



The Government of The Republic of Trinidad and Tobago

The Ministry of Tertiary Education  
and Skills Training

**TEST**

**The Ministry of  
Tertiary Education  
and Skills Training**

Administrative Report  
2011 – 2012

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# Introduction

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The Ministry of Tertiary Education and Skills Training (MTEST) was established under its new portfolio issued as a directive from the Honourable Prime Minister Kamla Persad-Bissesar through the amended Schedule of Gazette No. 120 dated 6 July 2012. An exercise in the realignment of ministerial portfolios resulted in the responsibilities of science and technology being separated from that of the tertiary and vocational sectors to give a more focused approach to the development of human capacity. Previously both functions were governed by the ministry under its previous role as the Ministry of Science, Technology and Tertiary Education (MSTTE) which was established in December 2001.

MTEST has been entrusted with fulfilling the mandate of building “a more diversified, knowledge intensive economy, building on the native genius of our people”. It is responsible for national human development through the effective governance of the tertiary education, as well as technical vocational education and training. It is the ministry’s principal target to expand and develop higher education to a 60% national participation rate.

Meeting this criteria will take place through the strategies and operations carried out by the ministry and its nine agencies – The University of Trinidad and Tobago (UTT); the National Energy Skills Centre (NESC); the Metal Industry Centre Limited (MIC); The College of Science, Technology and Applied Arts In Trinidad and Tobago (COSTAATT); The Accreditation Council of Trinidad and Tobago (ACTT); the National Training Agency (NTA); The University of The West Indies (UWI); The Trinidad and Tobago Hospitality and Training Institute (TTHTI) and the Youth Training and Employment Partnership Programme (YTEPP).

The ministry continues the process of the rationalisation, transformation and expansion of various social and training programmes including: the On-the-Job Training (OJT) programme; the Multi-sector Skills Training (MuST) programme; the Helping You Prepare for Employment (HELP) programme and the Retraining Programme among others. However the programmes which were run directly from the ministry’s head office have now been placed under the umbrella of relevant ministry agencies to increase their effectiveness and accessibility.

The fiscal year 2011 to 2012 has also seen MTEST drive to expand physical infrastructure, by increasing the numbers of colleges, centres and mobile learning and assessment buses made available to provide citizens with easy access to retraining programmes and work experience certification, as well as educational programmes and apprenticeships. There has been a more prioritised approach to labour market research and public consultation, aiding in more informed policy development. Also the ministry has further expanded the Government Assistance for Tuition Expenses (GATE) programme to include more programmes in the TVET sector.

## Mission, Vision, Strategic Imperatives

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### 1.0 Mission

The mission of the Ministry of Science, Technology and tertiary education (MSTTE) is to create the capacity to understand and adapt scientific and global technologies and develop the human resources of the country by increasing access to quality tertiary education.

### 2.0 Vision

MSTTE’s vision is to enhance the quality of life for all citizens through scientific and technological advancement and increased access to quality tertiary education.

### 3.0 Strategic Imperatives

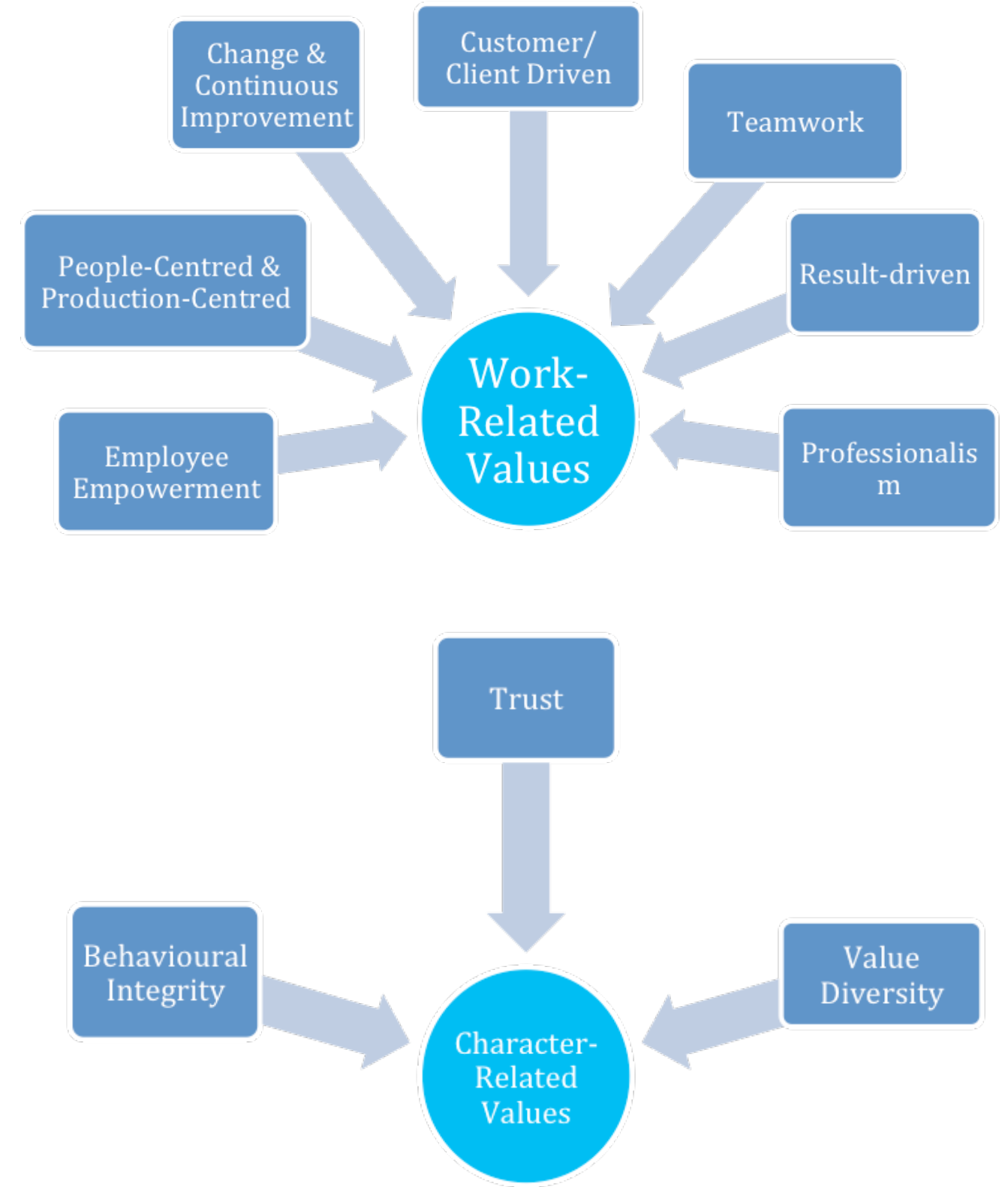
To achieve its vision, the ministry is guided by its strategic imperatives which are: ►

