



TVET  
COUNCIL  
CELEBRATES  
20 YEARS



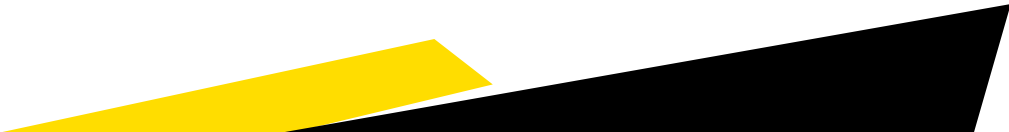
# MISSION STATEMENT

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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Dr. Hassan Ndahi, Senior Specialist Skills and Employment, ILO Caribbean delivering the 20th Anniversary Lecture

## COVER STORY

# TVET COUNCIL CELEBRATES 20 YEARS

The year 2014 marked 20 years in which the TVET Council (TVETC) Barbados had been set up to coordinate and manage Barbados' technical and vocational education and training (TVET) system.

Activities to mark the 20<sup>th</sup> Anniversary Celebrations of the **Technical and Vocational Education and Training (TVET) Council** – a.k.a TVET Council – took place during November 2 – 7, 2014 and included a church service at the St. Cyprian's Anglican Church; a lecture entitled **“Repositioning TVET as the Engine for Economic Growth”** which was sponsored by the Ministry of Labour, Social Security and Human Resource Development (MLSD) and a Staff Fun Day.

The lecture, which was delivered by Dr. Hassan Ndahi, Senior Specialist Skills and Employment, ILO Caribbean, was intended to encourage TVET Council's stakeholders to participate in a dialogue on building a competence-based TVET system.

During his presentation Dr. Ndahi stressed the importance of developing TVET teachers

through provision of adequate teacher resources and facilities, resources in the classroom and sustainable funding of the TVET system.

The celebratory activities, which were held under the theme **TVET Council: Celebrating 20 years of Promoting Competence-Based TVET**, also included a 20<sup>th</sup> Anniversary/Christmas Luncheon in December 2014.

The Council also marked its 20<sup>th</sup> year of existence with a change in address, moving from 8<sup>th</sup> Avenue, Belleville, St. Michael, where it spent the previous two decades, to new offices at Hastings House West, Balmoral Gap, Hastings, Christ Church, in August 2015.

# LETTER OF TRANSMITTAL

February 15, 2017

Senator Dr. The Honourable Esther Byer-Suckoo  
Minister of Labour, Social Security and Human Resource Development  
Thro' The Permanent Secretary  
Ministry of Labour, Social Security and Human Resource Development  
3rd Floor, West Wing  
Warrens Office Complex  
Warrens  
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, 2014 – March 31, 2015.

Yours faithfully,

**Technical and Vocational Education and Training Council**



Hensley T. Sobers, PhD  
Chairman

# COUNCIL MEMBERS

**Dr. Hensley T. Sobers**

Chairman

**Ms. Millicent Small**

Deputy Chairman

**Mrs. 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. Best<sup>1</sup>**

Representative, Barbados Community College  
Member

**Mrs. Dawn Jemmott Lowe**

Representative, Barbados Employers'  
Confederation  
Member

**Mr. Hector Belle<sup>2</sup>**

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<sup>3 and 4</sup>**

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 Cox<sup>5</sup>**

Permanent Secretary, Ministry of Labour  
Member, ex-officio

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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

# SECTION A

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## A. CHAIRMAN'S REVIEW

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I have the honour to present this report for the Financial Year April 1, 2014 – March 31, 2015 on behalf of the leadership of the Technical and Vocational and Education and Training (TVET) Council.

The Council continued to achieve successes despite the financial challenges by adopting creative strategies which allowed us to meet several goals as set out in our strategic plan 2013 – 2016.

It is important to note that the Council celebrated its 20<sup>th</sup> Anniversary with the theme **“Celebrating 20 Years of Promoting and Coordinating Demand Driven Technical and Vocational Education”**. The highlights of these celebrations were a church service at St. Cyprians Anglican Church, a lecture delivered by Dr. Hassan Ndahi – Senior Specialist, Skills and Employment – ILO Caribbean, a staff fun day and an Anniversary/Christmas Luncheon at the Crane Resort.

During this Financial Year the Council continued to expand by approving fourteen (14) Assessment

Centres to offer N/CVQs and granted nineteen (19) organisations approval to offer twenty-six (26) qualifications. By the end of the year, training and assessment was ongoing at twenty (20) Centres.

The Council also commenced the development of competency-based education and training curricula in several areas as well as the offer of a Prior Learning Assessment and Recognition (PLAR) Service. Moreover, the Council applied to the Barbados Accreditation Council for recognition as an Awarding Body, drafted a Malpractice Policy and a publication of its goods and services and developed a Customer Service survey. The Council was also pleased to coordinate Barbados' participation at the WorldSkills Americas competition in Columbia in May 2014, resulting in



the achievement of a Bronze Medal in the area of Ladies and Men's Hairdressing.

As the oversight body for the Competency-Based Training Fund (CBTF), the Council approved seven (7) proposals to a tune of BDS \$3.6 million for Cycle I in June 2014 and for Cycle II, twelve (12) proposals to the tune of BDS \$7.5 million in November 2014. By December 2014, 234 persons were trained and five (5) new standards developed.

During the year, the Council also approved BDS \$963,151.00 through fifty-one (51) Employment and Training Fund (ETF) contracts to train 1,350 persons with BDS \$351,129.00 being awarded to employers, BDS \$291,258.00 going to Business Associations, BDS \$272,811.00 to private training institutions and BDS \$47,983.00 going to public training institutions.

## **OUTLOOK FOR 2015-2016**

Overall the work of the Council is expanding rapidly. This expansion will be significantly accelerated with the implementation of the CBTF.

It is envisaged that the Council will have to find innovative ways of expanding its human resource capacity as well as leveraging technology if it is to cope with this rapid expansion.

## **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 Technical and Vocational Education and Training in order to enhance the competitive position of our nation.

Hensley T. Sobers Ph.D.  
Chairman

# ORGANISATIONAL MATTERS

## TVET COUNCIL'S SECRETARIAT STAFF MEMBERS

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**Mr. Henderson Eastmond**

Executive Director

**Mr. Dario Walcott**

Technical Officer

**Ms. Nicole Collymore**

Assistant Accountant (Ag)

**Mr. Geoffrey Yearwood**

Manager, Employment and  
Training Fund (ETF)

**Ms. Carrol Griffith**

Technical Officer (Ag)

**Mrs. Angela Davis**

Clerk/Typist

**Ms. Wendy McClean**

Manager, Technical Services

**Mrs. Samantha Jones**

Technical Officer,  
Communications

**Ms. Alicia Sealy**

Clerk/Typist

**Ms. Michelle Haynes**

Senior Accountant

**Mr. Akil Thompson**

Technical Officer

**Mrs. Maria Price-Trotman**

Clerk/Typist

**Ms. Dawn Gill**

Senior Technical Officer

**Ms. Elvina Rollins**

Technical Officer

**Ms. Carol Husbands**

Clerk/Typist

**Mr. Paul Puckerin**

Senior Technical Officer

**Mrs. Shirleen Inniss**

Administrative Officer

**Ms. Afiya Barker**

Clerk/Typist (Ag)

**Mrs. Arleen Murrell-Crichlow**

Technical Officer

**Ms. Carol Ann Burke**

Business Development Officer

**Mr. Felix Delice**

Driver/Messenger

**Ms. Andrea Harding-Waithe**

Technical Officer

**Mr. Peter Alleyne**

IT/Systems Administrator

**Ms. Gale Alleyne**

General Worker

**Ms. Marlyn Rawlins**

Technical Officer

**Ms. Rosline Cumberbatch**

Technical Officer (Ag)

**Ms. Jo-Ann Byer**

Clerk/Typist (Ag)

