenance of Property (page 40)	112,176	53,158
Utilities	88,176	84,292
Pensions	67,275	34,912
Professional Services	60,793	55,343
Supplies and Materials	51,241	49,100
Travel	15,977	18,111
Subscriptions and Contributions	11,119	10,865
Library	3,770	4,646
	<u>3,924,174</u>	<u>2,966,209</u>
Total Expenditure		
	<u>3,924,174</u>	<u>2,966,209</u>
Fund net income	<u>\$ 374,482</u>	<u>\$ 388,806</u>

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, 2017
(Expressed in Barbados Dollars)

	<u>2016</u>	<u>2015</u>
Revenue		
Government of Barbados grant (see note 6)	750,000	750,000
Interest on bank savings	1,774	5,490
	751,774	755,490
Less: Expenditure		
Training grants awarded (see note 7)	(983,858)	(963,181)
Fund net loss	<u>\$ 232,084</u>	<u>\$ 207,691</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, 2017
(Expressed in Barbados Dollars)

	<u>2016</u>	<u>2015</u>
Cash Flows from Operating Activities		
Surplus of revenue over expenditure	142,398	181,115
Adjustments for:		
Depreciation	86,355	58,634
Interest income	(2,131)	(7,144)
Loss/ (Gain) on disposal - fixed assets	--	2,149
	<u>226,622</u>	<u>234,754</u>
Operating income before working capital changes		
Add/(less) changes in non-cash working capital accounts		
Net change in accounts receivable	253,496	804,952
Net change in car loans and training/emergency loans receivable	(14,853)	(3,438)
Net change in prepayments	(378)	(156)
Net change in accounts payable	1,180	(251,892)
	<u>466,067</u>	<u>(825,372)</u>
Net cash from Operating Activities		
Cash Flows from Investing Activities		
Interest received	2,131	7,144
Purchase of furniture & equipment	(117,412)	(22,773)
	<u>(115,281)</u>	<u>(15,629)</u>
Net cash used in Investing Activities		
Cash flows from financing activities		
Contract obligations written back	275,517	117,168
	<u>275,517</u>	<u>117,168</u>
Net change in cash during year	626,303	(723,833)
Cash - beginning of year	819,585	1,543,418
	<u>819,585</u>	<u>1,543,418</u>
Cash - end of year	<u>\$ 1,445,888</u>	<u>\$ 819,585</u>
Cash Comprises:		
TVET Council - cash balance	734,045	187,432
Employment and Training Fund - cash balance	711,843	632,153
	<u>711,843</u>	<u>632,153</u>
	<u>\$ 1,445,888</u>	<u>\$ 819,585</u>

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

General Fund – Expenditure Analysis

For the year ended March 31, 2017

(Expressed in Barbados Dollars)

	<u>2016</u>	<u>2015</u>
Maintenance of property:		
Maintenance of fixed assets	77,295	31,964
Office maintenance	24,820	12,145
Insurance	<u>10,061</u>	<u>9,049</u>
Total (see page 37)	<u><u>112,176</u></u>	<u><u>53,158</u></u>
Operating expenses:		
Assessor and Verifier Fees	438,962	119,227
Training - Standards and NVQ'S	103,111	83,591
Development of Occupational Standards	137,859	49,169
Printing & Newsletter	87,531	21,998
Depreciation Expense	86,355	58,634
Promotions/Advertising	49,257	43,987
Barbados National Skills Training Competition	40,631	(289)
Personnel Training	36,178	20,814
Council Members' Fees	35,521	43,404
Council Hospitality	26,051	15,022
Conferences and Meetings	23,422	21,773
Miscellaneous	12,024	8,220
Prior Learning and Assessment Recognition	11,092	2,586
Other Office Expenses	9,139	9,593
TVET Staff Awards	7,798	6,056
CBET - Curriculum Dev. & Instructor Training	7,282	22,799
Employers Recognition Awards	3,985	11,498
Loss on disposal of fixed asset	--	2,149
Quality Assurance	--	1,557
Anniversary (20th) expenses	--	28,298
Total (see page 37)	<u><u>\$ 1,116,198</u></u>	<u><u>\$ 570,086</u></u>

Notes to the Financial Statements

For the year ended March 31, 2017
(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

The financial statements have been prepared in accordance with the historical cost convention and are expressed in Barbados dollars.

