



WORLDSKILLS BARBADOS:

SHAPING A WORLD-CLASS WORKFORCE



MISSION STATEMENT

TO DEVELOP A COMPETENT
AND COMPETITIVE WORKFORCE
IN BARBADOS AND THE WIDER
CARIBBEAN.

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TVET – IT'S LIFE CHANGING!

The WorldSkills Barbados experience has highlighted a simple truth for youth on the island – technical and vocational education and training (TVET) is life changing.

The competition puts the skills of young professionals to the test and they emerge self-assured and ready to take on the world; and while the path of each student is distinct, the common link is their pursuit of excellence and determination to fulfill their dreams.

WorldSkills Barbados gold medal winner, Darius Shepherd, 21, would certainly agree with this sentiment. The winner of the 2014 WorldSkills Barbados Automotive Technology competition, Darius explained: “I’ve been working around a mechanic all my life. I love cars.”

With encouragement from his instructor, Cyril Beckles and his fun loving spirit leading the way, the Samuel Jackman Prescod Polytechnic (SJPP) alumnus said he welcomed the opportunity to compete. For him the preparation for WorldSkills was a “fun, learning process” and while he had worthy competitors, his thoughts on competition day were a relatively confident “I kinda got this”.

When that March day arrived, rainy and overcast, it was not the weather that worried Darius.

“The time just seemed to be running away, it was going along very quickly...[lack of] time made everything seem a lot harder,” he explained.

“We had to change suspension parts...dismantle a gear box...dismantle the engine... [but] everything was

familiar. I finished before the time and I felt it had gone okay.”

Days later, Darius sat in the SJPP auditorium, waiting for the victors in his category to be announced.

“I was thinking that I could be the winner, but I still wasn’t sure,” he said. But then, all his doubt was erased, when his name was called. “I was shocked at first, but then I was very happy!” he said, adding that the experience had definitely boosted his confidence.

Now, with new skills in tow, Darius is striving to grow his home-based mechanic services, which he pursues at the weekend. His present job gives him the opportunity to develop a new craft and learn more about renewable energy, including the emerging electric car market.

“You have to start somewhere. You make a start and then you eventually build to what you want to do ... Vocational education is great. You don’t always have to go to [traditional education institutions], you can go to SJPP or BVTB... it’s important to pursue your passion.”

COVER PHOTO: Now, with new skills in tow, Darius is striving to grow his home-based mechanic services.

LETTER OF TRANSMITTAL

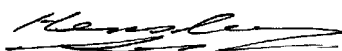
October 27, 2014

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, 2013 – March 31, 2014.

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

Representative, Barbados Community College
Member

Mrs. Dawn Jemmott Lowe

Representative, Barbados Employers'
Confederation
Member

Mr. Hector Belle

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

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

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. Ms. 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

9. OFFICE STAFF

10. ORGANISATIONAL STRUCTURE

SEARCH



Innovation
Branding
Solution
Marketing
Analysis
Ideas
Business
Management

CHAIRMAN'S REVIEW

I have the honour to present this report for the financial year April 1, 2013 – March 31, 2014 on the behalf of the membership of the Technical and Vocational Education and Training (TVET) Council.

We have achieved some critical successes during the year under review and despite our having to grapple with persistent financial challenges, we were able to meet several goals that are set out in our Strategic Plan 2013-2016.

Over the last three years and in particular during the past year, the platform for expansion of competence-based assessment and certification services and strengthening the national coordinating mechanism for TVET has been built. This platform has allowed us to forge alliances with the governments of St. Kitts and Nevis and St. Vincent and the Grenadines for the provision of training, assessment and certification of master trainers, assessors and verifiers.

We also have the capacity to develop competence-based curricula for the Competency - Based Training Fund (CBTF) which is a component of the Inter-American Development Bank funded Skills for the Future Programme and which supports the implementation of the Barbados Human Resource Development Strategy. Additionally, we have been able to actively support the uptake of N/CVQs in schools by providing qualification approval at three schools. These schools will offer four qualifications while one will also undergo centre approval.

The Employment Training Fund (ETF) continued to promote the uptake of the N/CVQs by giving priority to standards-based training proposals that lead to certification. This is in line with the decision taken by the Council for Human and Social Development (COHSOD) that the Competence- Based Education and Training (CBET) model be adopted for vocational training in CARICOM Member States. Regrettably however, because of budgetary constraints, we were not able to fill the critical post of Research Officer to assist the Council in the implementation of the Strategic Plan.



CVQ Level 4 Assessor Training conducted in Grenada

The Annual Report provides in greater detail the work outcomes of the Council and hopefully will provide useful information to its readers.

OUTLOOK FOR 2014-2015

The economic outlook remains challenging but the TVET Council is 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 Technical and Vocational Education and Training in order to enhance the competitive position of our nation.

Hensley T. Sobers Ph.D.
Chairman

SECRETARIAT'S STAFF MEMBERS

Mr. Henderson Eastmond
Executive Director

Mr. Geoffrey Yearwood
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
Technical Officer

Ms. Marlyn Rawlins
Technical Officer

Mr. Daniel Best
Technical Officer

Mr. Dario Walcott
Technical Officer

Ms. Carrol Griffith
Technical Officer (Ag)

Mrs. Samantha Jones
Technical Officer,
Communication and Research

Mr. Miguel King
Technical Officer

Mrs. Shirleen Inniss
Administrative Officer

Ms. Carol Ann Burke
Business Development Officer

Mr. Peter Alleyne
IT Specialist / Systems
Administrator

Ms. Rosline Cumberbatch
Assistant Accountant

Ms. Antoinette Lashley
Executive Secretary

Ms. Nicole Collymore
Clerk/Typist

Mrs. Angela Davis
Clerk/Typist

Ms. Alicia Sealy
Clerk/Typist

Mrs. Maria Price-Trotman
Clerk/Typist

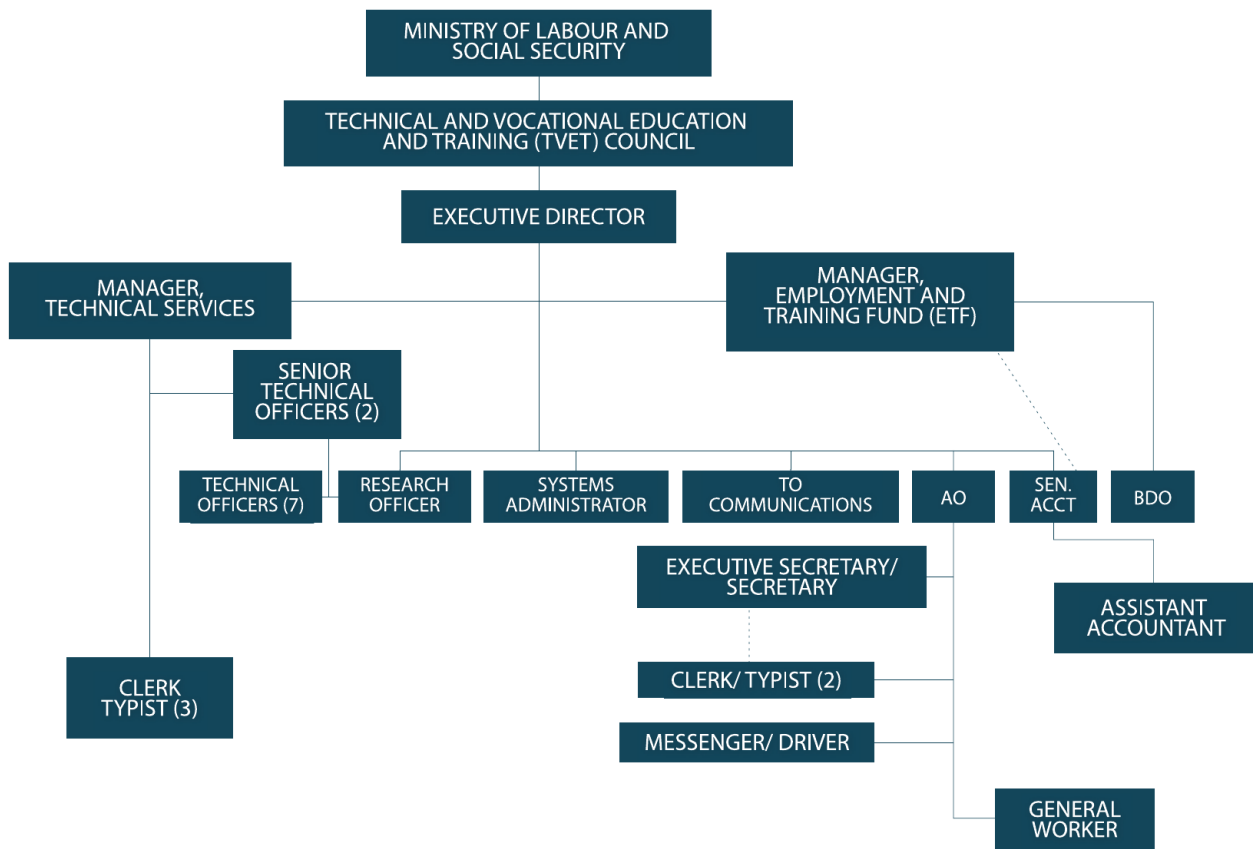
Ms. Carol Husbands
Clerk/Typist

Ms. Afiya Barker
Clerk/Typist (Ag)