**Mr. Daniel Best**

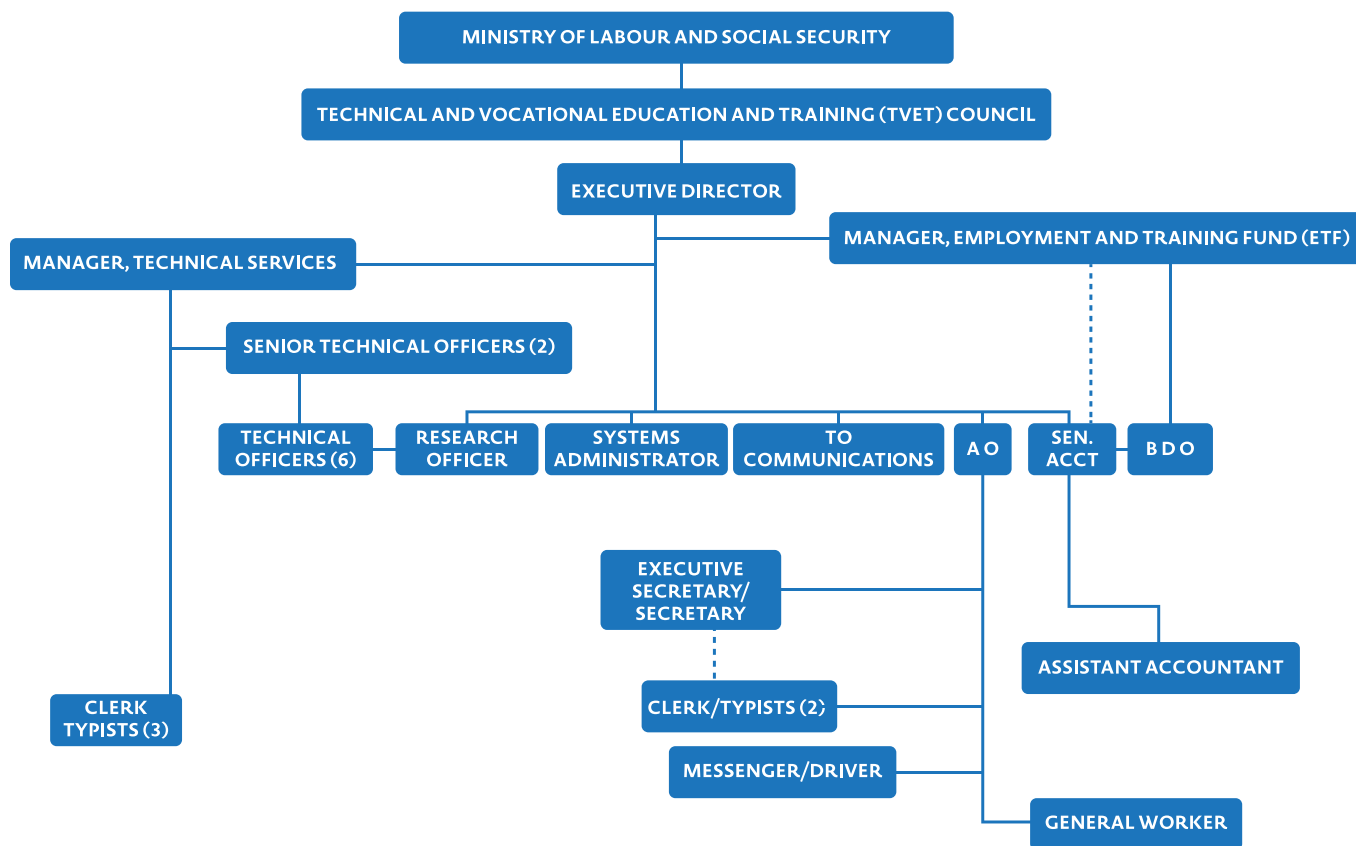
Technical Officer

**Ms. Antoinette Lashley**

Executive Secretary

TVET COUNCIL

# INFORMATION COMMUNICATION TECHNOLOGY



1. The post of Research Officer has been deferred.

## SECTION B

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<b>ACTIVITIES OF THE COUNCIL</b>	<b>13</b>
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# B. ACTIVITIES OF THE COUNCIL

## COUNCIL MEMBERS

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, Social Security and Human Resource Development	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

## COUNCIL DECISIONS

During the period under review there were thirteen (13) meetings of Council. The Council made the following mission critical decisions:

At the April 10, 2014 meeting, the Council approved the implementation of a digital Council meeting where documents would be circulated electronically and the projector would be used to review council documents.

At the May 8, 2014 Council meeting, the Council approved the recommendation that social media be used to launch a discussion forum to gauge public awareness and to share information.

At the June 12, 2014 Council meeting, the Council approved the recommendation that a request be made to the Ministry of Labour, Social Security and Human Resource Development, to convene a special Council meeting to review the Council's draft Strategic Plan 2013 – 2016.

At the July 10, 2014 Council meeting, the Council approved the adoption of the full Draft Strategic Plan. The Council also recommended that future Assessor Training programmes and building of Portfolios should be completed by candidates throughout the programme, instead of at the end, without compromising the quality of the programme.

At the August 14, 2014 Council meeting, the Council

ratified the Round Robin decision to approve the travel of Miss Tahira Hurdle to participate in the International Hair Show scheduled for Atlanta, Georgia from August 2–4, 2014.

At the October 20, 2014 Council meeting, the Council approved the Draft Audited Financial Statements for the Financial Year 2013 – 2014. The Council also approved the list of proposals selected by the Technical Review and Selection Committee of the Competency-Based Training Fund for funding of Cycle II.

At the December 11, 2014 Council meeting, the Council approved the recommendation for the six (6) candidates selected to be contracted as Technical Writers – Standards.

At the December 11, 2014 Council meeting, the Council ratified the list of Occupational Standards and National Vocation Qualifications (NVQs) as approved by the Standards Approval Committee. Also, the Council approved the procedures for the engagement of consultants to manage assigned centres, and the management of their contracts.

At the January 2015 Council meeting, the Council approved the selection of five (5) candidates recommended to be assigned contracts as Centre Management Coordinators. Additionally, the Council approved the engagement of seven (7) persons to undergo a mentorship programme for Centre Management for a period of three (3) months.

In March 2015, the Council approved the recommendation to engage professional services to assist with the execution of the Council's Public Relations/Promotion work programme.

During this month, the Council also approved the recommendation that undisbursed funds be

reverted to the Employment and Training Fund to be made available for use on new contracts in the 2015-2016 financial year.



Staff share a lighthearted moment at the 20th Anniversary/Christmas Luncheon.

## ADMINISTRATION

### (A) THE EMPLOYMENT AND TRAINING FUND (ETF)

Section 13 of the Technical and Vocational Education and Training (TVET) Council Act, 1993-11 established the Employment and Training Fund (ETF) to provide for the promotion and support of training and skills upgrading in the labour force.

The ETF Programme provides grants to employers and employers' associations to subsidise the costs incurred in training and retraining of their employees or members in accordance with the criteria established by the Council. Grants are also awarded to training institutions to support customised training programmes in accordance with national priorities, including training for self-employed persons and unemployed persons.

The resources of the ETF are monies made available out of the training levy established by the Occupational Training Act. The training levy is set at 1.0% of taxable wages. Employers who access the ETF funds for training are required to submit a Clearance Certificate from the National Insurance Scheme (NIS).

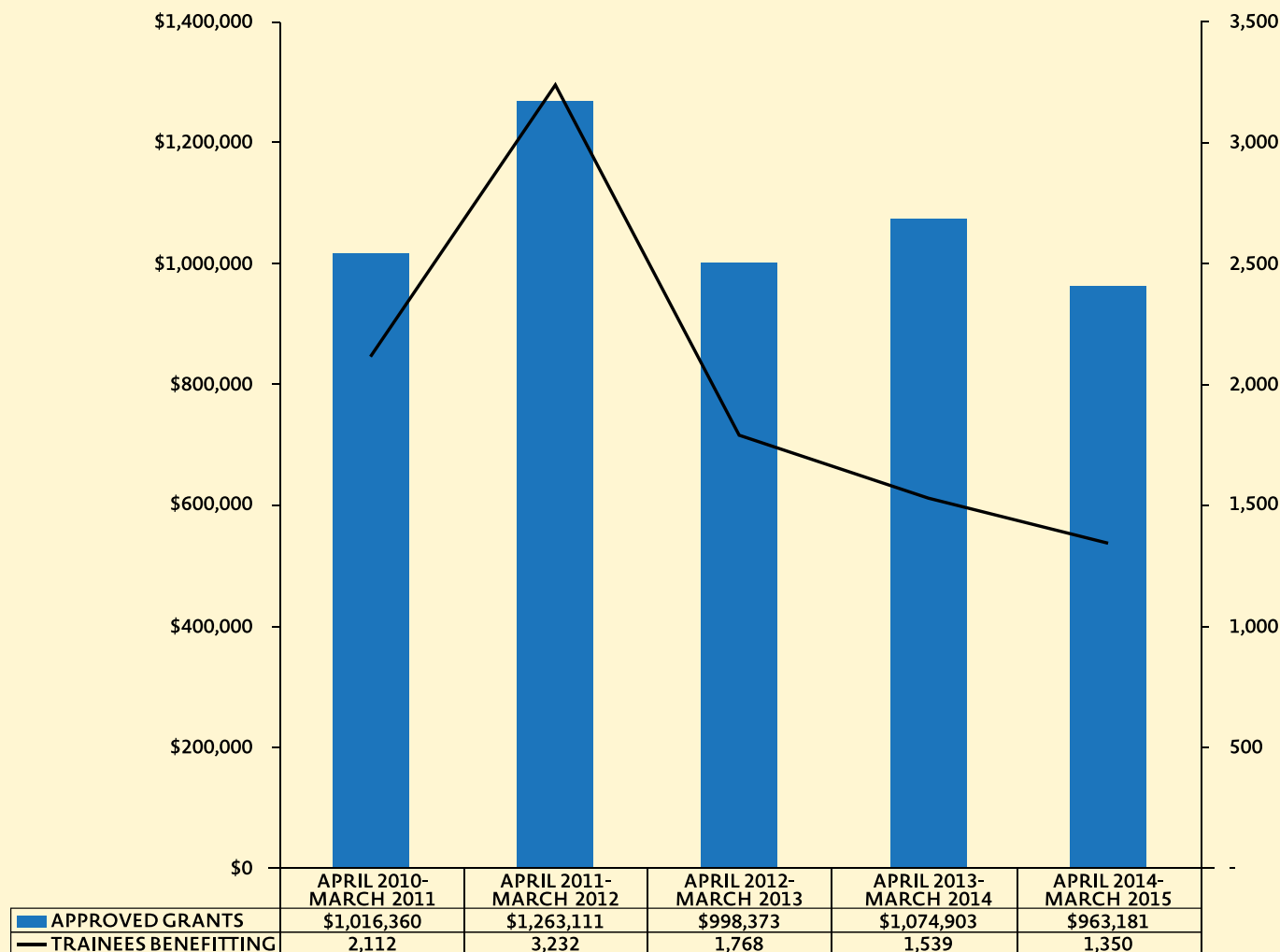
The ETF acts as an important incentive to promote training; and the criteria for accessing funds are closely aligned to the aims and objectives of the TVET Council. ETF funds are therefore targeted at occupational areas where standards and National/Caribbean Vocational qualifications (N/CVQs) exist. If appropriate assessment processes are in place, the ETF will also request that the N/CVQ be pursued.

### Review of the Employment and Training Fund

The ETF became operational in March 1997, and at March 31<sup>st</sup>, 2015 a total of BDS \$19,860,272.00 had been approved to train 39,362 persons. The total disbursements for the said period was BDS \$17,509,778.89 or 88.2% of the amount approved.

During the period April 2010 to March 2015, the ETF continued to award contracts for around BDS \$1M to train an average of 2,000 persons annually. The following chart shows the trend for the grants approved and persons trained over that period:

### APPENDIX 4: GRANTS APPROVED AND TRAINEES SERVED FOR THE PERIOD APRIL 2010 TO MARCH 2015



## ACCOMPLISHMENTS

The ETF funds available for programming during the year April 2014 to March 2015 included a cash balance of BDS \$1,074,074.65 at April 01, 2014; BDS \$750,000.00 transferred from the Ministry of Finance; and BDS \$5,490.31 from interest on bank savings during the year. These funds (BDS \$1,829,564.96) were used to:

- Finance new contracts for FY 2014/15 that were completed in the year.
- Make part payments on new contracts that were not completed in the year (FY 2014/15).
- Pay outstanding balances on contracts that were started prior to FY 2014/15 but completed in FY 2014/15.
- Make part payments on contracts that were started prior to FY 2014/15 and were still uncompleted at the end of FY 2014/15.

