



# TVET

- key to a world class workforce



# annual report

April 1, 2009 - March 31, 2010



## MISSION STATEMENT

**To develop a competent and competitive workforce in Barbados and the wider Caribbean.**

National Skills Day Showcase:  
Minister of Labour and Immigration,  
Senator Arni Walters addressing the  
Opening Ceremony.



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# LETTER OF TRANSMITTAL

May 05, 2012

Dr. The Honourable Esther Byer-Suckoo  
Minister of Labour and Social Security  
Thro' The Permanent Secretary  
Ministry of Labour and Social Security  
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, 2009 – March 31, 2010.

Yours faithfully  
Technical and Vocational Education and Training Council



**Hensley T. Sobers, PhD**  
Chairman

# COUNCIL MEMBERS

**Dr. Hensley T. Sobers**

Representative, Barbados Employers' Confederation  
Chairman

**Mr. Ulric Sealy**

Representative, Barbados Workers' Union  
Member

**Mrs. Wendy Griffith-Watson <sup>(1)</sup>**

Chief Education Officer  
Member, ex officio

**Mr. Rudolph Gibbons**

Representative, Barbados Institute of Management and Productivity  
Member

**Dr. Gladstone A Best <sup>(2)</sup>**

Representative, Barbados Community College  
Member

**Mr. Anthony Headley**

Representative, Samuel Jackman Prescod Polytechnic  
Member

**Mr. Dennis Clarke <sup>(3)</sup>**

Representative, National Union of Public Workers  
Member

**Mr. Raphael Cave <sup>(4)</sup>**

Representative, Barbados Vocational Training Board  
Member, ex officio

**Mr. John Hadchity <sup>(5)</sup>**

Representative, Barbados Manufacturers' Association  
Member

**Mrs. Susan Springer**

Representative, Barbados Hotel and Tourism Association  
Member

**Mr. Trevor King**

Executive Director, TVET Council  
Member

**Mr. Carston M Simmons <sup>(6)</sup>**

Permanent Secretary, Ministry of Labour and Civil Service  
Member, ex-officio

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(1) Mr. Laurie King served as Alternate for Mrs. Wendy Griffith-Watson

(2) Dr. Sylvia Hackett served as Alternate for Dr. Gladstone Best

(3) Mr. Richard Greene served as Alternate for Mr. Dennis Clarke and was appointed from February 2010

(4) Ms. Merna Jordan served as Alternate for Mr. Raphael Cave

(5) Ms. Shelly-Ann Austin-Taylor replaced Mr. John Hadchity from October 2009

(6) Miss Shelley Carrington served as Alternate for Mr. Carston Simmons





**TVET**

COUNCIL

Technical and

the



SECTION

# CHAIRMAN'S REVIEW

On behalf of the members of the Technical and Vocational Education and Training (TVET) Council, I am pleased to present the report for the year April 1, 2009 to March 31, 2010.

Over the past year we have achieved some critical success in spite of having to deal with a severe shortfall in the level of funding.

Significant progress was made in training instructors at the Samuel Jackman Prescod Polytechnic and the Barbados Vocational Training Board and teachers at five (5) pilot schools for the Caribbean Vocational Qualifications (CVQs) in the competence-based education and training methodology. In addition, several persons were trained as assessors for competence-based qualifications.

The Council has also been able to pilot the Performance Review and Development System (PRDS) and a decision was taken to engage consultants to develop a more user-friendly version for the TVET Council.

A major challenge which has affected our operations over the past year has been the significant shortfall in funding. Regrettably, as a result of budget cut backs a number of objectives in the Strategic Plan had to be reduced in scope or deferred.

Also, training grants funded under the Employment and Training Fund (ETF) were restricted to \$1,962,409.00 when compared to \$2,264,666.00 for the previous year.

## **OUTLOOK FOR 2010-2011**

The outlook for 2010-2011 is challenging with regards to our expected level of funding as the economic recession continues. However, the emphasis will be on nurturing the training institutions and other assessment centres through the training of assessors and provision of technical assistance to achieve success in implementing the Caribbean Vocational Qualifications and the activities that have been assigned to the Council under the Human Resource Development Strategy.

## **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 continued support of the Government of Barbados to the work of the Council.



**Hensley T. Sobers, Ph.D**  
Chairman



# OFFICE STAFF

## TVET Council's Secretariat Staff Members

**Mr. Trevor King**

Executive Director

**Miss Michelle Haynes**

Senior Accountant

**Mr. Geoffrey Yearwood**

Manager, Employment and  
Training Fund (ETF)