Mr. Felix Delice
Driver/Messenger

Ms. Gale Alleyne
General Worker

ORGANISATIONAL STRUCTURE





SECTION B

12. ACTIVITIES OF THE COUNCIL

12. COUNCIL MATTERS

14. ADMINISTRATION

26. TECHNICAL DIVISION

ACTIVITIES OF THE COUNCIL



(left - right) **Minister of Labour Senator Dr. Esther Byer Suckoo, CBTF Manager, Anderson Lowe and Executive Director, TVET Council, Henderson Eastmond.**

COUNCIL MATTERS

During the period under review there were ten (10) meetings of the Council. There were no meetings for April or May 2013 since General Elections took place in February 2013 and the members of Council placed their instruments at the disposal of the Minister. The Council was appointed with effect from June 2013 and the members remained unchanged as follows:

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

Mrs. 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 the Council made the following decisions:

At the meeting held on June 13, 2014, the Council approved the membership of the Standards Approval (SAC) and Quality Assurance (QAC) Committees.

The Council also approved the TVET Council Secretariat's provision of training, assessment and certification of master trainers, assessors and verifiers from St. Kitts and Nevis and St. Vincent and the Grenadines at the meeting held on June 13, 2013.

In addition, the Council approved the appointment of persons to the following posts of the Competency-Based Training Fund:

- Manager
- Monitoring and Evaluation Officer
- Liaison Officer
- Administrative Officer
- Administrative Assistant

At the meeting of October 10, 2013, the Council approved the TVET Secretariat's partnership with Dunn Pierre Barnett and Associates (DPBA) with regard to component 200 of the CARICOM Trade and Competitiveness project.

At the January 2014 meeting, the Council approved recommendations that the TVET Secretariat should fund the assessment of the inmates at Her Majesty's Prison (HMP) out of its Operations Budget and that non-Barbadian inmates at HMP should be allowed to go through the assessment process to obtain the CVQ.

At the March 2014 meeting, the Council recommended that the Chairman and Deputy Chairman, together with a select delegation, should request a meeting with the Director of the National Insurance Scheme (NIS) or his representative to ascertain to what extent the Council could utilise the facilities of the NIS to advocate on behalf of workers retrenched as a result of government's austerity measures.

At the March 2014 Meeting, the Council recommended that the Executive Director present a proposal outlining the scope and extent of the training workshops for Technical Writers as well as the associated cost and roll out date for said programme.

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 and unemployed persons.

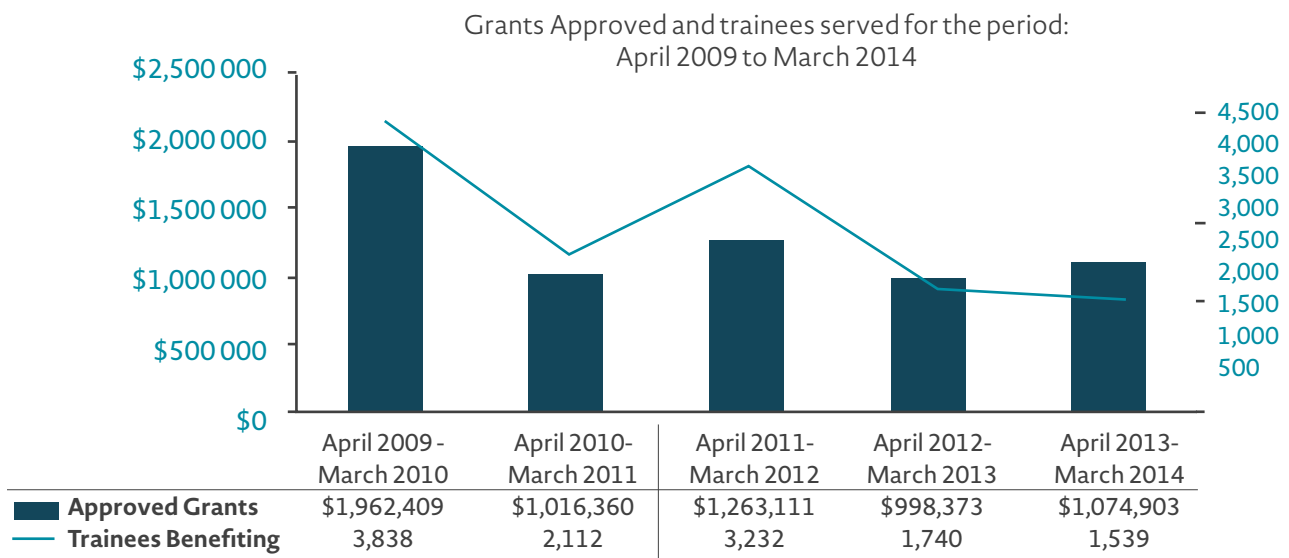
The resources of the ETF are made available out of the training levy established by the Occupational Training Act. The training levy is set at 1.0% of taxable wages. Employers who access the ETF funds for training are required to submit a Clearance Certificate from the National Insurance Scheme (NIS).

The ETF is 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, 2014 a total of **\$18,897,091.00** had been approved to train 37,984 persons. The total disbursements for the said period was **\$16,472,414.14** or **87.2%** of the amount approved.

The ETF received its biggest budget allocation in four years in the financial year (FY) 2013/14 and as a result, there was an increase in the funds approved over the previous financial year. The following chart shows the trend for the grants approved and persons trained over the last five years:



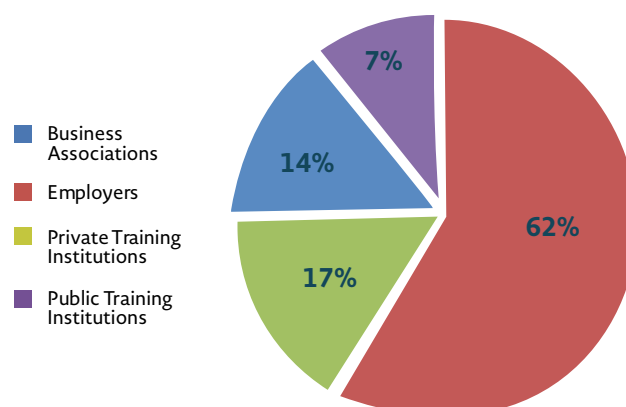
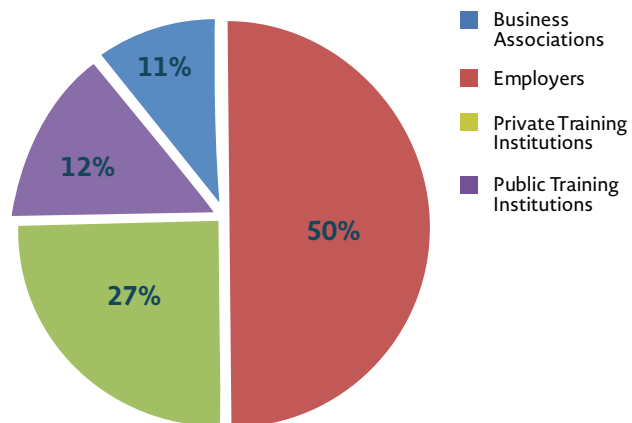
ACCOMPLISHMENTS

The ETF's funds available for programming during the year April 1, 2013 to March 31, 2014 included a cash balance of \$1,300,606.00 at 01 April 2013; a \$968,000.00 transfer from the Ministry of Finance; and \$ 4,649.35 from interest on bank savings during the year. These funds (\$ 2,273,255.35) were used to:

- Finance new contracts for FY 2013/14 that were completed in the year
- Make part payments on new contracts that were not completed in the year (FY 2013/14)
- Pay outstanding balances on contracts that were started before FY 2013/14 but completed in FY 2013/14
- Make part payments on contracts that were started before FY 2013/14 and were still uncompleted at the end of FY 2013/14.