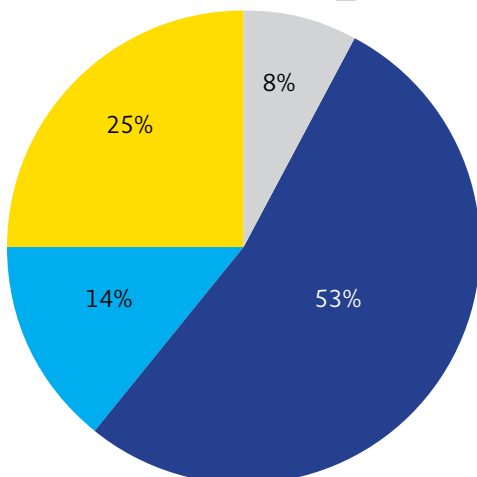
## APPROVALS

The Council approved BDS \$963,181.00 and signed fifty one (51) contracts for thirty-five (35) organisations to train 1,350 persons during the year. The distribution of the funding between the employers, training institutions and associations is shown below:

ORGANISATIONS	CONTRACTS	\$	TRAINEES
Business Associations	7	\$291,258.00	229
Employers	27	\$351,129.00	848
Private Training Institutions	13	\$272,811.00	184
Public Training Institutions	4	\$47,983.00	89
<b>Grand Total</b>	<b>51</b>	<b>\$963,181.00</b>	<b>1,350</b>

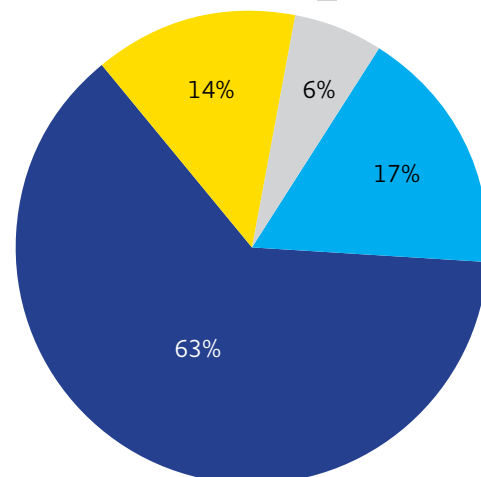
### CONTRACTS

- Employers
- Business Associations
- Private Training Institutions
- Public Training Institutions



### TRAINEES

- Business Associations
- Employers
- Private Training Institutions
- Public Training Institutions

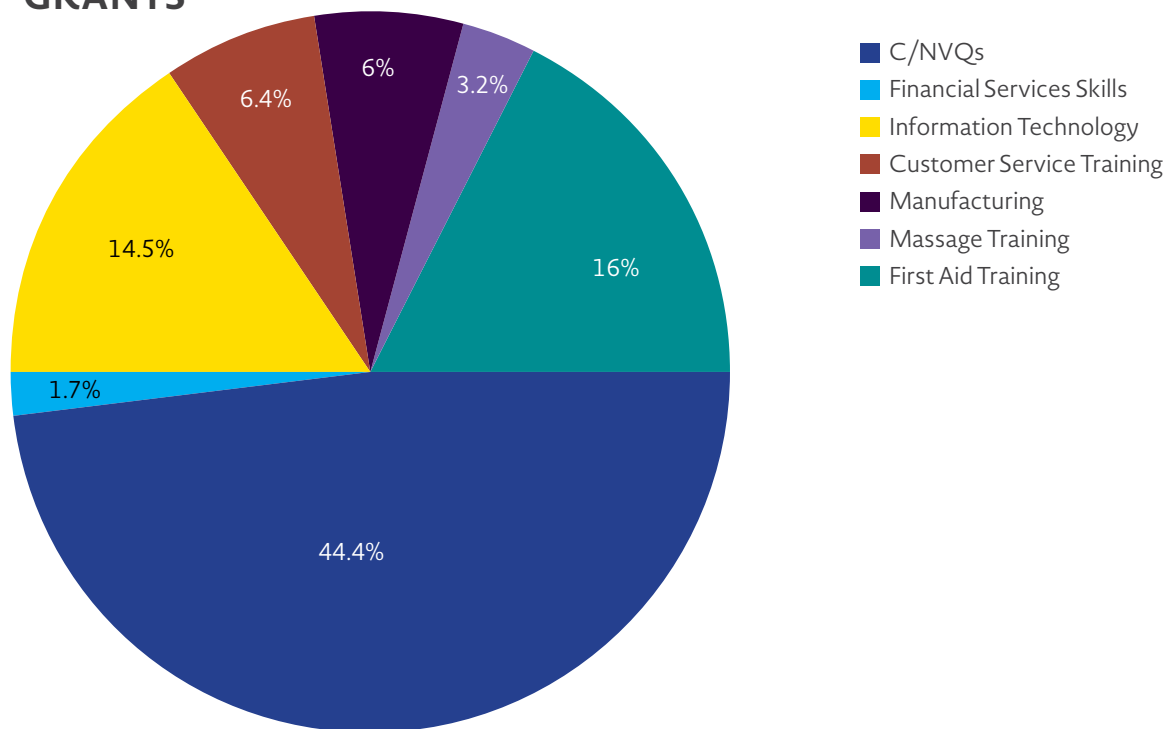




A wide array of courses was supported as outlined below:

	Grants	%	No of Trainees	%
C/NVQs	\$427,910.00	44.4	115	8.5
Financial Services Skills	\$154,510.00	16	514	38.1
Information Technology	\$139,430.00	14.5	48	3.6
Customer Service Training	\$62,111.00	6.4	189	14.0
Manufacturing	\$57,363.00	6	37	2.7
Massage Training	\$30,619.00	3.2	11	0.8
First Aid Training	\$16,363.00	1.7	113	8.4

### GRANTS





## **DISBURSEMENTS:**

Total disbursements were BDS \$1,040,679.75 for the six (6) uses of funds outlined above. The statistical and narrative types of information associated with category of disbursement for the FY 2014/15 are as follows:

### ***New contracts for FY 2014/15 (completed)***

Eleven (11) new contracts were completed during the year. Two hundred and seventy-four (274) persons were trained and BDS \$137,518.75 disbursed for these contracts.

### ***New contracts for FY 2014/15 (uncompleted)***

Forty (40) new contracts were uncompleted at the end of the financial year under review. However, partial payment was made on these contracts to the value of BDS \$340,919.00. The total disbursement for the financial year on new contracts therefore, stood at BDS \$478,437.75.

### ***Contracts prior to FY 2014/15 (completed)***

Thirty-five (35) contracts that were awarded previous to FY 2014/15 were completed in the year. BDS \$498,961.50 was disbursed in the year for these contracts and the training of 1,232 persons brought to an end. The main areas of training were: Information Technology, Jewellery Making, Operator and Fusion Inspection Training, Townsend NL-17 Linker Training, IMI Awards Electrical Vehicle Certification; First Aid and CPR, Executive Diploma in Management Skills, Massage Training, Customer Service, Housekeeping, Culinary Training, C/NVQ training and assessment in Amenity Horticulture, Cosmetology, Customer Service, Massage Therapy and Stevedoring Foundation Skills.

### ***Contracts prior to FY 2014/15 (uncompleted)***

Total disbursements on prior years contracts (completed and uncompleted) for the year was BDS \$562,242.00. Sixteen (16) contracts remain uncompleted at the end of the year under review

with a balance due of BDS \$159,633.50. However, disbursements of BDS \$63,280.50 were made on six (6) of these contracts to train one hundred and sixty-one (161) persons. The contracts were with the following organisations:

- Barbados Vocational Training Board (BVTB) for the assessment of thirty-two persons - sixteen (16) for the full CVQ in Cosmetology Level 2, eight (8) for the full CVQ in Bar Service Level 1, six (6) for the full CVQ in Food Preparation and Cooking Level I and two (2) for units of the CVQ in Food & Drink Service Level I.
- Career Development Institute for training of eight (8) persons for the Caribbean Vocational Qualification (CVQ) in Customer Service Level II.
- Computer Knowledge and Business Studies Institute Inc. (CKBSI) for the training and certification of ten (10) persons for the Cisco Certified Network Associate (CCNA) designation.
- Barbados Workers' Union – Labour College for the training of fifty (50) persons in Industrial Relations.
- The Samuel Jackman Prescod polytechnic for the CVQ assessments of thirty-six (36) persons in Cosmetology Level 2.
- Barbados Coalition of Service Industries Inc. (BCSI) for the training of twenty-five (25) persons in the North American Board of Certified Energy Practitioners (NABCEP) Photovoltaic Electric design and Installation (Grid Direct) Programme.

### **Inactive contracts**

Seven (7) contracts which conducted no training for at least the last two (2) financial years were brought to an end after consultation with the applicants. The undisbursed balance on these contracts was BDS \$77,540.00 and therefore “Commitments” were reduced by the same amount at March 31, 2015.

## **FUND BALANCE**

At the end of Financial Year 2014/15 the Employment and Training Fund (ETF) had a cash balance of BDS \$632,152.89. Commitments for approved and signed contracts were BDS \$634,869.50. There was therefore a cash balance deficit of BDS \$2,716.61 available for new contracts at the start of the next Financial Year 2015/16.

## **(B) PUBLIC RELATIONS AND PROMOTION PROGRAMME**



Audience members at the 20th Anniversary Lecture.

During the 2014-2015 Financial Year, 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 (iii) strengthening stakeholder relationships. In keeping with these goals and the priorities outlined in the TVET Council's work programme, the focus continued to be on providing PR/Promotion support through the following activities:

- In the first quarter, PR support was provided for the Council's coordination of Barbados' participation in the WorldSkills Americas (WSA)

competition held in Columbia in May 2014. In June 2014, publicity was arranged for the small ceremony held to present official certificates to Bronze Medal winner Ms. Rukiya Clarke and the WSA team delegates. It resulted in media coverage via radio, press, and television.