**Ms. Gloria Jones**

Administrative Officer

**Miss Wendy McClean**

Manager, Technical Services

**Miss Carol Ann Burke**

Business Development Officer

**Miss Debra Hope**

Senior Technical Officer

**Ms. Rosline Cumberbatch**

Assistant Accountant

**Ms Olivia Smith**

Technical Officer

**Miss Antoinette Lashley**

Secretary

**Mrs. Arleen Murrell-Crichlow**

Technical Officer

**Mrs. Angela Davis**

Clerk/Typist

**Mr. Kenmore Bynoe**

Technical Officer

**Ms. Mayvest Rose**

Clerk/Typist

**Miss Nicole Collymore**

Clerk/Typist

**Mrs. Andrea Harding-Waithe**

Technical Officer

**Miss Alicia Sealy**

Clerk/Typist

**Ms. Dawn Gill**

Technical Officer

**Mr. Felix Delice**

Driver/Messenger

**Mr. Paul Puckerin**

Technical Officer

**Miss Gale Alleyne**

General Worker

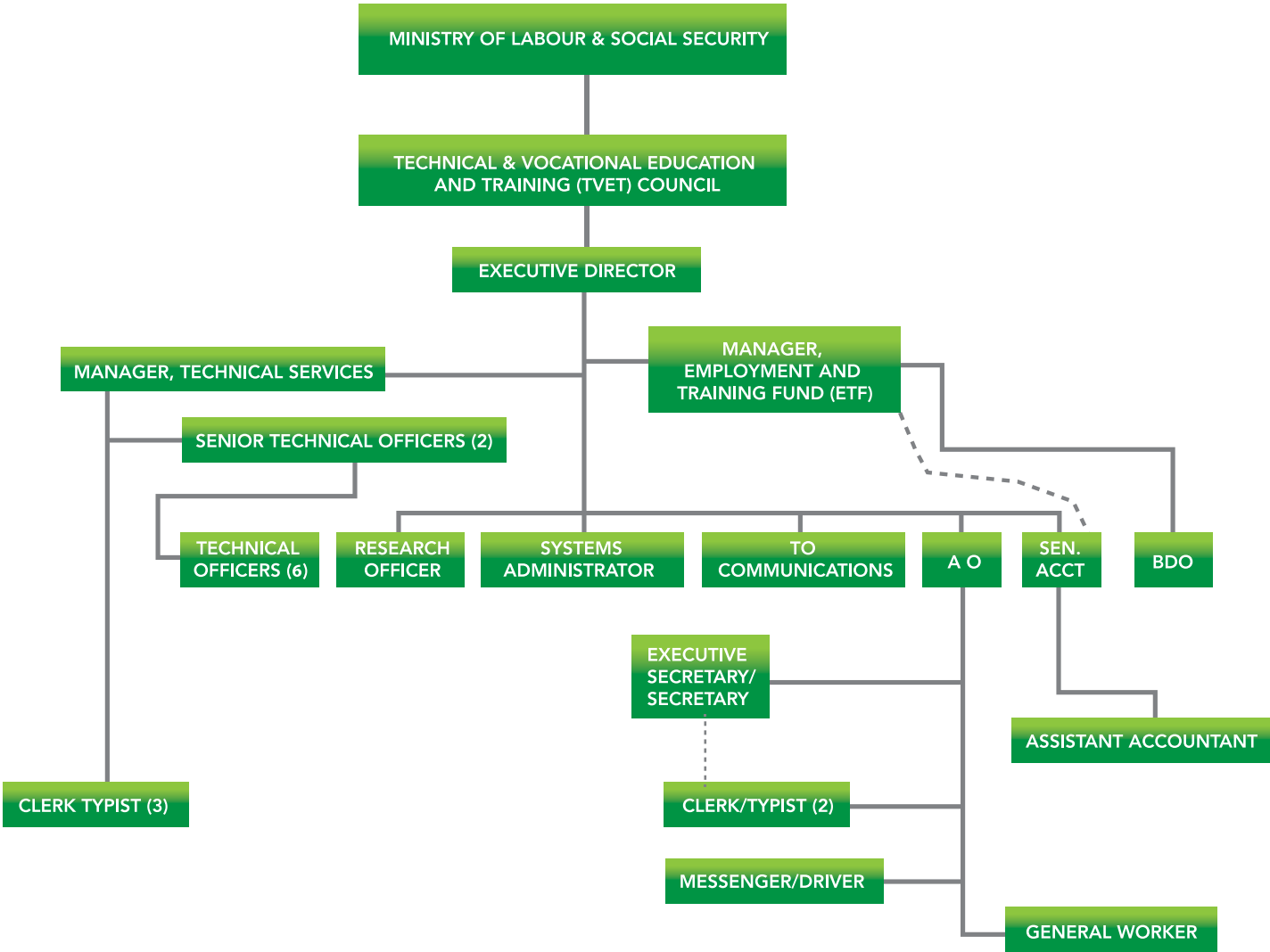
**Mrs. Samantha Jones**

Technical Officer, Communication  
and Research

**Mrs. Maria Price-Trotman**

Clerk/Typist

# TVET COUNCIL ORGANISATIONAL STRUCTURE



<sup>1</sup> The posts of Research Officer and Systems Administrator have been deferred.

SECTION



# ACTIVITIES OF THE COUNCIL

- 1.1 Mr. Anthony Headley represented the Samuel Jackman Prescod Polytechnic on the Council from March 2009.
- 1.2 Ms. Shelly-Ann Austin-Taylor replaced Mr. John Hadchity as the representative for the Barbados Manufacturer's Association from October 2009
- 1.3 Mr. Richard Green replaced Mr. Dennis Clarke as the National Union of Public Worker's representative from February 2010.
- 1.4 The Council held twelve (12) ordinary meetings during the period April 1, 2009 – March 31, 2010.
- 1.5 M.E. Murrell & Co was appointed as the Council's Auditors for the period April 1, 2009 to March 31, 2010.
- 1.6 In April 2009 the Council made a decision to contract the preparation of a National Training Plan to the UWI Sir Arthur Lewis Institute of Social and Economic Studies.
- 1.7 In April 2009, the Council presented a Work Plan which was based on the Strategic Plan 2009-2013.
- 1.8 The Council approved the celebration of the Council's Fifteenth Anniversary which was scheduled to be held in September 2009.

The theme of the celebrations was **TVET: Enabling and Supporting the Development of a Competent and Competitive Workforce.**

Activities planned for the week of September 21st, 2009 included a Church Service, National Skills Day Showcase, Stakeholders' Review Meeting, Staff Fun Day and an Anniversary Dinner. The objectives of the week of celebrations were to:

- Enhance awareness and understanding of TVET through the National Skills Day Showcase.
  - Encourage young people to become trained with the knowledge and skills for the specific area of work in which they were interested.
  - To reinforce the importance of TVET to economic development in the eyes of the public.
- 1.9 Mr. Vincent Watson was appointed Attorney-at-Law for TVET Council for the period July 1, 2009 to August 31, 2010.
  - 1.10 In September 2009, Council approved the recommendation by the HR Committee to offer Organisational Renewal Consultants, the contract to provide HR Services to the



*National Skills Day Showcase:*  
The Auto Link's Mr. Sean Lashley delivered a captivating address to students about the Automotive Industry with a special emphasis on Motor Sport.

Council to include development of a modified version of the PRDS, conduct Training Needs Analysis and assist with the design of policies and procedures.

- 1.11 M.E. Murrell and Company was contracted to conduct Audits of the Council for the Financial Years 2007- 2008 and 2008 - 2009.
- 1.12 The Council approved the TVET Employers Recognition Awards Programme in January 2010.
- 1.13 The Council approved a donation of BDS\$3,800.00 to the Haiti Relief Fund made up of donations from Staff Members and the Council Members' Fees.
- 1.14 A review of the Council's main activities is as follows:

#### **1.14.1 Administration**

##### **(a) The Employment and Training Fund (ETF)**

The Employment and Training Fund (ETF) was established by Section 13 of the Technical and Vocational Education and Training (TVET) Council Act 1993 - 11 and has played a pivotal role in the training of the Barbadian workforce since 1997 when all the regulations were enacted.

This fund is financed annually from the 1% Training Levy collected by the National Insurance Office. Consequently, all applicants are required to submit National Insurance Clearance Certificates to prove their compliance with this statutory requirement, before they can access funding. Eligible applicants fall into the following four (4) categories:

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

To provide a clearer understanding of the activities of the ETF; this report will focus on the following key areas:

- A. Review of the ETF
- B. New contracts approved in the financial year 2009-2010
- C. Completed Contracts from Prior Years
- D. Ongoing Contracts
- E. National Training Plan.

#### Review of the ETF

Master of Wine Michael Palij conducting a wine training workshop which leads to the internationally recognised Wine & Spirit Education Trust (WSET) qualifications. The workshop was facilitated by R. L. Seale and funded by the Employment and Training Fund (ETF).