- Facilitate institutional strengthening via professional development and training programmes for educators at all levels;
- Enhance and sustain all educational programmes (GATE, Prison Rehabilitation, CVQ Assessment)
- Develop human capital for economic participation for a more diverse knowledge intensive economy and align tertiary education throughput with diversification strategy and market needs
- Enhance regional and international involvement in labour and education with appropriate linkages
- Increase access to Tertiary Education and technical vocational education and training programmes
- Increase participation rate in tertiary education to 60% by 2015

### 3.1 Core Values and Principles

The ministry is a leading partner in the development of the human resources of the country. Its mandate is the development of the Tertiary Education and Technical Vocational and Educational Training Sectors.

In pursuing the mandate, the ministry is guided by values, principles and a corporate ethos, which values the contribution of staff, the effective use of resources and excellence in performance. ►



## Result Oriented

The staff is committed to achieving the ministry's targets and national goals and is dedicated to being result oriented and high performing.

## Partnerships

The ministry recognizes that networking and partnerships, with Agencies, other ministries and the Private Sector are critical for success.

## Honesty

The staff of the ministry is guided by the principle of honesty in all actions.

## Client Focus

We continue to value our clients and strive to maintain a high quality customer service.

## Professionalism

The staff of the ministry is committed to being professional in our interactions and relations with each other and our public as well as in our work.

## People Centered

People are our key asset and resource and are to be highly valued.

## 4.0 FINANCIAL OPERATIONS

### 4.1 Budget Formulation

The ministry is funded through the system of Parliamentary Appropriation where approved funds identified under the various sub-heads are disbursed in the form of releases and warrants by the Ministry of Finance.

The Accounting Unit within the ministry allows for the effective management of the ministry's financial and accounting operations.

At the beginning of the budgetary cycle, agencies/divisions of the ministry submit requests for funding to the Permanent Secretary based on their strategic direction for the approaching fiscal year. Each agency/division would therefore consider its core functions, particularly as they relate to projects/programmes for that particular year. In addition each entity will take their long-term goals and their human resources needs into consideration, as well as its physical work environment, when preparing their submissions. Before such plans are submitted to the Ministry of Finance (Budget division) and the Ministry of Planning and Sustainable Development, further discussions are held between the Permanent Secretary, heads of agencies/divisions and other key persons to clarify justifications and review priorities. Upon receipt of the allocations, the agencies/divisions are requested to re-prioritize their projects/programmes, if necessary, in accordance with the allocations received.

With regard to the projects under the Public Sector Investment Programme (PSIP), the Permanent Secretary liaises with the Director, Research Planning and Technical Services and the Programme Manager, PSIP, to ensure that the resources are properly allocated, particularly to ongoing projects that are at critical stages or new projects that have been identified as high priority.

### 4.2 Expenditure versus Budget

For the Financial Year beginning October 01, 2011, the Ministry of Science, Technology and Tertiary Education was allocated \$1,674,334,108 to execute its mandate. Actual expenditure was one billion, six hundred and five million, eight hundred and sixteen thousand, four hundred and seventy-five dollars (\$1,605,816,475) at June 24, 2012, when this ministry's name was changed to the Ministry of Tertiary Education and Skills Training. The figures mentioned above are disaggregated at Table 1A:

**TABLE 1A: MSTTE Actual Expenditure versus Budget – October 1, 2011 to June 24, 2012**

Sub-head		Estimates Revised \$	Actual Expenditure \$	Variations \$
01	Personnel Expenditure	23,080,080	16,023,143	7,056,937
02	Goods and Services	32,386,070	16,000,416	16,385,654
03	Minor Equipment	28,590	0	28,590
04	Current Transfers and Subsidies	1,368,758,532	1,344,027,154	24,731,378
06	Current Transfers to Statutory Board and Similar Bodies	127,214,880	117,728,310	9,486,570
<b>Total Recurrent Expenditure</b>		<b>1,551,468,152</b>	<b>1,493,779,023</b>	<b>57,689,129</b>
09		122,865,956	112,037,452	10,828,504
<b>Total Expenditure</b>		<b>1,674,334,108</b>	<b>1,605,816,475</b>	<b>68,517,633</b>

From June 25, 2012 to September 30, 2012, the Ministry of Tertiary Education and Skills Training was allocated eight hundred and eighty-two million, one hundred and sixty thousand, and fifty-three dollars (\$882,960,053) to execute its mandate. Actual expenditure was eight hundred and eighty-two million, nine hundred and fifty-nine thousand, nine hundred and two dollars (\$882,959,902) as shown in Table 1B:

**TABLE 1B: - MTEST Actual Expenditure versus Budget – June 25, 2012 to September 30, 2012**

Sub-head		Estimates Revised \$	Actual Expenditure \$	Variations \$
01	Personnel Expenditure	5,496,740	5,496,740	0
02	Goods and Services	8,893,120	8,893,030	90
03	Minor Equipment	0	0	0
04	Current Transfers and Subsidies	629,249,013	629,248,959	54
06	Current Transfers to Statutory Board and Similar Bodies	11,666,710	11,666,706	4
<b>Total Recurrent Expenditure</b>		<b>655,305,583</b>	<b>655,305,435</b>	<b>148</b>
09		227,654,470	227,654,467	3
<b>Total Expenditure</b>		<b>882,960,053</b>	<b>882,959,902</b>	<b>151</b>

As shown in Table 1B above, the end of year variances are negligible and therefore no explanation is necessary.