(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%

	<u>2016</u>	<u>2015</u>
3. Accounts receivable		
Subvention receivable	1,199,080	1,911,601
Other receivables	<u>459,025</u>	<u>--</u>
	<u><u>\$ 1,658,105</u></u>	<u><u>\$ 1,911,601</u></u>

4. Fixed Assets

	Computer Equipment	Furniture & Equipment	Motor Vehicle	Total 2016	Total 2015
Cost					
Beginning of year	204,596	265,898	54,981	525,475	536,970
Additions	36,474	42,501	--	78,975	22,773
Leasehold improvements		38,437	--	38,437	--
Disposals	<u>(12,714)</u>	<u>(8,213)</u>	<u>--</u>	<u>(20,927)</u>	<u>(34,268)</u>
	<u>228,356</u>	<u>338,623</u>	<u>54,981</u>	<u>621,960</u>	<u>525,475</u>
Accumulated Depreciation					
Beginning of year	147,889	169,370	21,076	338,335	311,819
Charge for year	58,072	17,286	10,996	86,354	58,634
Disposals	<u>(12,714)</u>	<u>(8,213)</u>	<u>--</u>	<u>(20,927)</u>	<u>(32,119)</u>
	<u>193,247</u>	<u>178,443</u>	<u>32,072</u>	<u>403,762</u>	<u>338,334</u>
Net Book Value	<u><u>\$35,109</u></u>	<u><u>\$160,180</u></u>	<u><u>\$22,909</u></u>	<u><u>\$218,198</u></u>	<u><u>\$187,141</u></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:

	<u>2016</u>	<u>2015</u>
2012-2013	4,836	35,336
2013-2014	--	124,297
2014-2015	125,998	475,236
2015-2016	<u>390,637</u>	<u>--</u>
	521,471	634,869
Other – professional and consultancy fees	<u>268,651</u>	<u>154,073</u>
Year end balance	<u><u>\$ 790,122</u></u>	<u><u>\$ 788,942</u></u>

(i) Accounts Payable – ETF contracts

Amounts pertaining to ETF contracts listed (2012-2016) 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:

	<u>2016</u>	<u>2015</u>
TVET General Fund	3,518,476	3,224,467
ETF Fund	<u>750,000</u>	<u>750,000</u>
	<u><u>\$ 4,268,476</u></u>	<u><u>\$ 3,974,467</u></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 \$983,858.00 were approved and \$542,370.00 (2012 - 2015 - \$347,702.00) was disbursed. A savings of \$50,852.00 was also realised due to incompleteness of training and no uptake of training grants awarded.

	2016	2015
2011-2012	--	39,168
2012-2013	10,188	116,239
2013-2014	68,588	406,835
2014-2015	268,926	478,438
2015-2016	542,370	--
	<hr/>	<hr/>
Total Disbursed	\$ 890,071	\$ 1,040,680

The Employment and Training Fund awarded sixty (60) contracts at a cost of \$983,858.00 to train one thousand two hundred and twenty eight (1,228) persons during the financial year 2015 - 2016.

Grants supported Health and Social Care courses, CVQ training in Massage Therapy, CVQ assessments in Customer Service, Information Technology, Financial /Business Service, Tourism/ Hospitality, Manufacturing. As well as training which lead to international certification (eg: Wine and Spirits Education Trust (WSET) and the Institution of Occupational Safety and Health (IOSH) UK.

Special training was undertaken for secondary school students in a Youth Farm Training programme which led to the CVQ Level 1 in Amenity Horticulture.

Of the funds awarded, twenty nine percent (29%) was utilized by employers, forty seven percent (47%) by private training institutions; fourteen percent (14%) by business associations and ten percent (10%) by public training institutions.

Other data reflected that fifty eight percent (58%) of the contracts were awarded for training leading to CVQ qualifications, twenty seven percent (27%)

to international/industry qualifications, programs with Non-Governmental Organisations (NGO's) nine (9%) and other training six percent (6%).

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

The fair values of the Council's financial assets and liabilities approximate their carrying values at the balance sheet date.

(c) Interest Rate Risk

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.

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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