- Throughout April to June, the digital media campaign which was launched in support of the WorldSkills Barbados 2014 competition was extended to include the WorldSkills Americas 2014 competition. Still photos were posted to the WorldSkills Barbados (WSB) Facebook page which resulted in fairly high levels of engagement by users and an increased following.
- The Facebook marketing campaign rolled out as part of WSB 2014 and Barbados' participation in WorldSkills Americas 2014 resulted in increased visibility and engagement online. The page had a high level of traffic which resulted in 923 likes, a weekly total reach of 423 and a weekly total of 2,681 people engaged.
- The second quarter saw the Council placing renewed emphasis on engaging in digital PR/Promotion. In July, the Council launched a Facebook promotion campaign to grow the Council's Facebook page and also to engage online supporters of the IICA Youth Farm Programme. It resulted in the engagement of nearly 900 persons who liked, shared or commented on the page.
- TVET Council's Annual Reports 2011-2012 and 2012-2013 were produced digitally and published via the Council's Website: <https://www.tvetcouncil.com.bb/Annual-Report/>.
- In the third quarter, the emphasis on engaging stakeholders via digital PR/Promotion continued. The Facebook marketing campaign

continued with weekly or bi-weekly posts focusing on the IICA Youth Farm Programme 2014 and TVET Council's participation in the Walk-the-Talk Programme 2014. Consequently, visibility and engagement online continued on a positive trend. The page had a high level of traffic which resulted in 962 likes, a weekly total reach of 15,000-18,000 people and a weekly total of 573 people engaged.

- An integrated marketing communication (IMC) campaign was also developed in support of the 20<sup>th</sup> Anniversary Celebrations, in particular, the hosting of a 20<sup>th</sup> Anniversary Lecture titled "Repositioning TVET as the Engine for Economic Growth". In addition to print, radio and television, a digital PR/Promotion campaign which included bi-weekly Facebook posts and email blasts was rolled out. This resulted in 187 persons attending the lecture which was well received and resulted in significant publicity.
- Follow-up PR activities included the publication of a 2-page advertorial in the Nation newspaper in November and the e-blast of a printed copy of the lecture to TVET Council's 500-plus contact database. A post-lecture survey was also emailed to the 500-plus database but the response was quite low. A review of the results determined that response rates to online surveys are not usually the best and that next time face-to-face research done soon after the event would be better.



Dr. Hassan Ndahi delivering the TVET Council's 20th Anniversary Lecture.

- The theme of the anniversary celebrations was: **TVET Council: “Celebrating 20 Years of Promoting and Coordinating Demand Driven Technical and Vocational Education”**. The celebrations commenced with a church service at the St. Cyprian’s Anglican Church on November 2. This was followed by the lecture which took place at the Lloyd Erskine Sandiford Centre on November 5 and was delivered by Dr. Hassan Ndahi – Senior Specialist Skill and Employment – ILO Caribbean. A staff fun day which included a bus ride and lunch took place on November 7. Celebrations concluded with an Anniversary and Christmas Luncheon at the Crane Resort on December 19, 2014.
- By the end of the Financial Year 2014-2015, the statistics for both the main Facebook page and the WorldSkills Facebook page, respectively, were as follows: The Total Page Likes stood at 1,603, the weekly Total Reach stood at a high of 451 people during the campaign periods but subsequently levelled out to 30; engagement stood at a high of 114 people but subsequently levelled out to an average of 4 – 6 people. The stats for the WorldSkills Barbados Facebook page were as follows: the Total Page Likes stood at 1,032, the weekly Total Reach stood at 23 down from a high of 79 and engagement stood at 2 people.

## **(C) HR/ADMINISTRATION**

### **Organisational Resources (To Strengthen TVET Council’s Organisational and Human Resource Capacity)**

## **INTRODUCTION**

During the 2014-2015 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 as well as the routine functions which come under the responsibility of the department.

## **RECRUITMENT**

During the period under review, the HR/ Administration Department was involved in the selection and recruitment of two temporary Technical Officers. These temporary posts, ending on December 31, 2016, were approved by the Ministry of the Civil Service based on the justification argued by the TVET Council that the organisation had been assigned a number of projects under the Government of Barbados Human Resource Development Strategy and therefore needed additional staff.

The Administration/HR Department also facilitated the attachment of three (3) interns at the organisation during the summer period from: the Samuel Jackman Prescod Polytechnic (SJPP), Barbados Community College (BCC) and The St. Michael School.

## **HR POLICIES**

### **Succession Policy/Plan**

The one outstanding project from the TVET Council Strategic Plan 2010 - 2013 is the development and implementation of a TVET Council Succession Plan.

During the period under review, the Succession Plan was deferred until an Audit of the organisation is completed by the Office of Public Sector Reform (OPSR), given that the information which was being gathered by the OPSR will assist with the completion of the Plan.

The Office of Public Sector Reform (OPSR) completed the Audit which was accepted by the Management team with the recommendation that the post of Manager, ETF be reviewed.

### Developing a Comprehensive Records Management Procedure

This project, which was facilitated by the Office of Public Sector Reform (OPSR), started in the third quarter of the financial year. The Council accepted and signed off on the Terms of Reference for the project which included the following objectives:

- Developing a Classification System
- Preparing a Registry Procedures Manual
- Creating an Electronic Filing System
- Preparing a Records Management Policy Document

Subsequently, the officers from OPSR met with the Management team as well as persons from the administrative department in order to complete a process analysis. To date, a draft Classification System was completed in March 2015.

### 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 members of the Safety and Health Committee continued to work on addressing the issues highlighted in the Audit report submitted to the organisation by the Safety and Health Section of the Labour Department. This activity was halted when the decision was made to relocate the organisation from Belleville to Hastings.

A draft Emergency Management Plan, requested by the Department of Emergency Management and assigned to the Administrative Officer was developed and approved by the Management team in November 2014.

### Developing a Culture of Health and Wellness



Staff members Felix Delice (left) and Gale Alleyne (third from left) celebrate with Executive Director Henderson Eastmond and Admin Officer Shirleen Inniss.

The draft Strategic Plan 2013 - 2016 spoke to the building of a culture of health and wellness at the organisation 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 in October 2014.

Whilst the policy was not approved by the Council prior to the period under review, some components of a health and wellness programme continued at the organisation with participation in the BEC, BCCI and SBA sponsored Walk-the-Talk Challenge which took place from April to June 2014. This programme encouraged participants to walk 10,000 steps each day. Ms. Gale Alleyne of the TVET Council won the national competition for the second consecutive year and the organisation placed eighth out of the twenty plus organisations which participated in the programme. An internal prize-giving ceremony was organised and prizes presented.

The organisation also continued its contractual arrangement with Knights Health Advantage Club which was engaged to conduct quarterly biometric tests: blood sugar, cholesterol, blood pressure, body mass index and offer one-on-one counselling to participants.

### **Continued 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.

### **Training/Workshops/Seminars**

Members of staff completed training programmes and workshops as follows:

Team building sessions, utilising the Myers-Briggs Type Indicator (MBTI) as a foundation, took place for the entire staff complement on May 22, 23, 29 and 30, 2014 (half-days).

Ms. Antoinette Lashley and Ms. Alicia Sealy attended a training workshop on Corporate Etiquette at the Barbados Employers' Confederation on June 10, 2014.

Mr. Paul Puckerin attended the Productivity Council hosted Workshop on Public Sector Performance Budgeting on July 9 and 10, 2014.

Mrs. Samantha Jones and Mr. Peter Alleyne attended a Global Expert Systems Workshop on July 29, 2014.

Technical Officers, Mr. Dario Walcott, Ms. Elvina Rollins and Mr. Akil Thompson completed a Presentation Skills workshop with Caribbean Catalyst Inc. in September 2014.

Ms. Wendy McClean, Ms. Michelle Haynes, Mr. Paul Puckerin, Mrs. Samantha Jones and Mrs. Shirleen Inniss completed MBTI Certification training in May and August 2014, under the Human Resource Development Strategy.

Four members of staff - Ms. Wendy McClean, Mr. Felix Delice, Mr. Dario Walcott and Mrs. Shirleen Inniss - attended fire safety training organised by and held at the Barbados Employers' Confederation.

Members of the 20<sup>th</sup> Anniversary Celebrations Committee received Protocol training from Ms. Jennifer Hinkson, Assistant Registrar, Administration, University of the West Indies, Cave Hill Campus in October 2014.

### **Implementing a Leadership Development Programme**

The 2013 - 2016 Strategic Plan included an objective which required leadership development training for the Management team. A request for proposals to provide this training was issued to six (6) institutions in December 2014; the proposals were analysed and discussed at the March 2015 management meeting and the Barbados Institute of Management and Productivity (BIMAP) was selected to provide the training.

The initial decision to have the training mapped and certification provided by the CVQ in Management Level III was revisited after it was indicated that an NVQ in Leadership Level II had been developed.

The Council subsequently informed BIMAP that the training should be mapped to the NVQ in Leadership Level III and discussions are on-going.

## Continuing the Recognition and Awards Programme



Staff share a lighthearted moment at the 20<sup>th</sup> Anniversary Christmas Luncheon.

The TVETC held its Annual Christmas Luncheon in December 2014 and this also served as the 20<sup>th</sup> Anniversary function and Awards ceremony. A number of awards were presented including, perfect attendance, length of service (10, 15, and 20 years), the Executive Director's Teamwork Award, and the Unsung Hero and Service, Teamwork Attitude Reliability (STAR) Awards.

## Implementing an HRIS System

This project was initially put on hold because of budget cuts. However, it was restarted in late 2014 when a vendor was selected and meetings held. The software was purchased in March 2015 but installation was delayed because of challenges with the TVET Council server.