**Warrants**

In pursuance of its mandate, MSTTE/MTEST also received warrants totaling eight hundred and nine million, six hundred and sixty thousand, three hundred and ninety-five dollars (\$809,660,395) as detailed below:

- Government Assistance for Tuition Expenses (GATE) - \$752,189,882
- Capital Works (Infrastructure Development Fund) - \$57,470,513

**4.4 Debt Policy**

The ministry's policy on debt accumulation is in keeping with that of the Government Service of Trinidad and Tobago, which states that expenditure plus commitments should not exceed the allocations and releases of the Ministry of Finance to the respective ministry.

**4.4 Investment Policy**

The ministry does not have an investment policy, but does expend large proportions of its allocations on the acquisition of property, facilities, equipment, vehicles and other items that are required in the fulfillment of its mandate. Prior to funding, Cabinet's approval is essential for all new projects. Requests for funding for new and ongoing projects are submitted to the Ministry of Finance in accordance with the Ministry of Finance's Call Circular No. 1 of February 20, 2009.

## 5.0 HUMAN RESOURCE DEVELOPMENT

### 5.1 Career Path Systems

The ministry seeks to develop employees by providing training opportunities, rotating clerical staff to expose them to a variety of job schedules and offering advice for career paths within the Public Service. Although, for the most part, efforts are geared toward making internal acting arrangements when offices are made available through staff movements, the Service Commissions Department usually fills these offices based on seniority.

### 5.2 Performance Measurement Tools

The ministry utilizes the Performance Management Appraisal System, which is implemented throughout the Public Service in accordance with the Personnel Department's Circular No. 9 dated November 21, 2001. Position descriptions have been developed for all offices and periodic reviews, as well as annual staff reports are completed to evaluate officers' performances.

### 5.3 Promotion

Promotions are made exclusively by the Service Commissions Department based on performance, seniority and interviews. While the ministry may recommend promotions, it does not have the authority to promote members of staff.

### 5.4 Recruitment & Selection Procedures

The ministry recruits persons on contract, in accordance with the Guidelines for Contract Employment in Government ministries, Departments, and Statutory Authorities subject to Statutory Authorities Act, Chapter 24:01 issued by the Personnel Department, under cover of Circular Memorandum PD (bum):12/2/1 Vol. IV dated May 18, 2006.

Persons are recruited on contract under the following circumstances:

(a) where there is a dearth of suitable candidates for permanent appointment to those pensionable offices on the establishment of any ministry, department or statutory authority and there is urgent need for the services attached to such offices;

(b) where special projects or programmes of specified duration (often funded by international agencies) are undertaken by any ministry, department or statutory authority and need to be executed and monitored by personnel, additional to those on the permanent establishment of the ministry, department or authority; and

(c) where a need has been identified for the specialized services of an individual – e.g., an adviser in a particular area of expertise – and such need cannot be met by the filling of any existing position on the establishment.