APPROVALS:

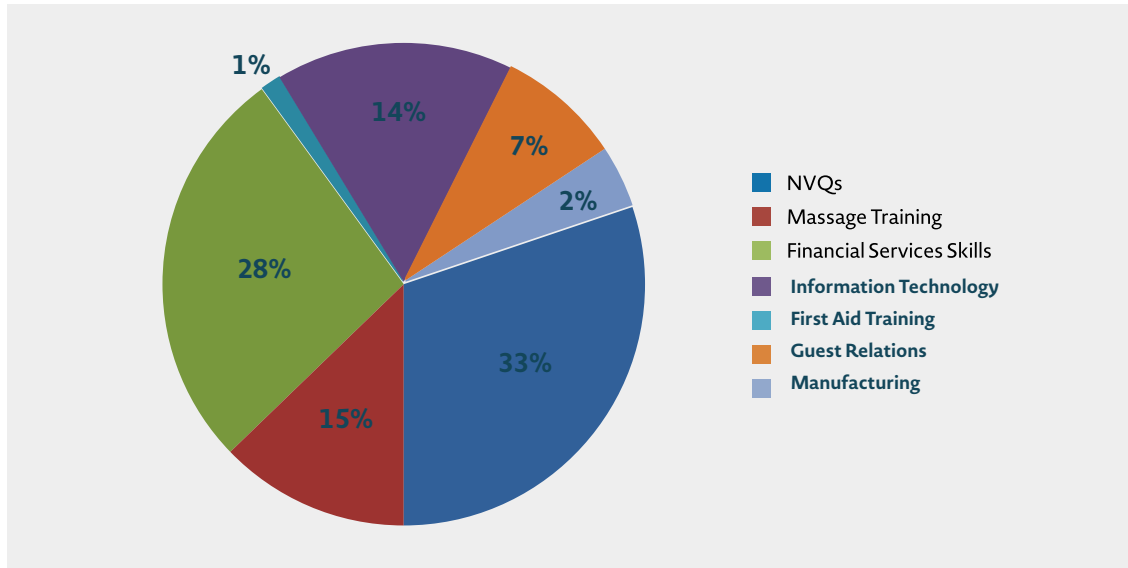
The Council approved \$1,074,903.00 (2013/14 - \$998,373.00) and signed fifty two (52) contracts to train 1,539 persons during the year. The distribution of the funding between the employers, training institutions and associations is shown below:



ORGANISATIONS	CONTRACTS	\$	TRAINEES
Business Associations	6	\$ 188,074.00	217
Employers	26	\$ 469,812.00	948
Private Training Institutions	14	\$ 376,892.00	270
Public Training Institutions	6	\$ 40,125.00	104
Grand Total	52	\$1,074,903.00	1,539

A wide array of courses was supported as outlined below:

	Grants \$	%	No of Trainees	%
NVQs	323,266.00	30.1	374	24.3
Massage Training	148,874.00	13.8	42	2.7
Financial Services Skills	269,866.00	25.1	463	30.1
Information Technology	139,504.00	13.0	118	7.7
First Aid Training	4,313.00	0.4	37	2.4
Guest Relations	62,967.00	5.9	188	12.2
Manufacturing	17,754.00	1.7	24	1.6





Youth Farm Programme 2013 Closing/Graduation Ceremony: Outstanding graduates

DISBURSEMENTS:

Total disbursements were \$ 898,004.96 for the four (4) uses of funds outlined above.

The statistical and narrative types of information associated with category of disbursement for the financial year 2013/14 are as follows:

New contracts for FY 2013/14 (Completed)

Thirteen (13) new contracts were completed during the year. Four hundred and forty (440) persons were trained and \$ 199,699.96 disbursed for these contracts.

New contracts for FY 2013/14 (uncompleted)

Thirty (30) 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 \$293,471.00. The total disbursement for the financial year on new contracts therefore stood at \$493,170.96.

Contracts prior to FY 2013/14 (completed)

Twenty two (22) contracts that were awarded previous to financial year 2013/14 were completed in the year. The sum of \$ 364,542.00 was disbursed in the year for these contracts and the training of 1,404 persons brought to an end. The main areas of training were: Microsoft Office Specialist (MOS); Customer Service; Food and Beverage; Leadership and Management Development; QuickBooks Accounting; Aviation Ground Security; First Aid; Sports and Therapeutic Massage; Competence-based Education and Training Methodology; CompTIA Network +; Enterprise Development and Quality Management; Care of Older Adult; Executive Diploma in Management Skills and Microsoft Certified Information Technology Professional (MCITP).

Contracts prior to FY 2013/14 (uncompleted)

Disbursements were also made on four (4) contracts that were awarded in the previous year(s) but remain uncompleted at the end of the year under review. The contracts are with the Barbados Vocational training Board (BVTB) for training Assessors for Cosmetology and Food Preparation; Computer Knowledge and Business Institute Inc. (CKBI) for the Caribbean Vocational Qualification (CVQ) in Customer Service Level 2 and the Certified Internet Web (CIW) Developer Designation; and the Barbados Hotel and Tourism Association (BHTA) for training in First Aid and CPR. A total of \$40,292.00 was disbursed on these contracts. These four contracts are to train 274 persons. Total disbursements on prior years' contracts (completed and uncompleted) for the year was \$404,834.00.

Inactive contracts

Ten (10) contracts which conducted no training for at least the last two financial years were brought to an end after consultation with the applicants. The undisbursed balance on these contracts was \$122,836.00 and, therefore, "Commitments" were reduced by the same amount at March 31, 2014.

Fund Balance

At the end of Financial Year 2013/14 the Employment and Training Fund (ETF) had a cash balance of \$1,074,074.65. Commitments for approved and signed contracts were \$826,220.50. There was therefore a cash balance of \$247,854.15 available for new contracts at the start of the next Financial Year 2014/15.

(B) PUBLIC RELATIONS AND PROMOTION PROGRAMME

In keeping with the outcomes of the PR/Communication Stakeholder Needs Analysis research completed in December 2012 and incorporated within the TVET Council's revised strategic plan, a decision was taken to conduct an Integrated Marketing Communication (IMC/IC) Campaign. However, the six-month IMC Campaign, which was scheduled to commence during the Financial Year 2013-2014 was suspended until further notice because of budget cuts. In the meantime, the focus of the 2013 – 2014 Public Relations and Promotion Programme continued to be on providing PR support for the priorities outlined in the TVET Council's work programme.



Barbados Association of Guidance Counsellors' (BAGC) National Careers Showcase in February 2014

- In keeping with the goal to strengthen the national coordinating mechanism for TVET at the tertiary level, PR support was provided to the planning and launch of the TVET Employers Recognition Awards 2013 in June. A media briefing was held to announce the launch and engage the media for the purpose of publicity. Print advertisements were placed in the local newspapers during July and email blasts commenced at the end of July and ran throughout August 2013.
- PR/Promotion strategies were also developed and executed in support of the following Technical Services Unit activities: the National/Caribbean Vocational Qualifications (N/CVQ) programme; the IICA Youth in Agriculture Farm programme; the Prior Learning and Assessment Recognition (PLAR) programme; and the WorldSkills Barbados and WorldSkills Americas competitions.

- In particular, the structure of the Youth in Agriculture Farm Programme, also known as the Youth Farm Programme, made it an ideal example of competence-based TVET. Publicity was obtained through the opening and closing ceremonies, features were carried in the Council's online magazine 21st Century Worker and a radio and TV programme was produced with the assistance of the Barbados Government Information Service (BGIS).
- The Council also participated in career and education guidance presentations to secondary students through the Barbados Association of Guidance Counsellors' (BAGC) National Careers Showcase in February 2014.
- Technical Officer, Communication and Research, Mrs. Samantha Jones attended an ILO/EU sponsored five (5) day workshop on Career Guidance Policy and Practice in Employment, Education and Training in Turin, Italy. A report was completed and submitted to the EU Office on behalf of the TVET Council.
- A joint reception to officially launch the Council's redeveloped website, the new online magazine 21st Century Worker and introduce the WorldSkills Barbados 2014 finalists to sponsors and the media was held on January 31, 2014 in the third floor Conference Room of the Ministry of Labour. The website was completed and launched internally on December 14, 2012. It underwent a period of testing before going live in June 2013.
- The Council's Annual Report 2011-2012 was produced in March 2014 and digitally published via the website. The Annual Report, with increased emphasis on attractive design and interesting content, will now serve as one of the Council's marketing/branding tools.
- PR/Promotion support was provided for the WorldSkills Barbados (WSB) Competition 2014 which took place March 11 – 17th. Media coverage was arranged for the four-day event, including the opening and closing ceremonies, as well as a motorcade. A digital PR campaign was developed and included advertising via email blasts and promotion of the WSB Facebook page using bookmarks and sponsored save-the-date cards. The Facebook page allowed the TVET Council to better engage with the 16–22 year old target audience, a group critical to the success of the competition. Promotion also included posters, banners, press, television and radio ads, which were produced in collaboration with sponsor BGIS and broadcast with the assistance of sponsor CBC.
- The Facebook marketing campaign conducted as part of WSB promotion was considered to be successful. The page received a high level of traffic which resulted in 923 likes, eventually tapering off at 974. During the five week campaign, there was a weekly total reach of 423 and a weekly total of 2,681 people engaged.
- Technical Officer, Samantha Jones represented the Council at the C-EFE forum on Career Counselling which was held February 5 - 6, 2014 in St. Lucia. The forum served as opportunity to introduce participants to a career guidance resource manual developed under the C-EFE programme.