## Assistance with Organizing Events/Functions

Members of the department were on the 20<sup>th</sup> Anniversary Celebrations Committee and assisted with the development of the theme, objectives and list of scheduled events for the celebrations. The department also played an integral part in the organisation and operationalising of those scheduled events which included the following:

- 20<sup>th</sup> Anniversary Lecture at the Sir Lloyd Erskine Sandiford Conference Centre
- 20<sup>th</sup> Anniversary Church Service
- CANTA Meeting/Dinner/Awards Ceremony
- Staff Bus Ride

## PERSONNEL MATTERS

### Appointments/Promotions/Acting Temporary Appointments

Technical Officers, Ms. Elvina Rollins and Mr. Akil Thompson were recruited with effect from July 14, 2014 until December 31, 2016.

### Acting Appointments

The organisation 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 17 to June 26, 2015.
- Ms. Carol Ann Burke acted as Manager of the Employment and Training Fund with effect from August 5 to September 5, 2014.
- Ms. Wendy McClean acted as Executive Director with effect from January 12 to February 20<sup>th</sup>, 2015.
- Ms. Rosline Cumberbatch acted as Technical Officer with effect from March 1<sup>st</sup>, 2014 to February 28, 2015.
- Ms. Nicole Collymore acted as Senior Accountant with effect from March 17, 2015 to June 26, 2015.
- Ms. Maria Price-Trotman acted as Assistant Accountant with effect from March 17 to June 26, 2015.
- Ms. Alicia Sealy acted as Secretary with effect



from September 29 to October 27, 2015.

- Mr. Paul Puckerin acted as Manager, Technical Services with effect from January 12 to February 20, 2015.
- Ms. Andrea Harding acted as Senior Technical Officer with effect from January 12 to February 20, 2015.
- Ms. Antoinette Lashley acted as Administrative Officer with effect from January 12 to February 27, 2015.

## **(D) IT DEPARTMENT**

Technology being one of the Key Results Area (KRA) of the Strategic Plan, the Information Technology (IT) Department has planned to implement an IT framework to support the needs of the organisation. The IT framework was designed based on the organisational needs and the principles outlined in the ITIL (Information Technology Information Library). The resulting areas created for the Financial Year 2014 - 2015 are: the Capacity Management System (CMS); Help Desk Portal; Configuration Management Database (CMDB); Service Level Agreement (SLA) Policy and the Problem Management System (PMS).

### **Capacity Management System (CMS)**

The Capacity Management System (CMS) aims to ensure that the TVET Council's IT services and IT infrastructure are capable of delivering IT services in a cost effective manner by implementing various applications. The following two applications have been implemented:

- SharePoint Shared Calendar - the shared calendar is a web application that allows users to share and coordinate meetings and events with other staff members.
- Virtual Private Network (VPN) - the VPN is

a firmware application which allows users to connect to the TVET Council network resources from any location that has internet access.

## **HELP DESK PORTAL**

The Help Desk portal is a web-based form that allows users to report any IT issues. The user can login and issue a ticket which can then be actioned by the IT Department.

### **Configuration Management Database (CMDB)**

The CMDB is an application which monitors the software and hardware configurations of all devices which are connected to the TVET Council network. The CMDB scans the network and identifies all devices which are connected. These devices are then monitored by the IT Department.

### **Service-Level Agreement (SLA) policy**

The Service Level Agreement policy outlines the format and content of the IT Department's service level agreement to ensure all service agreements are consistent and concise with the IT framework strategy.

### **Problem Management System**

The Problem Management System's primary objectives are to prevent problems and resulting incidents from happening, to eliminate recurring incidents, and to minimise the impact of incidents that cannot be prevented. All critical IT issues or problems are recorded, the root cause investigated and solutions or workarounds proposed and implemented.

## (E) THE TECHNICAL DIVISION

Two main goals were pursued during the year:

(i) strengthening of the national coordinating mechanism for TVET and (ii) expansion of competence-based assessment and certification services.

To achieve its goals, the Technical Department undertook the following activities:

- Identified occupational sector needs and developed occupational standards in areas of demand.
- Conducted a number of competence-based training programmes to continue the development of a cadre of technical resource personnel and to ensure the quality of competence-based education and training (CBET) delivery and assessment.
- Awarded centre and qualification approvals to institutions and enterprises.
- Awarded N/CVQ certification to candidates.
- Executed a Prior Learning Assessment and Recognition (PLAR) service.
- Developed competence-based curricula.
- Collaborated with the Ministry of Education, Science, Technology and Innovation to execute and expand the CVQ programme in schools.
- Contributed to the development of technical and vocational education and training in the region.
- Participated in the WorldSkills Americas Competition, a regional event to celebrate the skills of young people.

## STRENGTHENING THE NATIONAL COORDINATING MECHANISM FOR TVET

Development of Occupational Standards and National Vocational Qualifications (NVQs), Barbados

During the financial year, thirteen (13) NVQs were developed and approved and of that number seven (7) were for use by CBTF partnerships. The qualifications approved were as follows: Nail Technology L2, Cadetting (Infantry) L3, Leadership L2, Leadership L3, Manufacturing Sewn Products L2, Apparel Manufacturing Technology L3, Textile Material Design L3, Career Guidance and Counselling L3, Janitorial Services L2, Animation L2, Occupational Safety and Health L2, Accounting L3, and General Poultry Production L2. This brought the total number of NVQs approved to forty-four (44). Work continued on the development of a further nine (9) occupational standards for CBTF projects.

## Caribbean Vocational Qualifications (CVQs)

Five (5) Caribbean Vocational Qualifications were validated and approved for local use during the review period:

- Small Appliance Repairs Level 1
- Industrial Security Operations Level 3
- Rabbit Rearing Level 2
- Agro Food Processing Level 1
- Fashion Designing Level 2

## WORLDSKILLS BARBADOS COMPETITION



Rukiya returns from WorldSkills Americas 2014 with a Bronze Medal in the Hairdressing category.

The TVET Council coordinated the participation of Barbados in the WorldSkills Americas (WSA) competition which was held in Columbia in May 2014. Ms. Rukiya Clarke a WorldSkills Barbados competition medalist represented Barbados at the WSA in the area of Ladies and Men’s Hairdressing and won a bronze medal. A small ceremony to present official certificates to the Bronze Medalist and the WSA team delegates was held at the TVET Council on Tuesday, June 24, 2014.

### Expansion of Competence-based Assessment and Certification Services Award of N/CVQs

**The Council granted a total of two hundred and eighty-five (285) National/Caribbean Vocational Qualification awards** comprising ninety-five (95) N/CVQ certificates and one hundred and ninety (190) Statements of Competence for unit recognition. The breakdown of awards by occupational area is as follows:

- Assessment Level 4: nineteen (19) candidates

for the full award and ninety-eight (98) for unit recognition.

- Amenity Horticulture Level 1: fifty-six (56) candidates for the full award.
- Customer Service Level 2: twelve (12) for the full award and seven (7) for unit recognition.
- Stevedoring Level 1: four (4) for the full award and two (2) for unit recognition.
- Management Level 3: four (4) for the full award.
- Training and Development Level 4: thirty-four (34) for unit recognition.
- Cosmetology Level 2: twenty-eight (28) for unit recognition.
- Twenty-one (21) candidates from Grenada were awarded full certification in Assessment Level 4.

### Approval of Assessment Centres

Training and/or assessment for N/CVQs was on-going at twenty (20) centres for the year, as compared to eleven (11) centres for the previous

Assessment Centre	Approved Qualifications
Community Development Department	Using Information Communication Technology Levels 1 and 2
Sandy Lane Hotel	Amenity Horticulture Level 2
Substance Abuse Foundation Inc. (Verdun House)	Amenity Horticulture Level 1, Crop Production Level 1, Using Information Communication Technology Level 1 and Commercial Food Preparation (Cookery) Level 1
Barbados Port Inc.	Stevedoring Level 2
Barbados Vocational Training Board	Food Preparation and (Cookery) Level 1 and Food and Drink Service Level 1
Personal Body and Health Clinics & School of Holistic Therapies Inc.	Massage Therapy Level 3
Career Development Institute	Massage Therapy Level 3 and Cosmetology Level 2

year. These centres comprised three (3) enterprises; nine (9) Secondary Schools; and eight (8) Post-Secondary training providers. These were: Sandy Lane, NISE, Nature Care, Career Development Institute, Barbados Port Inc., Samuel Jackman Prescod Polytechnic, Barbados Vocational Training Board, Barbados Youth Business Trust, Computer Knowledge Business Studies Inc., Personal Body and Health Clinic and School of Holistic Therapies Inc., Verdun House, Princess Margaret Secondary School, Daryll Jordan Secondary School, St. Leonard's Boys' Secondary School, Frederick Smith Secondary School, Alleyne School, Grantley Adams Memorial School, Lester Vaughan Secondary School, The Alexandra School, and Springer Memorial Secondary School. In total, **nineteen (19) N/CVQs were operational.**

**Fourteen (14) organisations received centre approval** during the year in review, as compared to eight (8) organisations in the previous year. These were Personal Body and Health Clinics & School of

Holistic Therapies Inc., Community Development Department, Ann Hill School, Substance Abuse Foundation Inc. (Verdun House), Barbados Fire Service, Barbados Community College, Barbados Employers' Confederation, Cave Hill School of Business, The Potter Centre, Caribbean Permaculture Research Institute of Barbados, Caribbean Market Centre, Inter-American Institute for Cooperation on Agriculture (IICA); Barbados Small Business Association; and Ocean Two Resort and Residences.

**Nineteen (19) organisations received qualification approval** to offer twenty-six (26) qualifications as compared to seven (7) centres which were approved to offer ten (10) qualifications in the previous year.



Candidates in the IICA Youth Farm Programme assist a customer at the Youth Farm Market Day.

Barbados Youth Business Trust	Developing a New or Existing Business Enterprise L3
Barbados Community College	Training and Development Level 4
Barbados Employers' Confederation	Management Levels 2 and 3, and Occupational Safety and Health Levels 2 and 3
Barbados Workers' Union Labour College	Occupational Safety and Health Levels 2 and 3
Cave Hill School of Business	Management Levels 2 and 3
Parent Education for Development in Barbados (PAREDOS)	Nursery Care Services Level 2
Barbados Institute for Management and Productivity (BIMAP)	Management Levels 2 and 3
Alexandra School	Data Operations Level 1
Alleyne School	Commercial Food Preparation (Cookery) Level 1
Springer Memorial School	General Cosmetology Level 1
Lester Vaughan school	Commercial Food Preparation (Cookery) Level 1
Frederick Smith School	Commercial Food Preparation (Cookery) Level 1

### Core Skills Certification

Work continued on preparation of a certification system for Core Skills. Progress was made on the development of a bank of questions and three (3) assessment papers each for skill areas: Application of Number, ICT and Communication and specimen papers were administered to determine pass marks for papers.