# 6.0 ORGANISATIONAL STRUCTURE

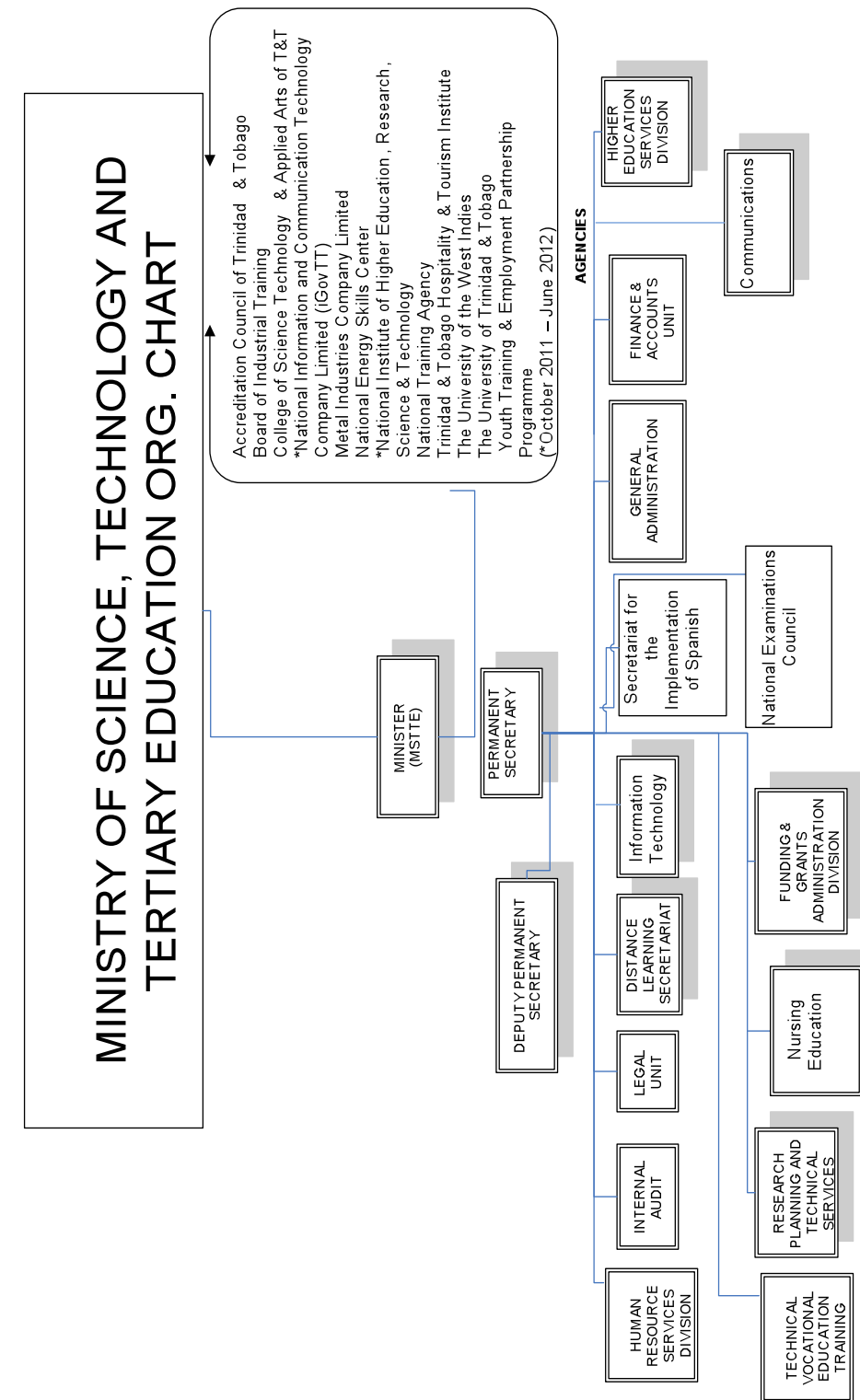
## 6.1 Corporate Structure

The MSTTE comprises fifteen (15) divisions and units and twelve (12) external agencies. Table 2 describes the corporate structure of the ministry by functionality. The organisational structure at Figure 1 outlines the reporting relationships of the ministry's divisions/units and the agencies.

**TABLE 2: Divisions /Units and Agencies by Functionality Internal Divisions/Units**

Internal Divisions/Units
Communications
Distance Learning Secretariat
Finance and Accounting Unit
Funding and Grants Administration Division
General Administration Unit
Higher Education Services Division
Human Resource Services Division
Information Technology Unit
Internal Audit Unit
Legal Services Unit
National Examination Council
Nursing Education Unit
Research, Planning and Technical Services Division
Secretariat for the Implementation of Spanish (SIS)
Technical and Vocational Education and Training Division
External Agencies
Accreditation Council of Trinidad and Tobago (ACTT)
Board of Industrial Training (BIT)
College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)
Metal Industries Company Limited (MIC)
National Energy Skills Center (NESC)
National Information and Communication Technology Company Limited (iGovTT)*
National Institute of Higher Education Research, Science and Technology (NIHERST)*
National Training Agency (NTA)
Trinidad and Tobago Hospitality and Tourism Institute (TTHTI)
The University of Trinidad and Tobago (UTT)
University of the West Indies (UWI)
Youth Training and Employment Partnership Programme (YTEPP)

\*October 2011-June 2012





## 6.2 Services/Products Provided

The services/products provided by the ministry are as follows:

- Post-secondary and tertiary education programmes;
- Developmental education to serve the academically under-prepared;
- Funding of tuition fees for tertiary education for nationals;
- Provision of loans for tertiary education expenses to nationals;
- Technical and Vocational Education and Training (TVET) in manufacturing, energy related areas, construction, entertainment and other areas;
- Technical and Vocational Education and Training (TVET) for unemployed, retrenched or displaced workers as well as incarcerated inmates;
- On - the - Job Training;
- Life skills training;
- Policy dissemination on tertiary education, Technical and Vocational Education and Training, life skills and science, technology and innovation;
- Consultancies in hospitality and tourism;
- Dissemination of information on the ministry's programmes and projects to the public;
- Registration of tertiary level institutions (TLIs);
- Accreditation and recognition of TLIs operating in Trinidad and Tobago and overseas;
- Staging of science popularization festivals;
- Promotion of science technology and innovation (STI) initiatives;
- Video documentaries on science and Technology;
- Regulation and certification of TVET programmes;
- Establishment of national occupational standards for TVET;
- Hosting of career and recruitment fairs.

## 6.3 Levels of Authority

### Administrative Functions

The Permanent Secretary supported by the Human Resource Services division continued to administer the functions devolved by the Chief Personnel Officer and functions delegated by the Public Service Commission. Table 3 describes the functions devolved by the Chief Personnel Officer.

**TABLE 3: Functions Devolved by the Chief Personnel Officer**

Monthly Paid Employees	Daily-rated Employees
Contract employment	Duty Leave
Secondment	No Pay Leave
Duty Leave, Special Duty Leave	Time off/Leave for Union sponsored seminars and other similar activities
Special Leave	Study Leave
Accumulation of Leave	Special Leave
No Pay Study Leave	No Pay Study Leave
Leave of absence without pay	Leave for Union Business
Extension of Sick Leave	Normal Sick Leave
Leave to pursue course in Trade Unionism	Extension of Sick Leave
Compensation in lieu of Annual Vacation Leave	Time off as Union Representative
Compensation in lieu of uniforms issued	
Separation Allowance	

### Functions Delegated by the Public Service Commission (PSC)

The following functions are delegated by the PSC:

- Acting appointments up to Range 68 for a period not exceeding six (6) months except for positions that require consultation with the Prime Minister;
- Appointments on a temporary basis for periods not exceeding six (6) months, on the expiration of that person's first (1st ) appointment on a temporary basis by the PSC to that office, except in offices that require consultation with the Prime Minister;
- Confirmation of appointments;
- Power to make transfers within the ministry's divisions up to Range 68;
- Acceptance of resignations;
- Noting retirements - compulsory and voluntary having attained the age of 55;

g) The exercise of disciplinary control in respect of minor infractions set out in the Code of Conduct. Infractions and their related regulations are set out in Table 4 below:

**TABLE 4: Regulations related to Acts of Misconduct/Discipline**

Regulation	Acts of Misconduct/Discipline
135 (1)	Failure to attend to matters promptly within the scope of the office
135 (2)	Lack of courtesy to a member of the public or another public officer
135 (3)	Willful failure to perform duties
136 (1)	Absence without leave or reasonable excuse from office
136 (2)	Failure to inform PS/ head of department when leaving the country
137 (2)	Failure to disclose activities outside the service
140	Breach of rules relating to broadcast
141	Indebtedness to the extent that impairs efficiency etc.
142	Failure to notify bankruptcy proceedings
149 (1) (a)	Failure to perform duties in a proper manner
149 (1) (b)	Breach of the written law
149 (1) (d)	Behaviour that is prejudicial to, or discredits the Service
149 (2) (b)	Disobedience to orders
149 (2) (d)and (f)	Neglect of duty
149 (2) (g)	Unlawful or unnecessary exercise of duty
149 (2) (a)	Absence without leave from office or habitually irregular arrival/ departure from office
149 (2) (a)	Persistently unpunctual
149 (2) (c)	Unfit for duty through drunkenness or use of drugs