Walk-the-Talk Programme 2013 awardees: TVET Council's internal Prize-giving ceremony

(C) HR/ADMINISTRATION

STRATEGIC PLAN/HUMAN RESOURCES MANAGEMENT

Introduction

In addition to continuing work on the outstanding goals and objectives under the Strategic Plan 2009-2013, the HR/Administration Department was actively involved in assisting with facilitating the development of a new strategic plan during the 2013-2014 period.

To this end, the department acted as the liaison for the Council with the Office of Public Sector Reform (OPSR), the main facilitators of the process. This involved supplying all required information/documentation, organisation of the OPSR meetings with staff and Council members, as well as a two-day staff retreat in April 2013. The department also contributed to the draft Strategic Plan by submitting goals and objectives under the Key Results Area of Organisational Resources – “To strengthen TVET Council’s Organisational and Human Resource capacity”.

Recruitment

During the period under review, the HR/ Administration department was involved in the selection and recruitment of staff to man the IDB-sponsored Competency-based Training Fund.

The department provided shortlisting services and facilitated the Competency-based Training Fund Selection Committee meetings and interviews for the five posts created under the Competency-based Training Fund:

- Manager
- Liaison Officer
- Monitoring and Evaluation Officer
- Administrative Officer
- Administrative Assistant

In addition, the department also started the process of recruiting two (2) temporary technical officers whose posts were approved by the Ministry of the Civil Service, under the GOB Human Resource Development Strategy.

In the summer of the period under review, the Administration/HR Department also facilitated the attachment of three (3) interns from the Samuel Jackman Prescod Polytechnic, Barbados Community College, and Frederick Smith Secondary School.

HR POLICIES

Succession Policy/Plan

One of the major tenets of the TVET Council's Strategic Plan 2010-2013 was the development of a number of human resource policies and during the period under review, the HR Administration Department sought to implement any outstanding policies and to continue the implementation of programmes under existing policies.

The one policy which remained outstanding at the start of the year under review was a TVET Council Succession Plan. A detailed document for the development of such a plan was submitted by the Consultant during the review period. Subsequently, the Office of Public Sector Reform (OPSR) was engaged to conduct an organisational audit and the development of the Succession Plan was put on hold because the former document involved the obtaining of similar information.

The OPSR in the process of completing the audit following interviews with all members of staff. This activity was arranged by the Administration/HR Department which also submitted all requested documentation needed to complete the Organisational Audit. The Council awaits the final audit report.

Succession Policy

The Succession Policy was developed by Consultant Mr. Anthony Proute and the document spoke to the underlying principle of rotation as a path to the building of capacity in the organisation.

In keeping with the recommendation under the said policy, the organisation sought to implement a number of acting appointments, during the July – December 2013 period. This activity offered a variety of officers the

opportunity to function in a different role, gaining the necessary experience and competence which could be used in the event that there is a long-term vacancy in the organisation. As a result, officers would have acted in the following positions on a rotational basis:

- Ms. Carol Ann Burke acted as Manager, Employment and Training Fund
- Mr. Paul Puckerin and Ms. Dawn Gill acted as Manager, Technical Services Unit
- Ms. Marlyn Rawlins, Mrs. Arleen Murrell-Crichlow and Mrs. Andrea Harding-Waithe acted as Senior Technical Officer
- Ms. Rosline Cumberbatch acted as Business Development Officer and Senior Accountant
- Ms. Antoinette Lashley took on some of the responsibilities of Administrative Officer
- Ms. Nicole Collymore acted as Assistant Accountant
- Mrs. Maria Price-Trotman acted as Secretary

Performance Management System (PMS)

Having completed the pilot of the TVETC Performance Management System (PMS) and the first full cycle, the Administrative Officer organised a feedback session with the Consultant to discuss issues and concerns which had been observed by the Council's management team (made up of supervisors as well as reportees). In addition, the session was an opportunity to examine the responses to a questionnaire which was circulated to the entire staff. This half-day session took place on November 8th, 2013.

Coming out of the meeting, it was decided to complete a follow-up session on developing yearly work plans for the team which would assist with the creation of the Performance Expectations Worksheets for staff members.



Walk-the-Talk Challenge: Presentation Ceremony.

Developing a Comprehensive Records Management Procedure

The TVET Council held discussions with the Deputy Director of the OPSR with respect to the issues being experienced with the Council’s filing system and the possibility of assistance from OPSR. The Council was advised to submit a formal request for assistance which was completed.

The Council was subsequently informed that the relevant assistance could be provided by the OPSR in the last quarter of the financial year. The officer assigned to this project was the lead officer for the development of the TVETC Strategic Plan and, therefore, it was agreed that the project would commence when the development of the strategic plan was completed.

Safety and Health

With the proclamation of the Safety and Health at Work (SHaW) Act, the Council sought to become compliant by implementing several of the requirements under the legislation. In that regard, a Safety and Health Committee was formed with input from the National Union of Public Workers (NUPW).

Subsequently, three members of the committee attended a two-day Safety and Health at Work workshop hosted by the NUPW and the entire committee received an orientation session from a Safety and Health Officer of the Labour Department.

The Safety and Health Officer also conducted a “walk-through” of the two TVET Council buildings

on November 15, 2013, accompanied by all members of the Safety and Health Committee. The objective of the “walk-through” was to examine the buildings for any safety and health hazards as well as to provide “hands on” experience for committee members. The Safety and Health Officer promised to submit a report to the management of the Council, but in the interim, the Committee started to deal with the priority areas that had been highlighted during the tour.

The Committee circulated its first newsletter to the entire staff in November 2013, with information on the walk-through, details on the activities of the Committee and a number of health tips.

Health and Wellness

Part of the draft TVETC 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. While the policy was not completed, the Council sought to put relevant health and wellness programmes in place.

To this end, the Council participated in the Walk-the-Talk Challenge sponsored by Barbados Employers’ Confederation (BEC), the Barbados Chamber of Commerce and Industry (BCCI) and the Small Business Association (SBA) from June – August 2013. This programme encouraged participants to walk 10,000 steps each day which was considered the equivalent

of 30 minutes of exercise. Ms. Gale Alleyne of the TVET Council won the national competition and Mr. Felix Delice placed seventh, while the organisation placed eighth overall. An internal prize-giving ceremony was organised and prizes presented in August 2013.

The programme also included a contractual arrangement with Knights Health Advantage Club (KHAC) which was engaged to conduct a number of biometric tests: blood sugar, cholesterol, blood pressure, body mass index and offer one-on-one counselling to participants.

In February 2014, the organisation again joined the 'Walk-the-Talk' programme, this time sponsored by the BEC, BCCI, SBA and Axcel Finance. A total of 18 persons signed up for the programme and Knights Health Advantage Club was again contracted to conduct a series of biometric tests for participants.

Training and Development

The training and development of staff continued to be paramount at the Council in an effort to build competencies. As a result of the Training Needs Analysis Report and performance appraisal reports, individual courses and workshops were organised for staff as follows:

Training/Workshops/Seminars

- Members of staff completed a team-building session on valuing their differences. This was a follow-up to their Myers Briggs Type Indicator (MBTI) assessment and the results of the assessment were discussed.
- Ms. Carrol Griffith and Ms. Rosline Cumberbatch, Technical Officers (Ag) and Ms. Carol Ann Burke, Business Development Officer, attended a Presentation Skills/ PowerPoint Presentation workshop with Caribbean Catalyst in March 2014.
- Eight members of staff attended a BIMAP sponsored course in Microsoft Excel February – March 2013. This training was recommended in the Training Needs Analysis Report.
- Technical Officer, Mrs. Samantha Jones attended the International Vocation Education and Training Association Regional Conference (IVETA) 2013 held May 1-3, 2013 in Trinidad and Tobago.
- Senior Technical Officer, Mr. Paul Puckerin conducted a presentation to the C-EFE Institutional Partnership Orientation Session held on June 10, 2013 in Antigua.
- Ms. Rosline Cumberbatch represented TVETC at the Certificate Training Workshops for Small Business Development Centre Model from August 21-23, September 4-5, October 9-11 and November 6-7, 2013 at the Department of Commerce.
- Manager, Technical Services, Ms. Wendy McClean and Assistant Accountant, Ms. Rosline Cumberbatch participated in the Public Sector Performance Budgeting Workshop No. 4 held August 25-26, 2013 at the Productivity Council.
- Senior Accountant, Ms. Michelle Haynes participated in the Public Sector Performance Budgeting Workshop No. 5 held October 2-3, 2013 at the Productivity Council.
- Technical Officer, Mr. Miguel King and Technical Officer - Communication and Research, Mrs. Samantha Jones participated in the Career Guidance Policy and Practice Course held October 21-25, 2013 at the ILO's International Training Centre in Turin, Italy.
- Senior Technical Officer, Ms. Dawn Gill and Technical Officer, Ms. Marlyn Rawlins attended a Regional Occupational Standards Development Workshop focusing on the DACUM process held November 12-13, 2013 in Port of Spain, Trinidad.