Since the ETF became operational in March 1997, there have been five hundred and twenty-one (521) contracts approved and 164 organisations assisted in training twenty-nine thousand, three hundred and sixty one (29,361) persons, at a total cost of \$14,544,344.00. Total disbursements for this period were \$12,475,619.00 or 86% of the contracts awarded.

From the financial year, April 2001 – March 2002, the ETF has continued to approve contracts valued at over \$1million every fiscal year and train over 1,500 persons annually. Over the period April 2005 to March 2010, this pattern continued with peaks in the number of persons approved for training (4,672) and the amount of funds approved (\$2,264,666.00) in the fiscal year 2008-2009 as illustrated in Chart 1.



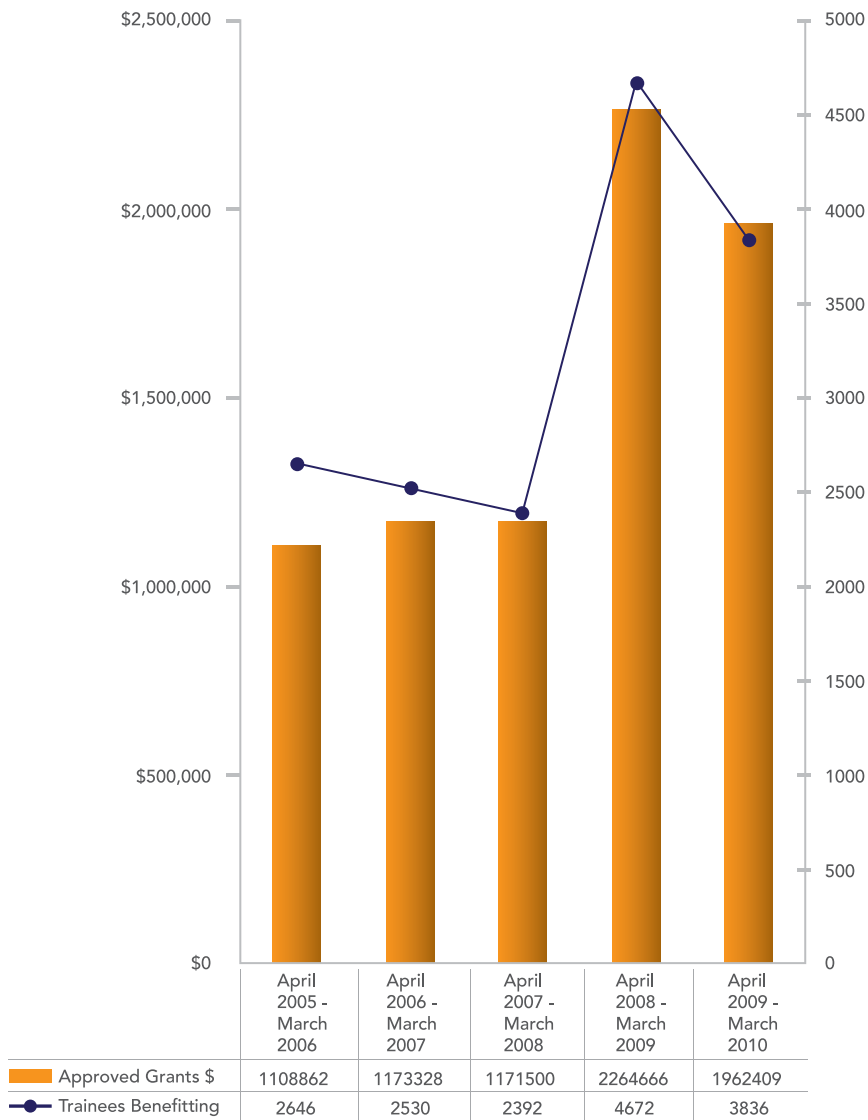


Chart 1:  
GRANTS APPROVED AND  
TRAINEES SERVED FOR  
THE PERIOD APRIL 2005  
TO MARCH 2010

Although there has been a decline in the amount approved and the number of persons trained when compared with fiscal year 2008-2009, the Fund has still approved nearly \$2 million to assist in the training of over 3,800 persons over the review period. It should also be noted that the Fund's programme activities were affected by the 2.5% budget cut that was instituted across all Ministries after the start of the fiscal year 2009-2010.

#### New contracts approved in the financial year 2009-2010

During the review period, one hundred and twenty-two (122) applications were received to train 7,568 persons at a total cost of \$4,622,372.28.

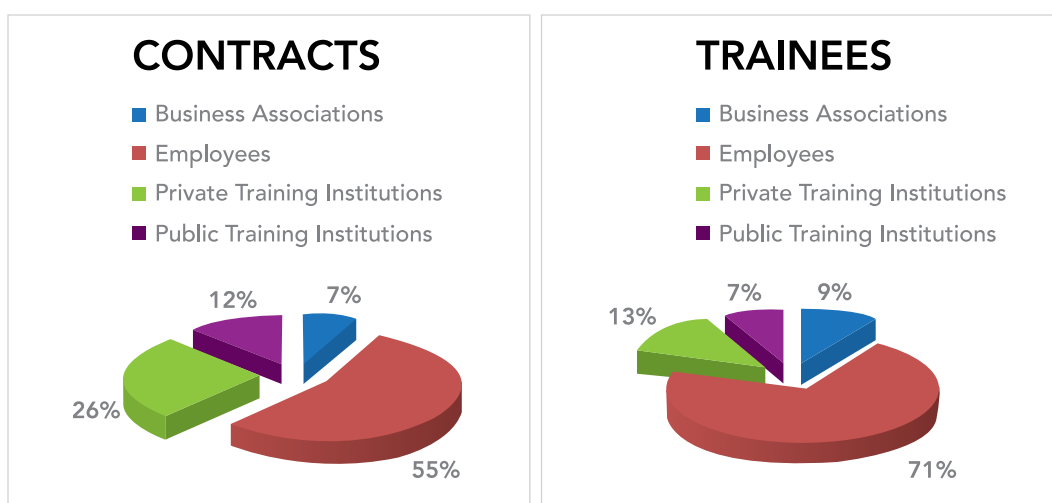
The TVET Council approved \$1,962,409.00 for seventy-eight of these applications to train 3,836 persons from 44 organisations. Employers received the majority of

funds that were approved and they also trained the largest numbers of persons as illustrated in the Table 1 and Chart 2 below:

Table 1:  
APPROVALS

ORGANISATIONS	No.	%	\$	TRAINEES
Business Associations	3	6.8	135,925.00	360
Employers	31	70.5	1,074,865.00	2,709
Private Training Institutions	7	15.9	508,369.00	490
Public Training Institutions	3	6.8	243,250.00	277
	<b>44</b>		<b>\$1,962,409.00</b>	<b>3,836</b>