#### Financial Functions

The Permanent Secretary, the Accounting Officer is authorized to award contracts for the procurement of goods and services up to a limit of TT \$1Mn and for consultancy services up to a limit of TT \$500,000. The Permanent Secretary's delegated responsibility, in respect to Goods and Services to the Deputy Permanent Secretary is TT\$ 200,000.00

#### 6.4 Conditions of Employment

The ministry is responsible for mainly three categories of staff; daily-rated workers, monthly paid public officers, including teaching and civil service staff and contract employees. However, the Personnel Department is the Department of Government charged with responsibility for determining and/or advising on pay and other terms and conditions of service for employees within the public sector. The Department determines, through consultation and negotiations with appropriate recognized associations and unions, the terms and conditions of service of employees who fall in the categories previously mentioned among others, and also advises/makes recommendations on the terms and conditions of service of these employees.

#### 6.5 Training Programmes

The ministry is of the view that people are its most valuable resource and that the task of capacity-building must begin with its own employees, who must be trained and educated to improve their current job performance and acquire the capacity for optimal performance as they strive to achieve their personal and professional goals and those of the organisation. The training and development of the ministry's staff is a shared responsibility. The ministry is committed to encouraging staff in their efforts at self-development, especially where these efforts are consistent with organisational and national goals. The ministry commits itself therefore to providing, on a consistent basis and within the limits of its budgetary allocations, opportunities for members of staff to acquire the competencies that are essential for individual growth, effective job performance and the achievement of organisational goals.

Employees of the ministry participated in the following training programmes during this period:

1. Executive Development Programme – Leadership for the 21st Century: Chaos, Conflict and Courage
2. Women in Leadership Conference 2011
3. Terms of reference and Request for Proposals
4. Protocol for Public Officers
5. Preparation for Retirement
6. Rapporteur Workshop
7. Digital Marketing and Business Conference 'Caribbean Digital Expo 2011'
8. Occupational Safety and Health
9. Critical Thinking Skills
10. The Power of Teamwork
11. Interviewing Skills
12. Inventory Management
13. Emotional Intelligence
14. Managing People through change

15. Mediation Essentials Skills Level I
16. Orientation for Contract and Public Officers
17. Data Protection, Data Breaches, Social Networking and E-Communication in the Workplace
18. Conflict Resolution
19. Managing the Termination of Employment
20. Presentation Skills for Middle Managers
21. Office Etiquette for Administrative Support Staff
22. Organisational Development and Change
23. Performance Management Workshop (for officers holding supervisory positions)
24. Techniques for Effective Interviewing
25. Administration of Government Contracts
26. Practical Mediation Skills
27. Advance Alternative Dispute Resolution Workshop
28. Professional Development Workshop – A Vision for Excellence
29. First Aid/CPR Training
30. Records Organization and Operations – Training in Registry Procedures
31. Strategic Planning
32. Business Writing Skills
33. Proposal Writing.

## 7.0 PROCUREMENT OF RESOURCES

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### 7.1. Tendering Procedures

The ministry operates within the legal and regulatory framework of the Central Tenders Board (CTB) Act Chapter. 71:91, the Central Tenders Board Regulations, 1965 and their amendments and subsidiary legislation; and the relevant regulations in the Exchequer and Audit Act Chapter. 69:01, in the procurement of goods and services.

The ministry operates its procurement operations under the principles of:

- Value for Money**
- Transparency**
- Accountability**

The procurement function of the ministry is managed by the General Administration division.

The ministry has an established Ministerial Tenders Committee.

The Financial Limits provide for, authority levels as follows:

#### **Goods and Services**

- Permanent Secretary - Up to \$1-Mn.
- Ministerial Tenders Committee - Up to \$2-Mn.
- Central Tenders Board - Over \$2-Mn.

#### **Consultancy**

- Permanent Secretary - Up to \$500,000
- Ministerial Tenders Committee - Up to \$2-Mn.
- Central Tenders Board - Over \$2-Mn.

### 7.2. Contractual Procedures – Ministerial Tenders Committee

- The delivery period/completion of works/services period is monitored by the General Administration division.
- On completion of the contract, the head of division submits the Contract Completion Report (CCR). Based on the CCR, the Chairman of the relevant committee authorises releases of the Performance Bond/Cash Performance Deposit.

## 8.0 REPORTING FUNCTIONS

The Reporting Functions of the ministry are detailed in Table 5 below:

**TABLE 5: Reporting Functions**

Reports	Line Minister	Ministry of Planning	Ministry of Finance	Auditor General	Ministry of Social Development	Ministry of Public Administration	Chief Personnel Officer	Public Service Commission	Cabinet	Parliament
Annual operating budgets; strategic plan	✓	✓	✓						✓	
UWI-Biennial Estimates of Needs	✓									
Monthly/ Annual Financial Reports / Agencies Annual Financial Statements	✓		✓	✓						
Monthly/ Annual Performance Reports	✓	✓	✓							
Annual Financial Report	✓		✓							
Annual Audit Report				✓						
Annual Reconciled Statement of Deposit Accounts			✓	✓						
Quarterly Reports on Devolved Functions							✓			
Annual Administrative Report									✓	✓
Quarterly reports on Delegated Functions								✓		
Social Sector Investment Programme bi-annual and annual reports					✓					
Freedom of Information Act Report	✓					✓				
Ministry's contribution to Budget presentation/ Achievement Reports			✓							
Monthly Board Meetings of agencies	✓		✓							
Performance Monitoring Reports			✓							
Quarterly Reports on 1 year Action Plan	✓									



## 9.0 INDUSTRIAL RELATIONS

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The ministry is committed to having all matters addressed in accordance with the laws of natural justice and in keeping with good industrial relations practices and guided by the Public Service Commission Regulations, 1966 Chap. VIII as amended, the Civil Service Act, Chap. 23:01, Civil Service (Amendment) Regulations, 1996 Chap. XI Code of Conduct.