### Training of Technical Resource Personnel

Thirty (30) local training workshops were conducted aimed at building the capacity of personnel in the TVET system to deliver competence-based education, training and assessment; develop standards and conduct quality assurance activities.

Workshop	No. of Hrs	Q1	Q2	Q3	Q4	Total No. of Workshops	No. of Persons Trained
Assessment	40	3	5	4	5	17	256
Internal Verification	16	-	1		1	2	30
External Verification	24		1			1	13
N/CVQ Coordination	8	2			1	3	46
Development of Occupational Standards	27	1		1		2	21
Centre Management Coordination	40			1		1	13
CVQ Schools Assessors and Verifiers Sensitisation	8			1		1	24
CBET Instructor Training	40	1		1	1	3	46

### Development of CBET Curricula

To date one (1) competence-based education and training curriculum for Developing a New or Existing Business Enterprise has been completed. Development work continued on curricula for Carpentry, Electrical Installation and Plumbing. Challenges were faced with the availability of subject matter experts to contribute to the development process.

### Prior Learning Assessment and Recognition Service

During the year in review, preparation for the delivery of Prior Learning Assessment and Recognition (PLAR) certification - a process that involves identification, documentation, assessment and certification of prior learning, continued with the identification of occupational areas of assessment: External Verification, Amenity Horticulture, Carpentry and Customer Service. Sixteen (16) applications were received via the TVET/PLAR website; and six (6) of the registered candidates underwent assessment in the area of Customer Service.

### Improving the Quality of the TVET System and Programmes and Stakeholder Management/ Image Enhancement

In pursuit of objectives under the Key Results Areas of Stakeholder Management/Image Enhancement and Improving the Quality of the TVET system, the Council: (i) submitted its application to the Barbados Accreditation Council for recognition as an Awarding Body in January 2015; (ii) completed the first draft of a Malpractice Policy; (iii) drafted two (2) publications developed to provide information on the Council's Products and Services and a Customer Service Charter; and (iv) developed a Customer Service Satisfaction Survey. These initiatives were scheduled

to be finalised and implemented in the first quarter of the new financial year.

### Regional Workforce Development Initiatives

The TVET Council continued to be an active member of the Caribbean Association of National Training Authorities (CANTA) and to work with its regional counterparts to enhance workforce development efforts aimed at facilitating regional integration and the strengthening of regional competitiveness.

- Ms. Wendy McClean, Manager, Technical Services along with the Executive Director, Mr. Henderson Eastmond, attended a CANTA meeting held in Jamaica from April 2 to 5, 2014.
- Ms. Dawn Gill, Mr. Daniel Best and Ms. Rosline Cumberbatch attended a CANTA Occupational Standards Committee Workshop on Essential Employability Skills at the Courtyard Marriott on June 24 and 25, 2014. The workshop considered models for the inclusion of employability skills in occupational standards.
- Mr. Paul Puckerin delivered a presentation on competence-based education and training to Ports' Associations in St. Maarten on June 26, 2014.
- Ms. Wendy McClean, Manager, Technical Services, led a Caribbean Association of National Training Authorities Evaluation Team visit to St. Vincent and the Grenadines from September 22 to 26, 2014 to assess the readiness of the Sector Skills Development Agency for approval to award the Caribbean Vocational Qualification.
- The 24 Meeting of CANTA was held at the Courtyard Marriott Hotel in Barbados on November 5 and 6, 2014. The TVET Council's 20<sup>th</sup> Anniversary Lecture and the 24 CANTA



The 24<sup>th</sup> CANTA Meeting Dinner and Awards Ceremony.

Meeting Welcome and Opening Ceremony were held in collaboration, at the Lloyd Erskine Sandiford Centre on November 5, 2014. The 24<sup>th</sup> CANTA Meeting concluded with a Dinner and Awards at the Courtyard Marriott on November 6, 2014.

- The Council hosted a meeting of the Caribbean Association of National Training Authorities (CANTA) Quality Assurance Committee (QAC) from March 25 to 27, 2015 at the Courtyard Marriott Hotel. Ms. Wendy McClean chaired the meeting which was attended by twenty-two (22) participants drawn from eleven (11) CARICOM Member States, CXC and the CARICOM Education for Employment Programme (C-EFE).
- The Council conducted verification activities required for the certification of assessors from Antigua and Barbuda, Belize, St. Kitts and Nevis and St. Vincent and the Grenadines, trained under the CARICOM Trade and Competitiveness Project (CTCP).

**Other Activities**

- Foresight Study Steering Group Meetings were conducted on July 31 and September 3 to identify the emerging technologies in the

Tourism Sector which would impact skills needs. Technical Officers Ms. Carrol Griffith and Mr. Dario Walcott- attended the Foresight Study Steering Group Workshop in Trinidad on December 8 and 9 to report on the status of the Study for the Tourism Sector in Barbados. A new emerging occupation of Tourism Technology Support Specialist was proposed.

- Ms. Wendy McClean, Manager, Technical Services attended the UNEVOC Global Forum in Germany from October 12 to 19, 2014.
- Ms. Wendy McClean, Manager, Technical Services delivered a presentation at a Gender in Urban Planning Seminar on July 9, 2014 at the Baobab Towers, Warrens, St. Michael.
- Mr Henderson Eastmond, Executive Director attended the CEFÉ Regional TVET Strategy For Workforce Development and Economic Competitiveness in Trinidad on September 22, 2014.
- Mr Henderson Eastmond, Executive Director attended the WFCP World Congress 2014 – Global Partnership in Beijing China on October 24 -26, 2014.

**(F) COMPETENCY-BASED TRAINING FUND (CBTF)**



Training Consultant with Asymmetric Consulting, Inc. Dr. Richard Graham, conducting a class at Nature Care, a CBTF training partner.

The first Call-For-Proposals of the Competency-based Training Fund (CBTF) took place on April 11, 2014 with a 'soft' launch at the offices of the Competency-based Training Fund Management Unit (CMU) accompanied by advertisements in all media; radio, television, print and on our website.

The Consultant Manager (CM) of the CMU, in conjunction with the TVET Council and a representative of the Williams Solar, put the case for a TVET approach and the availability of the Fund on Morning Barbados live on CBC television on April 2, 2014.

As part of our secondary school outreach, a team from the CMU met with the Principal of the St. George Secondary School (SGSS) and her team. Also in attendance were the Executive Director of the TVET Council and Mrs. Yvette Estwick, Education Officer, Secondary Section, Ministry of Education, Science, Technology and Innovation (METI).

The CM appeared on 'This week with Carol Roberts'. The programme was recorded on April 9 and was aired on radio station VOB on April 13 and repeated on April 14. The focus of the programme was to build awareness of the Fund and highlight TVET success stories. Mr. Stephen Proverbs of the SGSS and Mr. Collin Holligan of Sandy Lane Hotel also participated in the programme.

The CMU was represented at the NISE 100 initiative which took place on April 28, 2014. The initiative generated "roughly a dozen prospective applicants for follow up".

The Liaison Officer (LO) attended the Human Resource Development Strategy (HRDS) Action Planning workshop coordinated by Ms. Maureen Pollard. Stakeholders connected Pillar III of the HRDS, "Development of a demand-driven

professional development and training services", made recommendations on its subcategories:

- i) Competency-based training/education;
- ii) Career planning;
- iii) Labour market information/ education and Management Information Systems; and
- iv) Second-chance education.

A "Pillar III" Steering Committee was formed to action the recommendations of the session. During the year, the CM represented the CMU on the committee.

By May 23, 2014, thirty-one (31) training proposals were submitted to the CBTF for consideration for funding during the first funding cycle of the CBTF. The first Technical Review and Selection Committee (TRSC) was established based on the guidelines in the CBTF Operational Guidelines, and its members are as follows:

- K. Anderson Lowe, Consultant Manager, CMU – Chairman
- Paul Murphy, Programme Director, Project Coordinating Unit – METI Representative
- Henderson Eastmond, Executive Director, TVET Council – TVETC Representative
- Richard Green, Research Officer, National Union of Public Workers – Union Representative
- Henderson Nurse, Tutor, Erdiston Teachers Training College – Training Provider Representative
- Claudia Smith, Retired HR Manager – Private Sector Representative

A two-day training session was held to provide comprehensive information on the process of evaluating proposals submitted to the CBTF. The sessions, conducted by Dr. Juan Prawda of the IDB, were held on May 20 and 21, 2014 at the



Higher Education and Development Unit, and participants included the committee members and staff members of the CMU and the Programme Coordinating Unit (PCU).

The TRSC committee convened on May 26 to acknowledge receipt of the proposals. Some thirty-one proposals totalling \$17.1 million were received. The TRSC met and reviewed the proposals as scheduled. Based on the review process, seven proposals were shortlisted from the pool of submissions. These recommendations were presented to the TVET Council at their meeting of June 12, 2014. The recommendations were approved by the Council and subsequently submitted to the METI for approval.

An official press announcement was held for the winners on Monday, July 14 at the IDB's office in the form of a brief award ceremony and cocktail reception.

The CMU held Induction Workshops from July 22-24 for Cycle I awardees to advise them on competency-based training and TVET, Financial Management, Environmental Safeguards and Procurement Procedures as they relate to their next steps. Presentations were made by officers from the CMU, TVET Council, Education Project Implementation Unit and the Programme Coordinating Unit.

The CMU met with the IDB Mission on July 1, 2014 to discuss the progress of the CBTF since the Mission's last visit. The CM provided a general update while the LO and the Monitoring and Evaluation Officer (MEO) updated the Mission on the status of the marketing efforts and the project schedule, respectively. The timelines for Cycle II were communicated to the Mission team.