- Technical Officers, Ms. Carrol Griffith and Mr. Dario Walcott participated in a five (5) day presentation skills course hosted by the Training Administration Division (TAD) from November 18-22, 2013 at the TAD.
- Messenger/Driver, Mr. Felix Delice participated in a Driver/Messenger Development Course hosted by the Training Administration Division on November 27 and December 4, 2013 at the TAD.
- Technical Officer, Communication and Research, Mrs. Samantha Jones attended a forum on Career Counselling hosted by the C-EFE from February 5-6, 2014 in St. Lucia.
- Clerk Typists, Mrs. Maria-Louise Price-Trotman, Ms. Carol Husbands and Ms. Jo-Ann Byer attended the Barbados Association of Office Professional's 17th Annual Conference held on February 27, 2014 at the Lloyd Erskine Sandiford Centre.

Continued the Recognition and Awards Programme

A number of awards were presented at the TVETC's Annual Christmas Luncheon in December 2013. These included: Perfect Attendance, Excellent Attendance, Length of Service (10yrs and 15yrs), Teamwork and the Service, Teamwork, Attitude and Reliability (STAR) and Unsung Hero awards.

In addition, a plan for the recognition of persons involved in the WorldSkills Barbados Competition 2014 which took place in March 2014 was developed, approved and actioned.

PERSONNEL MATTERS

Appointments/Promotions/Acting

Appointments

Ms. Carrol Griffith was appointed to the temporary position of Technical Officer, with effect from June 2013.

Mr. Dario Walcott was permanently appointed, with effect from March 1, 2014, to the post of Technical Officer, following the end of his contract period.

During the period under review, the following persons were recruited to fill vacant posts at the Competency-based Training Fund as follows:

- Mr. K. Anderson Lowe, CBTF Manager
- Ms. Andrea Austin, Liaison Officer
- Ms. Lisa Fenty, Monitoring and Evaluation Officer
- Mr. Richard Skeete, Administrative Officer
- Ms. Saunja Griffith, Administrative Assistant

Acting Appointments

- Ms. Rosline Cumberbatch was appointed as Technical Officer (Ag) with effect from March 1, 2014 until February 28, 2015
- Ms. Nicole Collymore was appointed as Assistant Accountant (Ag) with effect from March 1, 2014 until February 28, 2015. Vice is Ms. Rosline Cumberbatch.
- Ms. Afifa Barker was appointed as Clerk/Typist (Ag), with effect from March 1, 2014 until February 28, 2015. Vice is Ms. Nicole Collymore.

No-Pay Leave

Mr. Miguel King proceeded on no-pay leave with effect January 2, 2014.

(D) IT DEPARTMENT

The five (5) performance indicators for the IT Department are the implementation and configuration of four (4) Management Information Systems (MIS) and one (1) Help-Desk portal. The four (4) MIS are the SharePoint Site Calendar, Virtual Private Network (VPN), Employment Training Fund (ETF) Database and the Student Information Management System (SIMS).

SharePoint Site Calendar (Intranet)

A SharePoint Site Calendar is simply a collection of calendar information that you can share with anyone who has access to the site. This facility allows users to book meetings and rooms and view rooms which have already been booked.

Virtual Private Network (VPN)

The VPN is a system which allows users to access network resources from anywhere there is internet access. Users can now access their documents, add items to the SharePoint Site Calendar and perform any other network task from anywhere in the world as if they were sitting at their desk.

Employment Training Fund (ETF) Database

The purpose of the ETF database is to record applications, performance and final reports and disbursement of the ETF fund. A pilot database has been developed and is currently being modified to meet the requirements of the ETF department.

Student Information Management System (SIMS)

The SIMS database development has been completed. It is being piloted with the Technical Unit to ensure all of the requirements are satisfied. After the Technical Unit signs off on the completion of the database, the SIMS project will be finalised.

Help Desk Portal

The Help desk portal is a web application which allows users to submit tickets outlining any computer issues they are experiencing. A ticket is a form which users can fill out online or by email.



(E) THE TECHNICAL DIVISION

Two main goals were pursued during the year: (i) expansion of competence-based assessment and certification services and (ii) strengthening the national coordinating mechanism for TVET. In this regard the Technical Department activities strongly supported the Competency-Based Training Fund (CBTF) set up, under the TVET Council, to finance training programmes developed by partnerships between employers and training providers. This resulted in the TVET Council increasing its attention on developing occupational standards, training technical resource personnel and establishing assessment centres to meet the demands of the partnerships supported by the CBTF.

CANTA Standardisation Workshop

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 organisations;
- Awarded N/CVQ certification to candidates;
- Developed a Prior Learning Assessment and Recognition (PLAR) service;
- Commenced development of competence-based curricula;
- Provided guidance and support to the Ministry of Education, training institutions, organisations and secondary schools on the development and implementation of CBET programmes;
- Delivered two events aimed at promoting skills development and rewarding investment in TVET;

- Executed a TVET Youth Promotion Programme;
- Contributed to the development of technical and vocational education and training in the region.

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

National Vocational Qualifications (NVQs) in Human Resources Management Level 3, Information and Communication Technology Levels 2 and 3, Massage Therapy Level 2 and Photovoltaic Panel Installation – Roofer/Fitter Level 2 were developed and approved, bringing the total number of NVQs approved to thirty-one (31).

Standards were developed and approved for Core Skills Levels 1 to 4 in the areas of: Communication, Application of Number, Information Communication Technology, Problem Solving, Working with Others, and Improving Own Learning Performance. In addition, work continued on the following occupational standards and qualifications:

- Pastoral Care Level 4
- Poultry Production Level 1
- Animation Level 3
- Occupational Safety and Health Level 2
- Nail Technology Level 2
- Career Guidance and Counselling Level 3

The CARICOM XXIV Council for Human and Social Development approved twenty-one (21) National Vocational Qualifications developed by Barbados as Caribbean Vocational Qualifications.

Caribbean Vocational Qualifications (CVQs)

Eight (8) Caribbean Vocational Qualifications were validated and approved for local use during the review period:

- Garment Production Level 1
- Commercial Food Preparation (Cookery) Level 1
- Food and Beverage (Bartending) Level 2
- Event Management Services Level 3
- Air Conditioning and Refrigeration Level 2
- Hairstyling Level 2
- Property and Facilities Maintenance (Building Maintenance) Level 1
- Property Maintenance (Small Property) Level 1

This brought the total number of CVQs approved for local delivery to fifty-one (51).

Promotion and Award of N/CVQs

For the year under review, the Council's public relations and promotion programme placed emphasis on the Competency-based Training Fund (CBTF) funded by the Inter-American Development Bank Skills for the Future Programme. The Programme supports the execution of the Barbados Human Resource Development Strategy; Prior Learning Assessment and Recognition and the uptake of N/CVQs. In addition, Skills for the Future offers

assistance and support for the successful delivery of N/CVQs; and develops competence-based curricula in an effort to accelerate the expansion of the N/CVQ programme and to address deficiencies in the local education and training system.

The TVET Council also continued its programme to promote Technical and Vocational Education and Training (TVET) as an avenue for the advancement to young people. This was done through the execution of the TVET Youth Promotion Programme. The project's ultimate goal is to increase the participation of young people in TVET. Six (6) N/CVQ presentations were delivered to students of the Ellerslie, Springer Memorial and St. Leonard's Boys' Secondary Schools, the Community Development Department centres at Speightstown and Deacons, and the Ann Hill School in April, June, August and October 2013.

The TVET Council once again partnered with the Inter-American Institute for Cooperation on Agriculture (IICA) to promote agriculture to young people and offer certification to youths trained in the field. In October 2013, the collaboration culminated with an award ceremony at which twenty-one (21) students were awarded full certification in Amenity Horticulture Level 1.