## 10.0 INTERNAL AUDIT PROCEDURES

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The Internal Audit section reports directly to the Permanent Secretary, who is the ministry's Chief Accounting Officer. Audit reports are submitted to the Permanent Secretary and the respective divisional heads indicating the findings and recommendations with the relevant regulations from the financial regulations and instructions.

### Internal Audit Procedures

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The Internal Audit work schedules are conducted in compliance with the following:

- The Financial Regulations and Instructions 1965, as amended
- The Exchequer and Audit Act Chap. 69:01
- Circulars from the Chief Personnel Officer, Ministry of Finance, Comptroller of Accounts and the Director of Personnel Administration.

The Auditor General's department supplements the work done by the Internal Audit Section, as external auditors also make periodic checks on accounting systems and internal controls.

# 11.0 PERFORMANCE ACCOMPLISHMENTS

## 11.1 Policy Development

A number of policy initiatives were approved FY 2011/12. The main policies were as follows:

- Resumption of the activities under the management contract between iGovTT and Infocomm Development Authority International (IDA-i) with the updated agreed Scope of Works for the delivery of advisory and project management services.
- Co-ordination of ICT initiatives of all government ministries by the National Information and Communication Technology Company Limited (iGovTT) to ensure:
  - (a) alignment with government's ICT strategic agenda and inter-operability with the government ICT infrastructure and related policies; and
  - (b) that all government ministries use the shared services infrastructure, inclusive of the ttConnect channels, the Government Wide Area Network and the Government Data Centre, for provision of their services.
- Digitization of approximately 400,000 records of the Government Assistance for Tuition Expenses (GATE) Programme and Higher Education Loan Programme (HELP) of the Funding and Grants division.
- Partial Proclamation of the Electronic Transactions Act of 2011 (Act No.6 of 2011), with effect from January 6, 2012, of Parts I, II, III and IV; approval of the Draft 2011 National Policy on Electronic Transactions, preparation of the Draft Regulations on Electronic Transactions by the Minister under section 66 of the Electronic Transactions Act, 2011 and the appointment of a technical advisory committee to support the minister, pursuant to Section 66 of the Act, which would also benchmark domestic electronic transactions with international best practice.
- Redefinition of the overall target audience for the Youth Training and Employment Partnership Programme (YTEPP) Limited, to include persons in the 15 to 35 age range.
- Implementation of Phase I of the University of the West Indies (UWI) South Trinidad Campus at Debe at an estimated cost of \$509,358,377.00 (VAT inclusive), inclusive of consultancy fees and based on pre-tender schematic designs.
- Variation of the decision of Minute No. 2344 of August 21, 2008, to:
  - (a) authorize the Ministry of STTE to finance capital expenditure for development projects for the Faculty of Medical Sciences, UWI, Mt. Hope; and
  - (b) approve construction of a medical students activity centre for the Faculty of Medical Sciences, University of the West Indies (UWI), Eric Williams Medical Sciences Complex, Mt Hope at an estimated cost of \$12,491,875.00.

- Establishment and implementation of the Doctor of Medicine (DM) in Otorhinolaryngology at the Faculty of Medical Sciences, University of the West Indies (UWI), over the period 2013-2018, at a total estimated cost of \$4,568,128.00 with a tuition fee of \$30,000.00 per annum per student, such fee to be administered in accordance with the Government Assistance for Tuition Expenses (GATE) Programme.

- Implementation of the action plan and budget of \$2,069,667 for the period April to September 2012 for the National Commission for Higher Education (NCHE), including the provision for the establishment of a NCHE Secretariat to provide support to the Commission.

- Transfer of the management of the Clinical Service components of the Cardiovascular Services Initiative (CSI) and the Diabetes Services Initiative (DSI) under the Trinidad and Tobago Health Sciences Initiative from the Ministry of Science, Technology and Tertiary Education to the Ministry of Health.

- Establishment of a Committee for a period of two (2) years to review the National Life Skills Curriculum for Personal Development and Employment Enhancement.

- Retention of the fee structure of the University of the West Indies, St. Augustine Campus, for the academic year 2012-2013 at the level of the 2011-2012 academic year, as follows:

Faculty	Tuition Fee
Agriculture and Natural Science	11,800.00
Humanities and Education	11,800.00
Social Sciences	11,800.00
Engineering	15,400.00
Law	13,000.00.

- Operationalization of the Work Programme and Budget of the St. Augustine Education City Committee for the Financial Years 2011/2012 and 2012/2013 at an estimated cost of \$1,754,900.00.

- Continuation of the conduct of one (1) District Health Visiting Programme by the School of Education, University of the West Indies (UWI), St. Augustine, for the academic year 2012 to 2013 on the same terms and conditions as obtained in respect of the previous Memorandum of Understanding between the Ministry of Health and the UWI, including:

(a) the payment of fees to the School of Education, UWI, in respect of the above, estimated at \$1,487,947.00, such sum to be met from the Training vote of the Ministry of Health; and

(b) that the District Health Visiting Training Programmes commence in January 2013 under the auspices of the college of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) at the El Dorado Nursing and Health Care Education and Training Facility.

## 11.2 TERTIARY EDUCATION

### Accreditation Council of Trinidad and Tobago (ACTT)

The Accreditation Council of Trinidad and Tobago (ACTT), established by Chapter 39:06 of the Laws of the Republic of Trinidad and Tobago, governs and regulates the National Accreditation System which involves registration, accreditation and recognition of educational institutions operating within Trinidad and Tobago and overseas, as well as the programmes and qualifications offered by them.