Chart 2



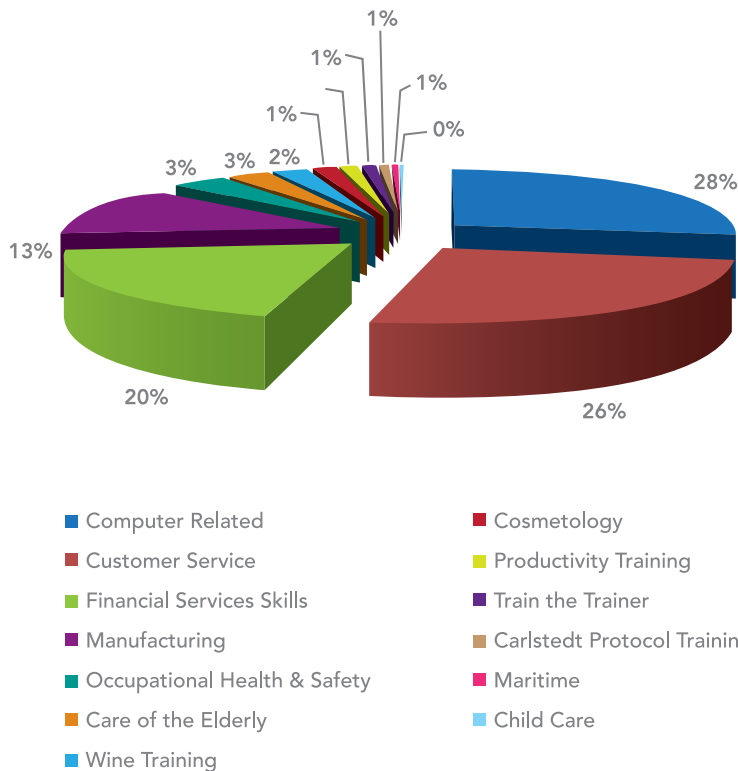
Most of the funds were approved for the following thirteen (13) types of training:

Table 2:  
TRAINING COURSES

	Grants	%	No of Trainees	%
Computer Related	\$ 552,051.00	28.1	541	14.1
Customer Service	\$ 506,816.00	25.8	1,669	43.5
Financial Services Skills	\$ 383,787.00	19.6	367	9.6
Manufacturing	\$ 255,231.00	13.0	188	4.9
Occupational Health & Safety	\$ 66,785.00	3.4	348	9.1
Care of the Elderly	\$ 51,175.00	2.6	60	1.6
Wine Training	\$ 43,860.00	2.2	277	7.2
Cosmetology	\$ 29,650.00	1.5	10	0.3
Productivity training	\$ 24,938.00	1.3	112	2.9
Train the Trainer	\$ 19,241.00	1.0	44	1.1
Carlstedt Protocol Training	\$ 12,000.00	0.6	110	2.9
Maritime	\$ 11,250.00	0.6	80	2.1
Child Care	\$ 5,625.00	0.3	30	0.8
	<b>\$ 1,962,409.00</b>		<b>3,836</b>	

Thirty-two (32) of these contracts valued at \$740,847.59 were completed in this financial year; providing training for 1,197 persons.

Chart 3:  
TYPES OF COURSES  
FUNDED FOR THE  
FINANCIAL YEAR  
2009 - 2010



At March 31, 2010, there were forty-six (46) contracts to be completed for which \$513,042.00 had been disbursed. The outstanding balance of \$700,622.00 for these contracts will be added to the commitments for disbursement in the future.

Disbursements for Financial Year 2009-2010 contracts stood at \$1,253,889.59.

**Completed Contracts from Prior Years**



The Employment and Training Fund (ETF) sponsored the Barbados Vocational Training Board's workshop on Fluid Power Equipment Maintenance.

Forty-six (46) contracts from previous years were completed in this financial year with disbursements of \$807,273.33. These programmes provided training for 2,237 persons in Information Technology, Customer Service, Manufacturing, Maritime Training, Care of the Elderly and Productivity Assessment.

#### Ongoing Contracts

Thirty-nine (39) contracts from previous years remained uncompleted at the end of this financial year; leading to \$513,981.00 being committed for their completion in the future.

#### National Training Plan

The TVET Council awarded a contract for \$80,200.00 to the University of the West Indies (UWI) - Sir Arthur Lewis Institute of Social and Economic Studies (SALISES) to prepare a five (5) year National Training Plan. The plan will provide guidance for investments in education and training for the entire TVET system and the operations of the ETF within this larger system. The consultancy is expected to last six (6) months.

#### (b) The Technical Division

The TVET Council's new mission to develop a competent and competitive workforce in Barbados and the wider Caribbean provided the philosophical basis for activities aimed at workforce development during the review year. Efforts to establish a framework for a national Competence-based Education and Training (CBET) system continued and a TVET Review Meeting was held with stakeholders as part of the Council's strategy to adopt a strong stakeholder-needs orientation. In addition, several training workshops were conducted to continue the development of a cadre of personnel to support the implementation of the CBET system.

The Technical Unit undertook the following activities to contribute to the achievement of the Council's mission:

- Worked with industry representatives to produce occupational standards for use in workforce training, assessment and certification
- Consulted with stakeholders to review the functioning of the national TVET system in terms of access, quality and relevance
- Oriented stakeholders to the benefits and application of the competence-based training methodology; and
- Trained and certified resource personnel.

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

At the end of March 2010, occupational standards for four (4) new NVQs had been approved for the financial year bringing the total number of NVQs developed to twenty (20). The new qualifications were as follows:

- Using Information and Communication Technology Level 1 (Revision)
- Developing a New or Existing Business Enterprise Level 3
- Providing Security Services Level 2
- Management Level 3

In addition work started or continued on NVQs for the areas below:

- Coaching Level 3
- Human Resource Management Level 3
- Using Information and Communication Technology Levels 2 & 3
- Business Administration Levels 2 & 3
- Entertainment Technology Level 1
- Marketing Level 3
- Production for Television Level 3

#### Caribbean Vocational Qualifications (CVQs)

During the review period a total of eleven (11) Caribbean Vocational Qualifications were validated and approved for local use. These were:

- Mechanical Maintenance Level 1
- Carpentry Level 2
- Interior Decorating Levels 1 & 2
- Masonry Level 1
- Musical Performance Level 1
- Plumbing Level 1
- Tiling Level 2
- Training and Development Level 4
- Training and Assessment Level 4
- Welding Levels 1 & 2
- Furniture Making Level 1

The Ministry of Education and Human Resource Development with technical assistance from the TVET Council proceeded with plans to introduce CVQs in secondary schools and obtained Cabinet approval for the project. Five (5) secondary schools: St. Leonard's Boys, St. George, Princess Margaret, St. Lucy and Grantley Adams Memorial, were identified to pilot Level 1 CVQs in Carpentry, Electrical Installation and Masonry.