Approval of Assessment Centres

During this period under review, end of the year training and/or assessment for N/CVQs was ongoing at eleven (11) centres: Sandy Lane, Nature Care, Career Development Institute, Computer Knowledge and Business Studies Inc., NISE, Barbados Port Inc., the Samuel Jackman Prescod Polytechnic, Barbados Vocational Training Board, and the Daryll Jordan Secondary, St. Leonard's Boys' Secondary and Grantley Adams Memorial Secondary Schools. In total, twelve (12) N/CVQs were operational.

Eight (8) organisations received centre approval during the year in review. These were the Barbados Youth Business Trust, Challenor School of Creative Arts, Barbados Institute of Management and Productivity, Peacehaven Holistic Therapy School, PAREDOS (Parent Education for Development in Barbados), Barbados Workers' Union Labour College, Her Majesty's Prison Dodds and the Frederick Smith Secondary School.

Organisations receiving qualification approval were the Barbados Vocational Training Board for Cosmetology Level 2; Computer Knowledge and Business Studies Inc. for Customer Service Level 2; Career Development Institute for Customer Service Level 2 and Management Level 3; Peacehaven Holistic Therapy School for Massage Therapy Level 3; Barbados Institute of Management and Productivity for Customer Service Level 2; Challenor Creative Arts and Training Centre for Food Preparation and Cookery Level 2; and Her Majesty's Prisons Dodds for General Cosmetology Level 1, Furniture Making Level 1 and Amenity Horticulture Level 1.

There was significant progress with the implementation of CVQs in secondary schools. The Frederick Smith Secondary School was granted centre approval. Secondary schools receiving qualification approval were the Daryll Jordan Secondary School for Crop Production Level 1, St. Leonard's Boys' Secondary School for Electrical Installation Level 1 and Carpentry Level 1, and Princess Margaret Secondary School for Food Preparation and Cookery Level 1 and Crop Production Level 1.

N/CVQs Awarded

Fifty-six (56) N/CVQ certificates and forty-six (46) statements of competence for unit recognition were awarded to candidates to recognise their achievement as follows:

- Amenity Horticulture Level 1: Forty-two (42) candidates for the full award;
- Cosmetology Level 2: Six (6) candidates for the full award and eight (8) for unit recognition;
- Assessment Level 4: Eight (8) candidates for the full award and thirty-eight (38) for unit recognition.

Training of Technical Resource Personnel

Twenty-four (24) local and regional training workshops were coordinated, aimed at developing technical resource persons, building capacity to deliver competence-based education and training, assessment and certification, and facilitating training in standards development and quality assurance.

Workshop	Participants	Hrs	Date	No. of Participants	Facilitator(s)
Assessment	Potential N/CVQ Assessors	39	April 2013	17	Ms. Marlyn Rawlins Technical Officer and Mr. Colin Holligan Facilitator
Quality Assurance Requirements for the Delivery of CVQs	Guyana	8	May 2013	28	Ms. Wendy McClean Manager, Technical Services
Master Assessor	Certified Assessors St. Vincent	40	June 2013	5	Mr. Paul Puckerin Senior Technical Officer
Assessment	Potential N/CVQ Assessors Grenada	35	June 2013	22	Ms. Dawn Gill Senior Technical Officer and Ms. Marlyn Rawlins Technical Officer
Assessment	Potential N/CVQ Assessors Grenada	35	June 2013	17	Mr. Paul Puckerin Senior Technical Officer and Mr. Miguel King Technical Officer
Assessment	Potential N/CVQ Assessors St. Vincent	35	July 2013	27	Mr. Paul Puckerin Senior Technical Officer and Mr. Miguel King Technical Officer

Workshop	Participants	Hrs	Date	No. of Participants	Facilitator(s)
Master Assessor	Certified Assessors St. Kitts	40	July 2013	8	Mr. Paul Puckerin Senior Technical Officer
External Verification	Potential External Verifiers	24	July 2013	16	Mr. Paul Puckerin Senior Technical Officer
Internal and External Verification	Potential Internal and External Verifier St. Vincent	40	July 2013	30	Mr. Paul Puckerin Senior Technical Officer
Development of Occupational Standards of Competence	Potential N/CVQ Assessors St. Lucia	16	August 2013	16	Ms. Wendy McClean Manager, Technical Services
Assessment	Potential N/CVQ Assessors St. Kitts	35	September 2013	17	Ms. Marlyn Rawlins Technical Officer and Mr. Paul Puckerin Senior Technical Officer
Internal Verification	Potential Internal Verifiers	16	September 2013	15	Mr. Paul Puckerin Senior Technical Officer
Assessment	Secondary School Teachers	30	September 2013	15	Mr. Paul Puckerin Senior Technical Officer and Ms. Andrea Harding-Waithe Technical Officer
Assessment	SJPP Instructors	30	September 2013	15	Mr. Paul Puckerin Sr. Technical Officer Ms. Andrea Harding-Waithe Technical Officer
Assessment	Potential N/CVQ Assessors	39	October 2013	18	Dr. Richard Graham Facilitator and Mr. Miguel King Technical Officer

Workshop	Participants	Hrs	Date	No. of Participants	Facilitator(s)
Internal Verification	Potential Internal Verifiers	16	November 2013	14	Mr. Paul Puckerin Senior Technical Officer
CBET Instructor Training	Barbados Prison Service, HMP Dodds Instructors	40	November 2013	13	Ms. Marlyn Rawlins Technical Officer and Mr. Miguel King Technical Officer
External Verification Quality Network Workshop	External Verifiers	8	December 2013	6	Mr. Paul Puckerin Senior Technical Officer
N/CVQ Coordinators Workshop	Potential N/CVQ Coordinators	8	December 2013	10	Mr. Paul Puckerin Senior Technical Officer
CBET Instructor Training	Private Trainers	40	February 2014	13	Dr. Antonia Coward and Major Peter Powlett Barbados Community College
Assessment	Potential N/CVQ Assessors	30	February 2014	18	Dr. Antonia Coward Facilitator Ms. Dawn Gill Sr. Technical Officer
Assessment	BIMAP Instructors	30	February 2014	14	Marlyn Rawlins Technical Officer
Assessment	Challenor Creative Arts and Training Centre Instructors	36	March 2014	7	Ms. Arleen Murrell-Crichlow Technical Officer and Ms. Andrea Harding-Waithe Technical Officer
External Verification	Potential External Verifiers	24	March 2014	12	Mr. Paul Puckerin Senior Technical Officer

WORKFORCE DEVELOPMENT

WorldSkills Competition

The WorldSkills Barbados Competition 2014, inclusive of Opening and Closing Ceremonies were held from 11 to 17 March 2014. Participating institutions were the Samuel Jackman Prescod Polytechnic (SJPP), SEMAJ International School of Cosmetology and Trichology (SISCT), Barbados Vocational Training Board (BVTB) and the Barbados Community College (BCC). The following top results were achieved: **Samanthe Yearwood, SJPP – Gold in Garment Making; Darius Shepherd, SJPP – Gold in Automotive Technology; Adisia Sargeant, BVTB – Gold in Beauty Therapy; Omari Lamming, BVTB – Gold in Culinary Arts; and Tahira Hurdle, SJPP – Gold in Ladies’ and Men’s Hairdressing. The Best of Competition Award was presented to Samanthe Yearwood – SJPP, who achieved the highest score overall. ‘Best of Institution’ Special Awards were presented to Samanthe Yearwood – SJPP, Adisia Sargeant – BVTB, Jevon Johnson – BCC, and Jessica Willoughby – SISCT.** This Special Award - a \$1500.00 Scholarship tenable at any training institution, was presented by each of the participating training institutions to the competitor from their school who earned the highest score.

TVET Employers Recognition Awards

The biennial TVET Employers’ Recognition Awards Ceremony 2013 took place at the Accra Beach Hotel in November 2013. The Council awarded Nature Care, the Courtyard by Marriott, CGM Gallagher Insurance Brokers (Barbados) Limited, Barbados Port Inc. and Monnis Farms for their exemplary training and development programmes. Senator Dr. The Honorable Esther Byer-Suckoo, Minister of Labour, Social Security and Human Resource Development presented the awards.

The TVET Employers’ Recognition Awards competition was established in 2011 to acknowledge and celebrate private and public sector employers’ innovation, excellence and achievement in training and development.

Development of CBET Curricula

As a precursor to the Curricula Development Project, training was conducted. Technical Officers participated in a Curriculum Development Workshop in April, May and June 2013, facilitated by Ms. Dawn Gill, Senior Technical Officer and Ms. Marlyn Rawlins, Technical Officer. Ms. Marlyn Rawlins attended a DACUM (Develop a Curriculum) Workshop in September 2013 sponsored by the CARICOM Education for Employment (CEFE) Programme.