#### Achievements

##### REGISTRATION and ACCREDITATION

- As of September 2012, there were seventy-eight (78) institutions under the purview of ACTT. Seventy-three (73) of these institutions were in the registration category and five (5) were accredited institutions. Of the seventy-three (73) Institutions, thirty-five (35) were fully registered, thirty-two (32) were undergoing continuing registration and six (6) were new applicants.
- Eight (8) institutions were registered between October 2011 – September 2012, two (2) were completing initial registration and six (6) were undergoing continuing registration.
- Twenty (20) site visits were conducted in relation to registration. One (1) site visit involved initial registration and nineteen (19) were for undergoing continuing registration.
- An Institutional Tracking Document was developed in September, 2012 to monitor the progress of post-secondary and tertiary institutions under ACTT's purview.
- The filling of vacancies, three (3) staff members to the Registration Unit; a Manager, and two (2) Assessment Officers. The additional staff was recruited to accommodate the processing demands for registration of post-secondary and tertiary institutions.
- The current number of institutions approved as candidates for institutional accreditation is six (6).
- ACTT achieved a milestone in Trinidad and Tobago as well as in the Caribbean becoming the first national quality assurance body in the region to have conferred institutional accreditation on local tertiary level institutions. The institutions to have attained this status are:
  - o College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT). Approval of new satellite site located in Sangre Grande was granted.
  - o University of Trinidad and Tobago (UTT)
  - o University of the West Indies (UWI), St Augustine Campus

- o University of the Southern Caribbean (USC)
- o Arthur Lok Jack Graduate School of Business (ALJGSB).

- ACTT approved fifty-six (56) new locally developed programmes from post-secondary and tertiary institutions in Trinidad and Tobago.
- Training of twenty-eight (28) additional external evaluators which represented Cohort 7.

##### HUMAN RESOURCES

- Training
- ACTT staff members participated in the under-mentioned training programmes:-
- o Interview Techniques for the HR Recruiter.
  - o Protocol Master Class 2012.
  - o Defensive Driving Training.
  - o Health and Wellness Lectures and Screening.

##### QUALIFICATIONS and RECOGNITION

- Conducted seven (7) site visits to review individual transnational programmes.
- Granted continuing registration to one (1) local awarding body.
- Conducted five (5) site visits to review foreign awarding bodies/institutions.
- Facilitated the delivery of a workshop on the 'Forensics of Academic Credential and CV Fraud'.
- Reviewed sixteen (16) recognised transnational programme annual reports.
- Reviewed eleven (11) recognised awarding body annual reports.
- Recognised six (6) foreign awarding bodies/institutions.
- Recognised two (2) individual transnational programmes.
- Processed one thousand four hundred and seventeen (1,417) statements on recognition.

##### PUBLICATIONS

- Published the following:
  - o ACTT – NOW a quarterly newsletter published on-line.
  - o Quality Assurance Month Supplement October 2011.
  - o Flyers and bookmarks on ACTT's main services.
  - o ACTT's Compendium of Registered Institutions and Awarding Bodies.
  - o Services at a Glance brochure.

## EVENTS

- ACTT launched its online Compendium of Registered, Accredited and Recognised Institutions, Awarding Bodies and Programmes on October 12, 2011.
- Launched the inaugural Quality in Tertiary Education (QUTE) awards in October 2011.
- Hosted ACTT's 3rd Annual Quality Assurance Month 2011, which included workshops, a panel discussion and evaluator training held on October 4 and November 26, 2011.
- Hosted its 1st National Conference on Quality Assurance in Higher Education - November 18-19 2011 with the theme "Promoting a Culture of Quality through Continuous Improvement of the Higher Education Sector.
- Opened the ACTT south office and launched in April 28, 2012, the Digital Map of Registered and Accredited Institutions.
- Recommissioning of ACTT's Tobago Office and launch of ACTT's Tobago Student Caravan and Digital Map of Registered and Accredited Institutions on June 1, 2012.
- Launched the Online Institutional Profile (IP) Database in conjunction with the Ministry of Tertiary Education and Skills Training (MTEST) on July 25, 2012.

## College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT)

COSTAATT is a multi-campus community college established by Chapter 39:56 of the Laws of the Republic of Trinidad and Tobago. It has a four-fold mission which includes career education, developmental education, transfer education and continuing and community education. A key component of its mandate is to provide bridging and foundational programmes for secondary school level students and returning adults who deserve a second chance to access or who find themselves under-prepared for tertiary level study.

### Introduction

The College of Science, Technology and Applied Arts of Trinidad and Tobago's embraces its role in advancing the national education agenda, and will through its determined efforts to enhance quality and expand opportunities for access to tertiary education, continue to play a key role in the construction of a competitive, diversified and knowledge-based economy for the betterment of all citizens.

### Student enrolment

Total enrolment: Semester 1 - September 2012 – 11,758: Female – 8,903; Male – 2,855

New student enrolment: Semester 1, September 2012-- 2,310: Female – 1,708; Male – 602

### Academy for Nursing and Allied Health at El Dorado

The impetus for the conceptualization of this project was the urgent need to increase the number of trained nurses within the local health sector, and further to build capacity for the delivery of improved health care services across the board. COSTAATT and the University of the West Indies are joint partners in this venture which will provide enhanced facilities and infrastructure for the delivery of education and training programmes in nursing and the allied health professions. As the major partner in this project, COSTAATT is responsible for repurposing/developing facilities at the site to meet the requirements of an academic institution. Phase 1 of the project is underway and due to an expanded scope of works, a projected revised start date for classes has been set as May 2013.

### QUTE (Quality in tertiary education) Awards

In October 2011, the college was invited by the Accreditation Council of Trinidad and Tobago (ACTT) to apply to compete in the Council's inaugural Quality in Tertiary Education (QUTE) awards. The awards were for demonstrated excellence in the implementation of quality in one or more of three (3) areas, namely, (i) an implemented quality management system (QMS) (ii) student services and (iii) institutional research capacity. The College elected to compete in the first category and secured the first place prize which was presented at the ACTT conference on Friday 18 November 2011.