#### Promotion and Implementation of N/CVQ Programme

Two (2) new applications for centre approval were received from the National Children's Home (NCH) and the Barbados Vocational Training Board (BVTB). The National Children's Home received centre approval during the year while BVTB and two other organisations received development support in preparation for centre and qualification approval.

## NVQs Awarded

The Samuel Jackman Prescod Polytechnic's (SJPP) first group of National Vocational Qualification Barbados (NVQB) awardees who were presented with their NVQs in Amenity Horticulture Level 1 certification. They are pictured with Mr. Paul Puckerin, TVET Council's Technical Officer with responsibility for Amenity Horticulture (third from right).



During the review period, the TVET Council issued NVQB statements of competence to sixteen (16) candidates from three (3) centres to recognise their achievement as follows:

- NVQ in Amenity Horticulture: Fifteen (15) candidates - Full award  
One (1) candidate - Units of competence

In addition, through collaboration with the National Council on Technical and Vocational Education and Training, Jamaica, twenty (20) persons received the full NVQJ in Assessment Level 4 award; while five (5) persons achieved selected units of competence.

The table below lists the organisations delivering or preparing to deliver NVQs during the review period:

Organisation	NVQ Title	No. of Candidates Enrolled
HOWES Inc.	NVQB in Customer Service Level 2	Enrollments pending
Sandy Lane Hotel	NVQB in Amenity Horticulture Level 1	9

### Training of Resource Personnel

Seven (7) training workshops were coordinated during the year aimed at developing a cadre of technical resource persons to facilitate the implementation of competence-based training programmes, occupational standards and NVQs. The workshops held were as follows:



Workshop	Participants	No. of Contact Hours	Date	No. of persons certified	Facilitator
Assessment	Potential N/ CVQ Assessors	24	May 19 - 29, 2009	12 full 2 partial	Ms. Debra Hope, Senior Technical Officer, TVET Council
Assessment	Potential N/ CVQ Assessors	45	October 26 - November 27, 2009	8 full 2 partial	Drs. H. Jemmott and A. Coward, Barbados Community College
Train-the-Trainer	Trainers and HR personnel	30	March 24 - May 12, 2009	17	Drs. H. Jemmott and A. Coward, Barbados Community College
CBET Instructor Training	Institution-based instructors	40	May 18 - June 16, 2009	19	Drs. H. Jemmott and A. Coward, Barbados Community College
CBET Instructor Training	Institution-based instructors	40	November 16 - December 7, 2009	11	Drs. H. Jemmott and A. Coward, Barbados Community College
Internal Verification	Potential Internal Verifiers	8	March 2010	8	Ms. Debra Hope, Senior Technical Officer, TVET Council
External Verification	Potential External Verifiers	20	March 2010	9	Ms. Debra Hope, Senior Technical Officer, TVET Council

### Other Activities

- A TVET Review Meeting was held on September 24, 2009 with over seventy (70) stakeholders to discuss the current state of the TVET system in Barbados and what should be done to ensure it was meeting the needs of the labour market. There was good participation by the social partners with presenters drawn from local and regional agencies and institutions.

Right:  
Panellists who participated in the TVET Review Meeting 2009.

Below:  
Participants of the September 29th TVET Review Meeting pay rapt attention during the panel discussion.

Below right:  
Mr. Robert Gregory shown during the delivery of his address at the TVET Review Meeting 2009.



### Participants at the TVET Review Meeting – September 24, 2009

Several recommendations were made on how the national TVET system could be improved and these will inform the TVET Council's work programme in the future.

- A TVET Youth Promotion programme was developed with the aim of increasing the participation of young people in technical and vocational education and training. By the end of March 2010, implementation of the programme had commenced with presentations delivered to students in the Lower 5th forms at the Princess Margaret Secondary school and at the Barbados Youth Service. In addition, the TVET Council was in the final stages of producing a promotional DVD in collaboration with the Youth Development Programme of the Division of Youth Affairs.
- A survey of nine (9) tertiary institutions was conducted to determine the extent to which the competence-based education and training (CBET) methodology was being used. Results indicated that the use of the CBET methodology was uneven among and within institutions and, as a result, a programme was developed to orient and train personnel within institutions in the competence-based approach to training and assessment. By year end, a total of seven (7) CBET sensitization presentations had been delivered.



15th Anniversary Dinner  
(clockwise):  
Ms. Gloria Jones, Executive Secretary; Ms. Gale Alleyne, General Worker and Mr. Geoffrey Yearwood, Manager, Employment and Training Fund (ETF) were presented with long service awards.



### (c) Public Relations and Promotion Programme

For the year under review, the Council's public relations and promotion programme continued to place emphasis on supporting the Technical Section in the effort to inform stakeholders in the Technical and Vocational Education and Training (TVET) system about competence-based TVET leading to National/Caribbean Vocational Qualifications. The aim was to increase the awareness, knowledge, understanding and the support of the key stakeholder groups – e.g. training providers, employers, human resource managers and line managers – with regard to standards, their purpose, benefits and how to use them in workforce training.

The main activities of the 2009 – 2010 Public Relations and Promotion work programme included:

- Promotion of competence-based TVET
- Promotion of TVET Council, its role and responsibilities through events to mark the 15th Anniversary Celebrations.

### Promotion of Competence-based TVET

The main goal of the competence-based TVET promotion was to provide information aimed at increasing the awareness, knowledge and understanding of the competence-based education and training (CBET) concept among key stakeholders and target publics. The key message was the benefits of using occupational standards for education/training, assessment and certification. The following activities were undertaken throughout the period under consideration:

- The Council continued to make effective use of INSIDE TVET, the full page advertorial published monthly in the Daily Nation, since it is one of the primary channels over which the organisation has control.
- Promotion via the media of the Train-the-Trainer Workshop on competence-based training and assessment which continued to be a key activity.
- A presentation was delivered to the participants of the Train-the-Trainer workshop on the role and functions of the Council and its mission to promote the establishment of a competence-based TVET system.
- Assistance was provided to the Technical Division in support of the implementation of the TVET Youth Promotion programme. Key messages were developed and PR materials produced including a brochure under the theme TVET - Open the Door to Opportunity and a DVD with three skits dramatising the importance of competence-based TVET which leads to assessment and certification, especially in the form of NVQs and CVQs.



Graduates of the Train-the-Trainer Workshop in Competence-based Training and Assessment pictured with Deputy Principal of the Barbados Community College (BCC) Dr. Sylvia Hackett (*seated third from left*), Tutors Dr. Antonia Coward (*seated second from right*), Dr. Hamilton Jemmott (*standing fifth from left*) and Manager, Technical Services Ms. Wendy McClean (*standing fifth from right*).