Curriculum development procedures, work instructions and specifications for content specialists were developed. Work commenced on the first module components for Electrical Installation, Carpentry and Plumbing.

Prior Learning Assessment and Recognition

Prior Learning Assessment and Recognition (PLAR) is the process that involves identification, documentation and assessment of prior learning. Individuals can gain credits towards N/CVQs based on the evidence from past experiences – formal or informal, acquired in a skill over a period of time.

During the year in review, templates for assessment records and tools were completed; and standard operating procedures, and a work process flowchart and database were developed. PLAR Assessors and External Verifiers participated in a training programme hosted by the TVET Council in January 2014; and staff participated in a training session on the ‘Role of the PLAR Advisor’ in February 2014.

The commencement of Prior Learning Assessment Recognition (PLAR) services was scheduled to commence later in the areas of Amenity Horticulture, Carpentry and Customer Service.



REGIONAL WORKFORCE DEVELOPMENT INITIATIVES

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

- Executive Director, Mr. Henderson Eastmond participated in the CANTA Sub Committee held on April 3-4, 2013 in Trinidad.
- The TVET Council entered into a Memorandum of Understanding with Dunn, Pierre, Barnett and Associates (DPBA) to provide certification for the CARICOM Trade and Competitiveness Project. In fulfilling its responsibilities, the Council undertook monitoring of training and assessment in Antigua and Barbuda, Belize, St. Kitts and Nevis and St. Vincent and the Grenadines and verification of portfolios of candidates seeking certification required to function as CVQ Assessors.
- Ms. Wendy McClean, Manager, Technical

Services, facilitated a one-day workshop at the TVET Council in Guyana in May 2013 to assist that agency in its preparations to apply for approval to award the CVQ.

- Senior Technical Officer, Mr. Paul Puckerin conducted a presentation at the C-EFE Institutional Partnership Orientation Session held on June 10, 2013 in Antigua.
- Mr. Henderson Eastmond, Executive Director and Ms. McClean attended a CANTA meeting in Trinidad in July 2013.
- Executive Director, Mr. Henderson Eastmond attended the 41st Technical Committee meeting of ILO/CINTERFOR held July 8-10, 2013 in Port of Spain, Trinidad.
- Senior Technical Officer, Ms. Dawn Gill and one (1) External Verifier conducted assessment and verification for the Grenada National Training Agency July 14-27, 2013 in Grenada.
- A CANTA Quality Assurance Committee meeting was hosted by TVETC Barbados in July 2013. Participants from eight (8) CARICOM Member

States attended and worked to review and improve the quality assurance framework for the Caribbean Vocational Qualification.

- Executive Director, Mr. Henderson Eastmond attended the Regional Forum for Latin America and the Caribbean on Advancing TVET for Youth Employment and Sustainable Development held August 27-29, 2013 in San José, Costa Rica.
- Ms. McClean attended a CARICOM Qualifications Framework Workshop in St. Lucia in October 2013.
- Executive Director, Mr. Henderson Eastmond participated in the Caribbean Area Network for Quality Assurance in Tertiary Education (CANQUATE) 10th Annual Conference held November 19-21, 2013 in Jolly Beach Resort & Spa, Bolan Village Antigua.
- Executive Director, Mr. Henderson Eastmond participated in the general meeting of the Caribbean Association of National Training Agencies (CANTA) held on December 12-13, 2013 in Dominica
- Ms. McClean chaired a Caribbean Association of National Training Agencies (CANTA) CVQ Quality Assurance Standardisation Workshop sponsored by the Caribbean Education for Employment Programme (C-EFE) and held in Barbados in February 2014. Two (2) other technical staff joined participants from twelve (12) CARICOM Member States and worked to standardise approaches to

quality assuring the CVQ.

- Executive Director and Vice-President of CANTA, Mr. Henderson Eastmond represented the Caribbean Association of National Training Agencies at a Stakeholders' Consultation Meeting hosted by the Commonwealth of Learning on March 25, 2014 in Port of Spain, Trinidad.



SECTION C

36. FINANCE

FINANCE

C. FINANCE

- In the Estimates for the Financial Year ending March 31, 2014, \$3,282,346.00 was allocated to the TVET Council and \$968,000.00 was allocated to the Employment and Training Fund (ETF).
- Actual funds received from the Ministry of Finance were \$3,282,101.99 for the TVET Council.
- The Employment and Training Fund received the allocated amount of \$968,000.00.
- Interest on bank savings and emergency loans totaled \$7,278.78
- Workshop and course fees totaled \$19,980.00. Gain on sale of assets totaled \$5,000.00.
- Audited Financial Statements as at March 31, 2014 are appended to this report.

SECTION D

38. AUDITED FINANCIAL STATEMENTS





M. E. Murrell & Co.

Public Accountants

Established 1960

Affiliate of International Association of Practising Accountants



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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, 2014 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, 2014 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.

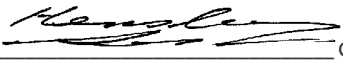
Bridgetown, Barbados
September 26, 2014

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL
 Balance Sheet
 As at March 31, 2014
 (Expressed in Barbados Dollars)

	2014	2013
Assets		
Current Assets		
Cash and cash equivalents	1,543,418	2,133,257
Accounts receivable (see note 3)	1,106,649	2,004
Car loans and training loans receivable	211,967	165,304
Prepayments	<u>12,170</u>	<u>9,872</u>
	2,874,204	2,310,437
Non-Current Assets		
Fixed assets (see note 4)	<u>225,151</u>	<u>170,097</u>
Total Assets	<u>\$ 3,099,355</u>	<u>\$ 2,480,534</u>
<u>Liabilities and Funds</u>		
Liabilities		
Accounts payable & accrued expenses (see note 5)	<u>1,040,834</u>	<u>987,975</u>
Funds		
General fund	1,505,947	970,024
Employment and training fund	<u>552,574</u>	<u>522,535</u>
	<u>2,058,521</u>	<u>1,492,559</u>
Total Liabilities and Funds	<u>\$ 3,099,355</u>	<u>\$ 2,480,534</u>

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

Approved on behalf of the Council on September 26, 2014


 _____ Chairman


 _____ Executive Director

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL
Statement of General Fund & Employment and Training Fund
For the year ended March 31, 2014
(Expressed in Barbados Dollars)

	General Fund	Employment & Training Fund	Total
Balance at March 31, 2012	640,240	394,932	1,035,172
Fund surplus for income year 2013	329,784	468,783	783,567
Transfer: Savings account (see note 8)	-	(394,000)	(394,000)
Transfer: ETF commitments	-	(360,152)	(360,152)
Contract obligations written back	-	412,972	412,972
Balance at March 31, 2013	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
Balance at March 31, 2014	\$ 1,505,947	\$ 552,574	\$ 2,058,521

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, 2014
 (Expressed in Barbados Dollars)

	<u>2014</u>	<u>2013</u>
<u>Revenue</u>		
General Fund (page 42)	3,309,712	3,048,950
Employment and Training Fund (page 43)	<u>972,649</u>	<u>920,758</u>
	<u>4,282,361</u>	<u>3,969,708</u>
<u>Expenditure</u>		
General Fund (page 42)	2,773,789	2,719,166
Employment and Training Fund (page 43)	<u>1,074,903</u>	<u>451,975</u>
	<u>3,848,692</u>	<u>3,171,141</u>
Surplus of revenue over expenditure	<u><u>\$ 433,669</u></u>	<u><u>\$ 798,567</u></u>

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, 2014
(Expressed in Barbados Dollars)

	<u>2014</u>	<u>2013</u>
<u>Revenue</u>		
Government of Barbados grant (see note 5)	3,282,102	3,012,661
Workshop and course fees	19,980	13,505
Gain on sale of asset	5,000	- -
Interest on bank savings	2,503	1,129
Interest on Emergency loans	127	34
Donation	-	14,921
Barbados skills competition	-	6,700
	<u>3,309,712</u>	<u>3,048,950</u>
<u>Less: Expenditure</u>		
Statutory Emoluments	1,653,166	1,500,074
Operating Expenses (page 45)	530,972	514,509
Rental of Property	210,623	211,744
National Insurance contributions	109,925	97,081
Utilities	87,519	86,307
Supplies and Materials	40,638	48,251
Maintenance of Property (page 45)	36,657	66,010
Professional Services	36,059	131,130
Pensions	34,912	34,912
Travel	16,464	16,033
Subscriptions and Contributions	13,101	8,601
Library	3,753	4,514
	<u>2,773,789</u>	<u>2,719,166</u>
Total Expenditure	<u>2,773,789</u>	<u>2,719,166</u>
Fund net income	<u>\$ 535,923</u>	<u>\$ 329,784</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, 2014
(Expressed in Barbados Dollars)