The UNIDO, BIDC and SELA held a conference "Seminar on the Apparel Industry and Economic

Development in the Caribbean: Efficient Planning and Allocation of Resources" at the Barbados Hilton on August 14 and 15, 2014. The CM gave a short presentation on the involvement of the Fund with the industry, specifically the funding granted to the SJPP.

Information workshops were held from Monday, August 11 through Thursday, August 14, 2015 at the Accra Beach Hotel and Spa. The workshops were attended by seventy-two (72) employers, training providers and other stakeholders from over thirteen (13) industry sectors including Manufacturing, Health & Wellness, Hotel & Tourism, Creative and Alternative Energy. Presentations were made by TVET Council, CMU, Barbados Accreditation Council and Cycle I industry and training provider awardees.

Immediately after the conclusion of the Information Workshops, a media event was held at Accra Beach Hotel to mark the CBTF Cycle II Call for Proposals launch. Representatives from METI, IDB and the CMU were joined by the Sen. Dr. The Hon. Esther Byer Suckoo Minister of Labour, Social Security and Human Resource Development. The CBTF was pleased with the response to the second call for proposals which ended September 30, 2014. Thirty-nine (39) applications were received. These were reviewed against the eligibility criteria and those deemed eligible were evaluated.

The following persons were elected to serve on the Technical Review and Selection Committee (TRSC) for the review of proposals for Cycle II:

- Mr. Anderson Lowe (Chairman), CMU
- Mr. Geoffrey Yearwood, TVETC
- Mr. Paul Murphy, METI
- Mr. Grantley Green, CTUSAB
- Mrs. Claudia Smith, Retired Human Resource Manager
- Mrs. Barbara Parris, Erdiston Teacher Training College (ETTC)

By September 30, 2014, the CMU had received a total of thirty-nine (39) proposals for consideration in the second cycle of funding. A preliminary examination of the proposals was performed by Technical Officers Daniel Best and Dario Walcott of the TVET Council, resulting in thirty (30) eligible proposals being submitted to the Technical Review and Selection Committee. The TRSC reviewed the proposals during the period of October 6 to 15, 2014, culminating with a meeting on October 16, 2014. At the end of the process, twelve (12) proposals were recommended for funding, and were submitted to the TVET council for ratification.

The LO made remarks on behalf of the CMU on October 3 at the launch of “Leadership 21” – the training program being run by Cycle I grant awardees the Barbados Tourism and Hotel Association (BHTA) and The Potter Centre. The launch was well attended by trainees, assessors and instructors and gave participants a snapshot of what to expect going forward. Sue Springer (BHTA) and Toney Olton (Potter Centre) also made remarks.

Short-listed candidates for competitive Cycle 2 of the CBTF were notified of the status of their proposals on October 30, 2014. Official approval of the twelve recommended partnerships from the IDB was received on December 3, 2014. At December 31, 2014 some two hundred and thirty-four (234) persons had been trained and five standards developed. Of the BBD\$1.5 million advanced the reported spending was \$339,000.00.

The LO coordinated the successful delivery of the second mandatory workshop for winning partners held on January 13, 2015. The presenters delivered instructions in the areas of Competency-Based Training, Financial Management and Reporting, Environmental Safeguards and IDB Procurement Procedures.

The LO assisted the Administrative Officer (AO) with the planning of the award ceremony for Cycle II winners held on January 26 at the Sea Breeze Hotel. During the week of January 19 the CMU, including the LO, hosted Dr. Juan Prawda for a week-long Technical Support Review Mission to review physical and financial progress made by the Cycle I awardees (including site visits), review the status of the Cycle II awardees, and review the operating and selection procedures for Cycle III. Additionally, a review of the CBTF Operating Guidelines (OG) was conducted and amendments made to the OG, the proposal template and monitoring instruments.

The LO managed the registration, logistics and agenda for the Cycle III Information Workshop which was held on Tuesday, February 3, 2015 at the Accra Beach Hotel. Fifty-nine (59) employer and training provider representatives attended the workshop where presentations were made on Standards-Based Training, the National Qualifications Framework and Submitting a Superior Proposal. Testimonials were also given by a training provider and employer who were awarded funding in Cycle I, through the sharing of their experiences on the application and implementations processes under the CBTF. This was followed by a networking session where CBTF Technical Consultants were on hand to book consultation appointments.

The Cycle III Call for Proposals launch was held on Tuesday, February 3 at the Accra Beach Hotel. The IDB requested that a baseline survey be completed by Cycle III applicants to be administered via Survey Monkey online. The survey and an accompanying letter were in the process of being finalised by the IDB and METI as at the end of February 2015. The CM and LO facilitated training for the fully constituted TRSC members for Cycle III on March 18, 2015. The workshop covered the CBTF Scheme,

the TRSC role, Eligibility Criteria, Scoring Criteria and Weights, Proposal Ranking and a case study. By March 31, 2015, the CBTF had advanced just under BDS \$1.6 million, to seven (7) Cycle I partnerships under implementation. These partnerships reported spending BDS \$626,000.00 on training costs, curriculum development, materials and goods. Five (5) of the twelve (12) partnerships awarded under the second competitive cycle have commenced training as

outlined in their training proposal. Cumulatively, these five (5) partnerships have initiated training for three hundred and ten (310) candidates across nine (9) occupational standards.

In total, six hundred and ten (610) candidates have begun training under the CBTF. Twenty-nine (29) persons were actively being assessed. More than half of these candidates sixteen (16) were trained under a Cycle II proposal.



CBTF Cycle 2 Awardees.

# SECTION C

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**FINANCE**

**37**



## C. FINANCE

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- In the Estimates for the Financial Year ending March 31, 2015, BDS \$3,274,756.00 was allocated to the TVET Council and BDS \$750,000.00 was allocated to the Employment and Training Fund (ETF).
- Actual Funds received from the Ministry of Finance were BDS \$3,224,467.09 for the TVET Council.
- The Employment and Training Fund received the allocated amount of BDS \$750,000.00.
- Interest on Bank Savings and Emergency Loans totaled BDS \$1,654.00.
- Workshop and course fees totaled BDS \$61,000.00.
- Revenue from competency-based supported programmes totaled BDS \$45,730.00 and regional consultancies totaled BDS \$22,164.00.
- Audited Financial Statements as at March 31, 2015 are appended to this report.

# SECTION **D**

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**AUDITOR AND FINANCE  
STATEMENTS**

**39**



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## 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, 2015** 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, 2015** 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 11, 2015

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL**  
**BALANCE SHEET**  
**AS AT MARCH 31, 2015**  
**(EXPRESSED IN BARBADOS DOLLARS)**

	<b>2015</b>	<b>2014</b>
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents	<b>819,585</b>	1,543,418
Accounts receivable (see note 3)	<b>1,911,601</b>	1,106,649
Car loans and training loans receivable	<b>215,405</b>	211,967
Prepayments	<b>12,014</b>	12,170
	<b>2,958,605</b>	2,874,204
<b>Non-current assets</b>		
Fixed assets (see note 4)	<b>187,141</b>	225,151
	<b>\$ 3,145,746</b>	\$ 3,099,355
<b>Liabilities and funds</b>		
<b>Liabilities</b>		
Accounts payable & accrued expenses (see note 5)	<b>788,942</b>	1,040,834
<b>Funds</b>		
General fund	<b>1,894,753</b>	1,505,947
Employment and training fund	<b>462,051</b>	552,574
	<b>2,356,804</b>	2,058,521
<b>Total liabilities and funds</b>	<b>\$ 3,145,746</b>	\$ 3,099,355

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

Approved on behalf of the Council on September 11, 2015

 CHAIRMAN  EXECUTIVE DIRECTOR



## TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL BALANCE SHEET

### STATEMENT OF GENERAL FUND & EMPLOYMENT AND TRAINING FUND FOR THE YEAR ENDED MARCH 31, 2015 (EXPRESSED IN BARBADOS DOLLARS)

	General Fund	Employment & Training Fund	Total
<b>Balance at March 31, 2013</b>	970,024	522,535	1,492,559
Fund surplus/(loss) for income year 2014	535,923	(102,254)	433,669
Contract obligations written back	-	132,293	132,293
<b>Balance at March 31, 2014</b>	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
<b>Balance at March 31, 2015</b>	<b>\$ 1,894,753</b>	<b>\$ 462,051</b>	<b>\$ 2,356,804</b>

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

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL**  
**STATEMENT OF REVENUE AND EXPENDITURE**  
**FOR THE YEAR ENDED MARCH 31, 2015**  
**(EXPRESSED IN BARBADOS DOLLARS)**

	<u>2015</u>	<u>2014</u>
<b>Revenue</b>		
General fund (page 43)	<b>3,355,015</b>	3,309,712
Employment and training fund (page 44)	<b>755,490</b>	972,649
	<b><u>4,110,505</u></b>	<u>4,282,361</u>
<b>Expenditure</b>		
General fund (page 43)	<b>2,966,209</b>	2,773,789
Employment and training fund (page 44)	<b>963,181</b>	1,074,903
	<b><u>3,929,390</u></b>	<u>3,848,692</u>
<b>Surplus of revenue over expenditure</b>	<b><u>\$ 181,115</u></b>	\$ 433,669

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

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL**  
**STATEMENT OF REVENUE AND EXPENDITURE – GENERAL FUND**  
**FOR THE YEAR ENDED MARCH 31, 2015**  
**(EXPRESSED IN BARBADOS DOLLARS)**