## Promotion of the TVET Council, its Role and Responsibilities

The Council used the opportunity of its 15th Anniversary Celebrations to organise a week of activities to highlight its role and key functions. The activities, which took place September 20 - 26, 2009, included:

- A church service at the Mount of Praise Wesleyan Holiness Church to launch the week of activities.
- A National Skills Day Showcase on Wednesday, September 23, 2009, targeting fourth and fifth formers at seven (7) CVQ pilot schools. They consisted of St. Lucy Secondary, Coleridge and Parry, St. Leonard's Boys, Combermere, St. George Secondary, Princess Margaret and Grantley Adams Memorial. The day's events included an exhibition with demonstration/display booths at which employers and/or practitioners demonstrated the various skills and tasks required in their respective work roles. Students also benefitted from presentations from various professionals and occupational practitioners on their job roles.
- A TVET Review Meeting on Thursday, September 24, 2009, to discuss the issues and receive recommendations for improvement of Barbados' TVET system.
- A Staff Fun Day for employees of the secretariat which included an island tour.
- An Anniversary and Awards Dinner which took place at the Crane Hotel.

The Council was very pleased with the response of its partners and stakeholders to the week of activities, in particular, with their participation in the National Skills Day Competition. Organisations which helped contribute to the success of the day included:

- The Barbados Association of Guidance Counsellors (BAGC)
- The Institute of Chartered Accountants of Barbados (ICAB)
- The Barbados Community College (BCC)
- The Barbados Vocational Training Board (BVTB)
- The Samuel Jackman Prescod Polytechnic (SJPP)
- Auto Link
- The Barbados Agricultural Development and Marketing Corporation (BADMC)
- The Barbados Flower Arranging Society.

Approximately 350 secondary students participated in the National Skills Day Competition.



*National Skills Day Showcase:*  
Students eagerly examining the  
race car on display, compliments  
of Auto Link.



*National Skills Day Showcase:*  
Students closely observing the  
cosmetology demonstrations  
put on by the Samuel Jackman  
Prescod Polytechnic students.



#### (d) Regional Relations

The Council continued to work with its regional counterparts to enhance workforce development efforts aimed at facilitating regional integration and the strengthening of regional competitiveness. The Council contributed to and/or participated in the following activities for the year under review.

##### Caribbean Association of National Training Agencies (CANTA)

- Ms. Wendy McClean and Technical Officer Mrs. Olivia Smith attended a meeting of the CANTA Standards Sub Committee on April 6-7, 2009 in Jamaica.
- Mr. Trevor King, Executive Director and Ms. Wendy McClean, Manager, Technical Services attended a two-day CANTA meeting in Trinidad and Tobago, October 15-16, 2009. The meeting focussed on issues surrounding the implementation of the CVQ; the marketing of NVQs and CVQs; and the need to standardise Prior Learning Assessment and Recognition (PLAR).



**(e) Conferences/Seminars/Workshops/Meetings**

**The Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE)**

- The 6th Annual CANQATE Conference was held in Barbados and was attended by Technical Officers, Miss Dawn Gill, Mr. Kenmore Bynoe, Ms Olivia Smith, Mrs. Andrea Harding-Waithe and Miss Wendy McClean from October 6-8, 2009. Ms. McClean delivered a presentation entitled 'Quality Assurance in Competence-based Training Programmes' at the Conference.

**International Labour Organisation (ILO)/Cinterfor**

- A meeting of the Programme and Budget Committee and the meeting of the 39th Technical Committee of ILO/Cinterfor was attended by Dr. Gladstone Best on October 24-31, 2009 in Brazil.

**1.14.2 HR/Administration**

**(a) Strategic Plan/Human Resources Management**

In July 2008, a strategic planning retreat was convened by the TVET Council Secretariat. This retreat was facilitated by Messrs Tony Proute and Freddie Harding and the planning team included persons from the Council and the management team from the Secretariat.

The deliberations of this retreat resulted in the development of the TVET Council's Strategic Plan 2009 – 2013 which sought to outline the Council's vision, mission and the core values which would guide the organisation. The document was ratified at the March 19, 2009 meeting of Council.

The Strategic Plan outlined a number of Strategic Priority Areas and one of the main areas was that of Human Resources. The objective under this priority area was to develop a comprehensive HRM/HRD system by the end of the plan period and the key results included the following:

- Implement a performance management system
- Recruit a complement of two (2) persons to establish a dedicated HR function
- Develop and Implement HR and General Office Policies and Procedures
- Implement a Comprehensive Staff Training and Development Programme.

At its meeting held on September 10, 2009, the TVET Council ratified the recommendation of the HR Committee that the consultancy for the provision of HR Management Services be awarded to Organisational Renewal Consultants and the Consultants were subsequently engaged in October 2009 with the mandate to develop the following policies/policy documents:

- Recognition and Rewards Policy
- Training Needs Analysis
- Training Policy
- Modified version of the PRDS (PMS)
- Succession Plan

The Consultants were subsequently requested to assist with the production of a General Terms and Conditions of Service document for the Council and this resulted in a revision of the timelines and deadlines of the above-mentioned policies/policy documents.

*TVET Council's 15th Anniversary Celebrations Dinner: Staff members Mrs. Angela Davis (left) and Ms. Mayvest Rose listen closely during the speeches.*



*TVET Council's 15th Anniversary Celebrations Dinner: Manager, Technical Services, Ms. Wendy McClean (second from left) and former Deputy Chairperson Mrs. Norma Holder (third from left) enjoying the night's entertainment.*



## **(b) Recognition and Rewards Policy**

The TVET Council at its January 2010 Council meeting ratified the TVETC's Recognition and Awards programme which sought to establish the policy and operational guidelines related to non-cash awards presented on behalf of the TVET Council (TVETC) to its employees. The policy also set out in detail the maximum amounts authorized for an award and the approved sources of funds that may be used for such awards. In addition, the guidelines also spoke to the provision of tokens as an expression of sympathy and other occasions where awards or gifts could be presented to employees.

The TVETC's Recognition and Awards programme was developed with the intention to highlight the excellence that exists in all areas and job functions across the organisation. Studies have shown that employee satisfaction and commitment

increase when he/she feels recognised for his/her achievements and know that this contribution matters to the organisation.

**(c) Personnel Matters**

- Technical Officers Ms. Dawn Gill and Mrs. Andrea Harding-Waithe joined the organisation on June 1, 2009.
- Clerk-Typist Mrs. Maria Price-Trotman joined the organisation on July 1, 2009.
- Technical Officer Mr. Paul Puckerin joined the organisation on September 1, 2009.
- Technical Officer Mr. Kenmore Bynoe resigned with effect from March 8, 2010.