	<u>2014</u>	<u>2013</u>
Revenue		
Government of Barbados grant (see note 6)	968,000	524,114
Savings supplemental transfer	-	394,000
Interest on bank savings	<u>4,649</u>	<u>2,644</u>
	972,649	920,758
Less: Expenditure		
Training grants awarded (see note 7)	<u>(1,074,903)</u>	<u>(451,975)</u>
Fund net (loss)/income	\$(<u>102,254</u>)	\$ <u>468,783</u>

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, 2014
(Expressed in Barbados Dollars)

	<u>2014</u>	<u>2013</u>
Cash Flows from Operating Activities		
Surplus of revenue over expenditure	433,669	798,567
Adjustments for: Depreciation	58,175	40,476
Interest income	(7,279)	(3,808)
Gain on disposal – fixed assets	<u>(5,000)</u>	<u>- -</u>
Operating income before working capital changes	479,565	835,235
Add/(less) changes in non-cash working capital accounts		
Net change in accounts receivable	(1,104,645)	(1,587)
Net change in car loans and training loans receivable	(46,663)	(66,203)
Net change in prepayments	(2,298)	(273)
Net change in accounts payable	52,859	(297,247)
Net change in deferred revenue	<u>- -</u>	<u>(14,921)</u>
Net cash from Operating Activities	<u>(621,182)</u>	<u>455,004</u>
Cash Flows from Investing Activities		
Interest received	7,279	3,808
Purchase of furniture & equipment	(120,699)	(106,601)
Proceeds from disposal – fixed assets	<u>12,470</u>	<u>- -</u>
Net cash used in Investing Activities	<u>(100,950)</u>	<u>(102,793)</u>
Cash flows from financing activities		
Contract obligations written back	132,293	- -
Net transfer from savings account	<u>- -</u>	<u>(341,180)</u>
	<u>132,293</u>	<u>(341,180)</u>
Net decrease in cash	(589,839)	(11,031)
Cash – beginning of year	<u>2,133,257</u>	<u>2,122,226</u>
Cash – end of year	<u>\$ 1,543,418</u>	<u>\$ 2,133,257</u>
Cash Comprises:		
TVET Council – cash balance	469,343	832,651
Employment and Training Fund – cash balance	<u>1,074,075</u>	<u>1,300,606</u>
	<u>\$ 1,543,418</u>	<u>\$ 2,133,257</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, 2014
 (Expressed in Barbados Dollars)

	<u>2014</u>	<u>2013</u>
Maintenance of property:		
Maintenance of fixed assets	17,647	45,885
Office maintenance	8,254	13,588
Insurance	<u>10,756</u>	<u>6,537</u>
Total (see page 42)	<u>\$ 36,657</u>	<u>\$ 66,010</u>
Operating expenses:		
Barbados National Skills Training Competition	66,390	20,938
Assessor and Verifier Fees	60,361	49,509
Depreciation Expense	58,175	40,476
Conferences and Meetings	53,154	28,376
Promotions/Advertising	44,989	63,405
Training - Standards and NVQ'S	43,707	104,760
CBET – Curriculum Dev. & Instructor Training	42,449	22,270
Council Members' Fees	34,288	38,156
Employers Recognition Awards	31,300	- -
Personnel Training	25,690	38,415
Council Hospitality	17,465	24,768
Development of Occupational Standards	16,956	6,270
Miscellaneous	8,800	11,748
Printing & Newsletter	8,440	61,003
Prior Learning and Assessment Recognition	8,256	- -
Other Office Expenses	5,558	4,415
TVET Staff Awards	<u>4,994</u>	<u>- -</u>
Total (see page 42)	<u>\$ 530,972</u>	<u>\$ 514,509</u>

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL
Notes to the Financial Statements
For the year ended March 31, 2014
(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, 2014
(Expressed in Barbados Dollars)

				<u>2014</u>	<u>2013</u>
3. Accounts receivable					
Subvention receivable				1,098,599	- -
Other receivables				<u>8,050</u>	<u>2,004</u>
				<u>1,106,649</u>	<u>2,004</u>
4. Fixed Assets					
	<u>Computer Equipment</u>	<u>Furniture & Equipment</u>	<u>Motor Vehicle</u>	<u>Total 2014</u>	<u>Total 2013</u>
Cost					
Beginning of year	237,571	248,944	30,083	516,598	474,370
Additions	37,909	27,809	54,981	120,699	106,601
Disposals	<u>(58,607)</u>	<u>(11,637)</u>	<u>(30,083)</u>	<u>(100,327)</u>	<u>(64,373)</u>
	<u>216,873</u>	<u>265,116</u>	<u>54,981</u>	<u>536,970</u>	<u>516,598</u>
Accumulated Depreciation					
Beginning of year	179,271	137,147	30,083	346,501	370,398
Charge for year	26,238	21,857	10,080	58,175	40,476
Disposals	<u>(57,020)</u>	<u>(5,754)</u>	<u>(30,083)</u>	<u>(92,857)</u>	<u>(64,373)</u>
	<u>148,489</u>	<u>153,250</u>	<u>10,080</u>	<u>311,819</u>	346,501
Net Book Value	<u>\$ 68,384</u>	<u>\$ 111,866</u>	<u>\$ 44,901</u>	<u>\$ 225,151</u>	<u>\$ 170,097</u>

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL
Notes to the financial statements
For the year ended March 31, 2014
(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>2014</u>	<u>2013</u>
2008-2009	--	12,375
2009-2010	--	32,669
2010-2011	--	35,587
2011-2012	81,419	237,105
2012-2013	164,250	458,929
2013-2014	<u>580,551</u>	<u> --</u>
	826,220	776,665
Other – professional and consultancy fees	<u>214,613</u>	<u>211,310</u>
Year end balance	<u>\$ 1,040,833</u>	<u>\$ 987,975</u>

(i) Accounts Payable – ETF contracts

Amounts pertaining to ETF contracts listed (2008-2014) 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>2014</u>	<u>2013</u>
TVET General Fund	3,282,102	3,012,661
ETF Fund	<u>968,000</u>	<u>524,114</u>
	<u>\$ 4,250,102</u>	<u>\$ 3,536,775</u>

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL
Notes to the Financial Statements
For the year ended March 31, 2014
(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 \$1,074,903 were approved and \$898,005 (2013: \$752,863) was disbursed.

	<u>2014</u>	<u>2013</u>
2008-2009	12,375	- -
2009-2010	25,000	7,166
2010-2011	19,300	11,300
2011-2012	120,715	282,422
2012-2013	227,444	451,975
2013-2014	<u>493,171</u>	<u>- -</u>
Total Disbursed	<u>\$ 898,005</u>	<u>\$ 752,863</u>

The Employment and Training Fund awarded fifty two (52) contracts at a cost of \$1,074,903 to train one thousand five hundred and thirty nine (1,539) persons during the financial year 2013 – 2014.

The funds supported training in various disciplines. Training was requested mainly for Embroidery and Digitizing Machinery Use, Enterprise Productivity, Aviation Security training in the use of Fire Arms for Cash in Transit, Food Hygiene, Wine and Spirits training, HACCP Compliance, Competence Based Education and Training (CBET) Methodology and NVQ levels 1 & 2 certification in Customer Service.

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

Additionally, the training institutions provided courses for self-employed persons and unemployed persons in the areas of Jewelry Making, CompTIA and a suite of Microsoft products.

Of the funds awarded, fifty percent (50%) was utilized by employers, twenty seven percent (27%) by private training institutions; eleven percent (11%) by business associations and twelve percent (12%) by public training institutions.

Further data reflected that thirty three (33) percent was awarded for training towards NVQ qualifications, fifteen (15) percent massage training, twenty eight (28) percent financial services, information technology fourteen (14) percent, guest relations seven (7) percent, manufacturing two (2) percent and first aid training one (1) percent.

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL
 Notes to the Financial Statements
 For the year ended March 31, 2014
 (Expressed in Barbados Dollars)

	<u>2014</u>	<u>2013</u>
8. Savings Supplemental Transfer Current Account	<u>\$ - -</u>	<u>\$ - -</u>
This figure represents funds transferred from the General Fund account to offset the operating cost of the fund for the year under review.		

	<u>2014</u>	<u>2013</u>
Savings Supplemental Transfer Capital Account	<u>\$ - -</u>	<u>\$ 394,000</u>
This figure represents funds transferred from the Employment and Training Fund account to offset the operating cost of the fund for the year under review.		

9. 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.

10. 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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