	<u>2015</u>	<u>2014</u>
<b>Revenue</b>		
Government of Barbados grant (see note 6)	<b>3,224,467</b>	3,282,102
Workshop and Course fees	<b>61,000</b>	19,980
Gain on Sale of Asset	-	5,000
Interest on Bank Savings	<b>1,537</b>	2,503
Interest on Emergency loans	<b>117</b>	127
Competency Based Fund	<b>45,730</b>	-
Consultancy Fees	<b>22,164</b>	-
	<u><b>3,355,015</b></u>	<u>3,309,712</u>
 <b>Less: Expenditure</b>		
Statutory Emoluments	<b>1,729,328</b>	1,653,166
Operating Expenses (page 46)	<b>570,086</b>	530,972
Rental of Property	<b>218,215</b>	210,623
National Insurance Contributions	<b>117,730</b>	109,925
Utilities	<b>84,292</b>	87,519
Professional Services	<b>55,343</b>	36,059
Maintenance of Property (page 46)	<b>53,158</b>	36,657
Supplies and Materials	<b>49,100</b>	40,638
Pensions	<b>34,912</b>	34,912
Retiring Benefits	<b>20,423</b>	-
Travel	<b>18,111</b>	16,464
Subscriptions and Contributions	<b>10,865</b>	13,101
Library	<b>4,646</b>	3,753
	<u><b>2,966,209</b></u>	<u>2,773,789</u>
 <b>Total Expenditure</b>		
	<u><b>2,966,209</b></u>	<u>2,773,789</u>
 <b>Fund net income</b>		
	<u><b>\$ 388,806</b></u>	<u>\$ 535,923</u>

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

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL**  
**STATEMENT OF REVENUE AND EXPENDITURE – EMPLOYMENT AND TRAINING FUND**  
**FOR THE YEAR ENDED MARCH 31, 2015**  
**(EXPRESSED IN BARBADOS DOLLARS)**

	<b>2015</b>	2014
<b>Revenue</b>		
Government of Barbados grant (see note 6)	<b>750,000</b>	968,000
Interest on bank savings	<b>5,490</b>	4,649
	<b>755,490</b>	972,649
<b>Less: Expenditure</b>		
Training grants awarded (see note 7)	<b>(963,181)</b>	(1,074,903)
<b>Fund net loss</b>	<b>\$(207,691)</b>	\$ (102,254)

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

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL**  
**STATEMENT OF CASH FLOWS OF GENERAL FUND AND EMPLOYMENT AND TRAINING FUND**  
**FOR THE YEAR ENDED MARCH 31, 2015**  
**(EXPRESSED IN BARBADOS DOLLARS)**

	<u>2015</u>	<u>2014</u>
<b>Cash Flows from Operating Activities</b>		
Surplus of revenue over expenditure	181,115	433,669
Adjustments for: Depreciation	58,634	58,175
Interest income	(7,144)	(7,279)
Loss/(Gain) on disposal – fixed assets	2,149	(5,000)
Operating income before working capital changes	234,754	479,565
Add/(less) changes in non-cash working capital accounts		
Net change in accounts receivable	(804,952)	(1,104,645)
Net change in car loans and training loans receivable	(3,438)	(46,663)
Net change in prepayments	156	(2,298)
Net change in accounts payable	(251,892)	52,859
<b>Net cash from Operating Activities</b>	<u>(825,372)</u>	(621,182)
<b>Cash Flows from Investing Activities</b>		
Interest received	7,144	7,279
Purchase of furniture & equipment	(22,773)	(120,699)
Proceeds from disposal – fixed assets	-	12,470
<b>Net cash used in Investing Activities</b>	<u>(15,629)</u>	(100,950)
<b>Cash flows from financing activities</b>		
Contract obligations written back	117,168	132,293
Net transfer from savings account	-	-
	<u>117,168</u>	<u>132,293</u>
Net decrease in cash	(723,833)	(589,839)
Cash – beginning of year	<u>1,543,418</u>	<u>2,133,257</u>
<b>Cash – end of year</b>	<u>\$ 819,585</u>	<u>\$ 1,543,418</u>
<b>Cash Comprises:</b>		
TVET Council – cash balance	187,432	469,343
Employment and Training Fund – cash balance	632,153	1,074,075
	<u>\$ 819,585</u>	<u>\$ 1,543,418</u>

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

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL**  
**GENERAL FUND – EXPENDITURE ANALYSIS**  
**FOR THE YEAR ENDED MARCH 31, 2015**  
**(EXPRESSED IN BARBADOS DOLLARS)**

	<u>2015</u>	<u>2014</u>
<b>Maintenance of property:</b>		
Maintenance of fixed assets	<b>31,964</b>	17,647
Office maintenance	<b>12,145</b>	8,254
Insurance	<b>9,049</b>	10,756
	<hr/>	<hr/>
<b>Total</b> (see page 43)	<b><u>\$53,158</u></b>	<b><u>\$ 36,657</u></b>
<b>Operating expenses:</b>		
Assessor and Verifier Fees	<b>119,227</b>	60,361
Training - Standards and NVQ'S	<b>83,591</b>	43,707
Depreciation Expense	<b>58,634</b>	58,175
Development of Occupational Standards	<b>49,169</b>	16,956
Promotions/Advertising	<b>43,987</b>	44,989
Council Members' Fees	<b>43,404</b>	34,288
Anniversary (20th) expenses	<b>28,298</b>	-
CBET – Curriculum Dev. & Instructor Training	<b>22,799</b>	42,449
Printing & Newsletter	<b>21,998</b>	8,440
Conferences and Meetings	<b>21,773</b>	53,154
Personnel Training	<b>20,814</b>	25,690
Council Hospitality	<b>15,022</b>	17,465
Employers Recognition Awards	<b>11,498</b>	31,300
Other Office Expenses	<b>9,593</b>	5,558
Miscellaneous	<b>8,220</b>	8,800
TVET Staff Awards	<b>6,056</b>	4,994
Prior Learning and Assessment Recognition	<b>2,586</b>	8,256
Loss on disposal of fixed asset	<b>2,149</b>	-
Quality Assurance	<b>1,557</b>	-
Barbados National Skills Training Competition	<b>(289)</b>	66,390
	<hr/>	<hr/>
<b>Total</b> (see page 43)	<b><u>\$ 570,086</u></b>	<b><u>\$ 530,972</u></b>

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2015**  
**(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%

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2015**  
**(EXPRESSED IN BARBADOS DOLLARS)**

				<u>2015</u>	<u>2014</u>
<b>3. Accounts receivable</b>					
Subvention receivable				<b>1,911,601</b>	1,098,599
Other receivables				-	8,050
				<u><b>1,911,601</b></u>	<u>1,106,649</u>
<b>4. Fixed Assets</b>					
	<u>Computer Equipment</u>	<u>Furniture &amp; Equipment</u>	<u>Motor Vehicle</u>	<u>Total 2015</u>	<u>Total 2014</u>
<b>Cost</b>					
Beginning of year	216,873	265,116	54,981	<b>536,970</b>	516,598
Additions	21,991	782	-	<b>22,773</b>	120,699
Disposals	<u>(34,268)</u>	<u>-</u>	<u>-</u>	<u><b>(34,268)</b></u>	<u>(100,327)</u>
	<u>204,596</u>	<u>265,898</u>	<u>54,981</u>	<u><b>525,475</b></u>	<u>536,970</u>
<b>Accumulated Depreciation</b>					
Beginning of year	148,489	153,250	10,080	<b>311,819</b>	346,501
Charge for year	31,518	16,120	10,996	<b>58,634</b>	58,175
Disposals	<u>(32,119)</u>	<u>-</u>	<u>-</u>	<u><b>(32,119)</b></u>	<u>(92,857)</u>
	<u>147,888</u>	<u>169,370</u>	<u>21,076</u>	<u><b>338,334</b></u>	<u>338,334</u>
<b>Net Book Value</b>	<u>\$ 56,708</u>	<u>\$ 96,528</u>	<u>\$ 33,905</u>	<u><b>\$ 187,141</b></u>	<u>\$ 225,151</u>



**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2015**  
**(EXPRESSED IN BARBADOS DOLLARS)**

**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>2015</u>	<u>2014</u>
2011-2012	- -	81,419
2012-2013	<b>35,336</b>	164,250
2013-2014	<b>124,297</b>	580,551
2014-2015	<b>475,236</b>	- -
	<b>634,869</b>	826,220
Other – professional and consultancy fees	<b>154,073</b>	214,613
<b>Year-end balance</b>	<b><u>\$ 788,942</u></b>	<b><u>\$ 1,040,833</u></b>

**(i) Accounts Payable – ETF contracts**

Amounts pertaining to ETF contracts listed (2012-2015) 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>2015</u>	<u>2014</u>
TVET General Fund	<b>3,224,467</b>	3,282,102
ETF Fund	<b>750,000</b>	968,000
	<b><u>\$ 3,974,467</u></b>	<b><u>\$ 4,250,102</u></b>

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2015**  
**(EXPRESSED IN BARBADOS DOLLARS)**

**7. Training Grants Disbursed**

The amounts disbursed relates to contracts of several years:  
 During the current financial year, training grants in the amount of \$963,181.00 were approved and \$478,438.00 (2011 – 2014 - \$562,242.00) was disbursed.

	<u>2015</u>	<u>2014</u>
2008-2009	- -	12,375
2009-2010	- -	25,000
2010-2011	- -	19,300
2011-2012	<b>39,168</b>	120,715
2012-2013	<b>116,239</b>	227,444
2013-2014	<b>406,835</b>	493,171
2014-2015	<b>478,438</b>	- -
<b>Total Disbursed</b>	<b><u>\$ 1,040,680</u></b>	<b><u>\$ 898,005</u></b>

The Employment and Training Fund awarded fifty one (51) contracts at a cost of \$963,181.00 to train one thousand three hundred and fifty (1,350) persons during the financial year 2014 – 2015.

The funds supported training in various disciplines. Training was approved mainly for Information Technology, First Aid and CPR, the Executive Diploma in Management, Stevedoring Foundation Skills, Forklift Operator Safety training, Massage Therapy, Amenity Horticulture, Customer Service and training which lead to international certification (e.g.: 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, thirty six percent (36%) was utilized by employers, twenty eight percent (28%) by private training institutions; thirty percent (30%) by business associations and five percent (5%) by public training institutions.

Further data reflected that forty eight percent (48%) of the contracts were awarded for training towards NVQ qualifications, three percent (3%) massage training, seventeen percent (17%) financial services, information technology sixteen percent (16%), customer service seven percent (7%), manufacturing seven percent (7%) and first aid training two percent (2%).

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2015**  
**(EXPRESSED IN BARBADOS DOLLARS)**

**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.











**TECHNICAL AND VOCATIONAL  
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