**(d) Staff Training/Development**

Staff participated in the following training and development activities:

- A one week training course entitled “Stenographer/Typist Development” offered by the Training Administration Division was undertaken by Miss Nicole Collymore and Miss Alicia Sealy on November 16-20, 2009.
- A five-week training workshop hosted by the Barbados Community College on Assessor Training leading to the NVQJ in Assessment Level 4 was undertaken by Technical Officers, Mrs. Andrea Harding-Waithe and Miss Dawn Gill from October 26-November 27, 2009.
- A five-day training programme in Registry Procedures conducted by Training Administration Division was undertaken by Ms Gloria Jones and Mrs. Maria Price-Trotman on February 8-12, 2010

**1.14.3 Other Matters**

- A Knowledge and Technology Transfer Workshop hosted by SENA held in Columbia was attended by Dr. Hamilton Jemmott on October 17-24, 2009.



SECTION



# FINANCE

- For the Financial Year 2009 – 2010, the Ministry of Finance allocated to TVET Council the sum of \$1,800,000.00 and the Employment and Training Fund \$1,500,000.00.
- Actual funds received from the Ministry of Finance were \$1,754,728.33 for the TVET Council. A total of \$677,723.08 was transferred from savings to make up the budget. The Employment and Training Fund received \$1,462,500.00 of the allocated amount.
- Interest on bank deposits totalled \$8,240.96.
- Audited Financial Statements as at March 31, 2010 are appended to this report.



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# AUDITED FINANCIAL STATEMENTS

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*M. E. Murrell & Co.*  
Public Accountants  
Established 1960



Affiliate of International Association of Practising Accountants

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Auditors' Report  
To The Council

We have audited the accompanying Balance Sheet of the Technical and Vocational Education and Training Council as at March 31, 2010 and the Statement of Revenue and Expenditure, Statement of General Fund and Employment and Training Fund and Statement of Cash Flows for the year then ended. These financial statements are the responsibility of the Council's management. 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 plan and perform an audit to obtain reasonable assurance that the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Council as at March 31, 2010 and the results of its operations and its cash flows for the year then ended in accordance with International Financial Reporting Standards.

February 8, 2011  
Barbados

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL

## Balance Sheet

As at March 31, 2010

(Expressed in Barbados Dollars)

	2010	2009
<b>Assets</b>		
<b>Current Assets</b>		
Cash and cash equivalents	3,609,501	4,865,309
Accounts receivable	106,746	68,552
Car loans receivable	115,163	83,080
Prepayments	5,364	1,710
	3,836,774	5,018,651
<b>Non-Current Assets</b>		
Fixed assets (see note 3)	120,219	124,238
<b>Total Assets</b>	<b>\$ 3,956,993</b>	<b>\$ 5,142,889</b>
<b>Liabilities and Funds</b>		
<b>Liabilities</b>		
Accounts payable & accrued expenses (see note 4)	1,589,272	1,714,502
Deferred revenue (see note 2e)	14,921	14,921
	1,604,193	1,729,423
<b>Funds</b>		
General fund	1,092,341	1,725,471
Employment and training fund	1,260,459	1,687,995
	2,352,800	3,413,466
<b>Total Liabilities and Funds</b>	<b>\$ 3,956,993</b>	<b>\$ 5,142,889</b>

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

Approved on behalf of the Council on February 08, 2011.

  
Chairman

  
Executive Director

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL

## Statement of General Fund & Employment and Training Fund

For the year ended March 31, 2010

(Expressed in Barbados Dollars)

	General Fund	Employment & Training Fund	Total
Balance at March 31, 2008	1,048,486	3,685,637	4,734,123
Fund net income for year 2009	678,152	577,806	1,255,958
Transfer: ETF commitments	- -	( 875,548)	( 875,548)
Transfer from savings account	( 1,167)	(1,699,900)	(1,701,067)
Balance at March 31, 2009	\$ 1,725,471	\$ 1,687,995	\$ 3,413,466
Fund net income for year 2010	44,593	213,830	258,423
Transfer from savings account	( 677,723)	- -	( 677,723)
Transfer: ETF commitments	- -	( 641,366)	( 641,366)
Balance at March 31, 2010	\$ 1,092,341	\$ 1,260,459	\$ 2,352,800

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, 2010

(Expressed in Barbados Dollars)

	2010	2009
<b>Revenue</b>		
General fund (page 38)	2,439,672	2,569,642
Employment and training fund (page 39)	1,467,720	1,707,632
	3,907,392	4,277,274
<b>Expenditure</b>		
General Fund (page 38)	2,395,079	1,891,490
Employment and training fund (page 39)	1,253,890	1,129,826
	3,649,969	3,021,316
<b>Surplus of revenue over expenditure</b>	<b>\$ 258,423</b>	<b>\$ 1,255,958</b>

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

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL

## Statement of Revenue & Expenditure – General Fund

For the year ended March 31, 2010

(Expressed in Barbados Dollars)

	2010	2009
<b>Revenue</b>		
Government of Barbados grant (see note 5)	1,754,728	2,563,868
Savings supplemental transfer	677,723	- -
Workshop and course fees	4,200	1,700
Interest on bank savings	3,021	3,141
Donated revenue (see note 2e)	- -	833
Revenue – standards	- -	100
	<b>2,439,672</b>	<b>2,569,642</b>
<b>Less: Expenditure</b>		
Statutory emoluments	1,338,477	1,095,062
Operating expenses (page 41)	437,777	349,348
Rental of property	166,503	169,857
Maintenance of property (page 41)	94,634	60,851
National insurance contributions	82,008	67,027
Professional services	75,477	19,587
Retiring benefits (note 4ii)	74,488	18,968
Utilities	65,744	63,773
Supplies and materials	43,771	37,811
Travel	7,979	3,265
Library	5,709	4,429
Subscriptions and contributions	2,512	1,512
	<b>2,395,079</b>	<b>1,891,490</b>
<b>Total Expenditure</b>	<b>2,395,079</b>	<b>1,891,490</b>
<b>Fund net income</b>	<b>\$ 44,593</b>	<b>\$ 678,152</b>

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

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL

## Statement of Revenue & Expenditure – Employment and Training Fund

For the year ended March 31, 2010

(Expressed in Barbados Dollars)

	2010	2009
<b>Revenue</b>		
Government of Barbados grant (see note 5)	1,462,500	- -
Savings – Supplemental Transfer	- -	1,699,900
Interest on bank savings	5,220	7,732
	1,467,720	1,707,632
<b>Less: Expenditure</b>		
Training grants disbursed (see note 6)	( 1,253,890)	( 1,129,826)
<b>Fund net income</b>	<b>\$ 213,830</b>	<b>\$ 577,806</b>

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



TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL

## Statement of General Fund & Employment and Training Fund

For the year ended March 31, 2010

(Expressed in Barbados Dollars)

	2010	2009
<b>Cash Flows from Operating Activities</b>		
Surplus of revenue over expenditure	258,423	1,255,958
Adjustments for: Depreciation	39,207	46,635
Interest income	( 8,241)	( 10,873)
Operating income before working capital changes	289,389	1,291,720
Add/(less) changes in non-cash working capital accounts		
(Increase)/decrease in accounts receivable	( 38,194)	( 66,122)
Car loans receivable	( 32,083)	( 28,998)
Prepayments	( 3,654)	1,058
Increase/(decrease) in accounts payable	( 125,230)	331,366
Decrease in deferred revenue	- -	( 835)
<b>Net cash from Operating Activities</b>	<b>90,228</b>	<b>1,528,189</b>
<b>Cash Flows from Investing Activities</b>		
Interest received	8,241	10,873
Purchase of furniture & equipment – (net)	( 35,189)	( 59,060)
<b>Net cash used in Investing Activities</b>	<b>( 26,948)</b>	<b>( 48,187)</b>
<b>Cash flows from financing activities</b>		
Net transfer from savings account	( 1,319,088)	( 2,576,615)
Net decrease in cash	( 1,255,808)	( 1,096,613)
Cash – beginning of year	4,865,309	5,961,922
<b>Cash – end of year</b>	<b>\$ 3,609,501</b>	<b>\$ 4,865,309</b>
<b>Cash Comprises:</b>		
TVET Council – cash balance	1,189,195	2,266,655
Employment and Training Fund – cash balance	2,420,306	2,598,654
	<b>\$ 3,609,501</b>	<b>\$ 4,865,309</b>

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, 2010

(Expressed in Barbados Dollars)

	2010	2009
<b>Maintenance of property:</b>		
Maintenance of fixed assets	83,631	45,628
Office maintenance	8,582	5,062
Insurance	2,421	10,161
<b>Total (see page 38)</b>	<b>\$ 94,634</b>	<b>\$ 60,851</b>
<b>Operating expenses:</b>		
Promotions/advertising	95,519	72,268
Fifteenth anniversary celebrations	74,728	- -
Training - standards and NVQ'S	60,086	48,276
Council members' fees	37,217	24,602
Depreciation expense	39,207	48,147
Council hospitality	33,598	12,510
Personnel training	26,597	41,246
Printing & Newsletter	21,016	1,667
Conferences and meetings	19,466	72,929
Development of occupational standards	12,226	9,258
Other office expenses	6,829	2,867
Professional fees	6,637	10,970
Miscellaneous	4,651	4,608
<b>Total (see page 38)</b>	<b>\$ 437,777</b>	<b>\$ 349,348</b>

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

## Notes to the Financial Statements

For the year ended March 31, 2010

(Expressed in Barbados Dollars)

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### 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. 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) **Revenue Recognition**

Grant revenue is recognized on a cash basis since the Council is not entitled to receive any budget allocations not remitted prior to the year-end.

(c) **Use of Estimates**

Preparation of financial statements in conformity with International Financial Reporting Standards 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.

(d) **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%

(e) **Deferred Revenue**

Deferred revenue represents the net book value of assets donated to the Council and is being recognized as Donated Revenue on a systematic basis over the useful lives of the assets to which it relates. Prior to 1998, the value of donated assets was shown as a capital fund.

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COUNCIL

## Notes to the Financial Statements (cont'd)

For the year ended March 31, 2010

(Expressed in Barbados Dollars)

### 3. Fixed Assets

	Computer Equipment	Furniture & Equipment	Motor Vehicle	Total 2010	Total 2009
<b>Cost</b>					
Beginning of year	190,883	181,362	30,083	402,328	394,471
Additions	11,489	23,700	- -	32,189	60,570
Disposals	( 9,260)	( 4,271)	- -	( 13,531)	( 52,712)
	193,112	200,791	30,083	423,986	402,329
<b>Accumulated Depreciation</b>					
Beginning of year	136,000	112,009	30,083	278,091	282,658
Charge for year	23,158	14,840	- -	37,998	46,635
Disposals	( 8,562)	( 3,761)	- -	( 12,323)	( 51,202)
	150,596	123,088	30,083	303,767	278,091
<b>Net Book Value</b>	<b>\$ 42,516</b>	<b>\$ 77,703</b>	<b>\$ - -</b>	<b>\$ 120,219</b>	<b>\$ 124,238</b>

## Notes to the Financial Statements (cont'd)

For the year ended March 31, 2010

(Expressed in Barbados Dollars)

### 4. Accounts Payable & Accrued Expenses

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

	2010	2009
2006-2007	73,037	172,796
2007-2008	82,254	161,241
2008-2009	352,116	1,132,560
2009-2010	700,622	-
	1,208,029	1,466,597
Other – professional and consultancy fees	381,242	247,905
<b>Year end balance</b>	<b>\$ 1,589,271</b>	<b>\$ 1,714,502</b>

(i) **Accounts Payable**

Amounts pertaining to ETF contracts listed (2006-2010) are disbursed over a period of time as determined by the terms and conditions of each contract.

(ii) **Gratuities**

This amount represents amounts incurred on behalf of those officers seconded to the TVET Council during the period February 01, 2009 to March 31, 2010.

### 5. Government of Barbados Grants

The Government of Barbados, under the Ministry of Labour, approved and provided grants as follows:

	2010	2009
TVET General Fund	1,754,728	2,563,868
ETF Fund	1,462,500	-
	\$ 3,217,228	\$ 2,563,868

## Notes to the Financial Statements (cont'd)

For the year ended March 31, 2010

(Expressed in Barbados Dollars)

### 6. Training Grants Disbursed

The amounts disbursed relates to contracts of several years:

During the current financial year, training grants in the amount of \$1,962,409 were approved and \$2,156,698 (2009: \$1,606,869) disbursed.

	2010	2009
2005-2006	- -	43,168
2006-2007	99,759	156,283
2007-2008	76,112	277,592
2008-2009	726,938	1,129,826
2009-2010	1,253,889	- -
<b>Total Disbursed</b>	<b>\$ 2,156,698</b>	<b>\$ 1,606,869</b>

During the financial year 2009 – 2010, the ETF awarded sixty (78) contracts totalling \$1,962,409 to train three thousand, eight hundred and thirty six (3,836) workers.

The funds were utilised in the following areas: Computer related programmes (28%); Customer Service (26%); Financial Services (20%); Manufacturing (13%); Occupational Health and Safety and Care of the Elderly (3%) each. The remaining (7%) was used for courses in the areas of Wine Training, Cosmetology, Productivity Training, Train the Trainer, Carlstedt Protocol Training, Maritime and Child Care.

Of the seventy eight (78) contracts awarded during 2009 – 2010, thirty two (32) were fully disbursed and forty six (46) had partial disbursements. Total disbursements for these contracts were \$700,622. Commitments carried forward to the financial year 2010-2011 stood at \$507,407.

### 7. Savings Supplemental Transfer \$677,723

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.

## Notes to the Financial Statements (cont'd)

For the year ended March 31, 2010

(Expressed in Barbados Dollars)

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### 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 years financial statement presentation.







**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COUNCIL**

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