#### Launch of the Ken Gordon School of Journalism and Communication Studies

In 2001, COSTAATT launched the first national degree programme in Journalism and Public Relations. In 2009, with the growing demand for a bachelor's degree, the BA Mass Communication was introduced. The College has traditionally been the major provider of education and training for local professionals in the fields of journalism and public relations. In response to market demand and the identified need to upgrade professional standards in the fields of journalism and communications, the college opened the nation's first School of Journalism in September 2011. The school - the Ken Gordon School of Journalism and Media Studies - was named after renowned media stalwart, Ken Gordon. A ceremony to mark the official launch was held in October 2012, and Senator the Honourable Fazal Karim, Minister of Tertiary Education and Skills Training (formerly the Ministry of Science, Technology and Tertiary Education) delivered the feature address.

#### School of Business and Information Technologies and the Family Enterprise Development Research Institute (FEDRI)

The School of Business and Information Technologies in collaboration with the college's Family Enterprise Development Research Institute (FEDRI) established a partnership with the Babson College of Boston, Massachusetts, the top ranked entrepreneurship education institution globally, to assist the college in the development of entrepreneurship capacity in faculty and the infusion of entrepreneurship competencies across curricula. In 2012, several entrepreneurship workshops involving faculty were held in collaboration with Babson.

#### Entrepreneurship Video Case Studies Project

In support of government's stated aim to foster the development of entrepreneurial capacity, the School of Business and Information Technologies and the Ken Gordon School of Journalism and Communication Studies have embarked upon a collaborative video case studies project. The initiative aims to develop indigenous teaching materials to support the delivery of entrepreneurship education at the college and at the national level. Benefits of this initiative will include:

- the creation of teaching tools to support practical lessons focused on improvement and growth in small business environments;
- sharing knowledge of concrete, relevant examples of successful strategies to serve as models for students and business owners to emulate;
- powerful materials to support the branding of COSTAATT's School of Business and Information Technologies in the area of entrepreneurship education.

#### Research and Innovation

In November 2011, grant funding in the sum of TT\$3,000,000 was secured under the European Development Fund to support research projects in the health sciences and in entrepreneurship. The college's Family Enterprise Development Research Institute (FEDRI) and the Health Sciences Research Institute (HeSRI) will be instrumental in taking forward research projects to build a local body of knowledge which can be used to inform public policy and improve the relevance and impact of education in entrepreneurship and the health sciences, two areas highlighted for priority attention in government's medium-term policy framework. Research projects in chronic non-communicable diseases are already in progress under the auspices of HeSRI and it is anticipated that the college will publish findings from such research in peer reviewed journals.



## **Strategic Imperative: Broadening Access/ Upgrading Physical Infrastructure**

### **Sangre Grande Campus**

In alignment with government's policy on access and participation in tertiary education and the college's mandate to broaden access, COSTAATT proposed the establishment of a new campus in Sangre Grande to meet the needs of underserved areas of the eastern region, such as Arima, Wallerfield, Valencia, Guaico, Cumuto, Sangre Grande, Toco, Matelot, Manzanilla, Biche, Mayaro, Guayaguayare and Rio Claro areas. The new Sangre Grande campus opened to students on January 23rd 2012 with an initial enrolment of approximately 200 students pursuing programmes in a wide range of discipline areas including nursing, management, entrepreneurship, information technology, mass communication and environmental sciences. In September 2012, the start of the new academic year, enrolment at the campus doubled to approximately 400 students. Consistent with the standards established at other COSTAATT campuses, the Sangre Grande campus has been outfitted with modern, state-of-the-art learning resources and equipment. The official launch of the Sangre Grande campus has been tentatively re-scheduled for the third quarter in financial year 2012-2013.

### **New Chaguanas Campus**

A special ceremony marking the dedication of lands for the construction of COSTAATT's main campus in Chaguanas was held in June 2012. Statutory approvals for the development of the land are being pursued with the Environmental Management Authority (EMA); the Town and Country Planning Division (TCPD) and the Commissioner of State Lands. Approximately 16 acres of the full 30 acre allocation have been cleared in anticipation of the commencement of Phase 1 of construction. Based on the submission of revised academic programme requirements for Phase 1, the college is currently reviewing and amending conceptual designs.

### **Alternative Delivery Modes - Distance Education**

The college was successful in its bid to obtain grant funding under the 9th EDF Programme to implement a two-way audio-video interactive distance education system to link its city and Tobago campuses. This is a critical project which will significantly expand the college's capacity to serve the tertiary education needs of the island of Tobago. In January 2012, the college was informed that it had been awarded \$900,000 for implementation of the first phase of the project.

### **COMPASS**

In January 2012, the college implemented a revised administrative structure for its Compensatory Programmes and Academic Support Services (COMPASS) programme, in order to enhance the connection between pre-college and college level courses from a faculty and student perspective. As a result of the change in structure, the revised COMPASS Unit is now able to focus its attention on student support, developmental advising, tutorials, study skills workshops and other psycho-social support. Over 2,500 students who would previously not have had access to tertiary education are now attending COSTAATT and benefitting from this programme.

### **Tutorial Centres**

The college opened a tutorial centre at its south campus in San Fernando in April 2012, with the aim of providing students with academic support services in mathematics and English language. Students in need of extra tuition are able to receive one-on-one or group tutorials provided by faculty members through these centres on a daily basis. In addition, plans are already underway for the establishment of tutorial centres for the college's Tobago and Sangre Grande campuses.

### **Digital Language Laboratory**

At City Campus a state-of-the-art digital language laboratory was commissioned in January, 2012 to provide immersion settings that enhance student acquisition of foreign languages.

### **Community Outreach**

The School of Liberal Arts and Human Services continued its community outreach initiative, working with residential populations at the Youth Training Centre; St. Dominic's Home; St. Jude's School for Girls and Marian House to provide developmental courses under the auspices of the college's comprehensive developmental programme COMPASS. This initiative aims to offer institutionalized youth populations opportunities to develop the academic foundations needed to better prepare them to pursue their career goals.

### **Stakeholder Collaboration Plan**

In keeping with its goal to provide work-ready, productive and service-oriented graduates, the Career Management Services department initiated a programme of structured consultations with employers to create a forum for networking and to garner feedback on desired graduate competencies for the work place. During the period under review, four (4) stakeholder consultation sessions were conducted with key industry leaders including BPTT, BGTT, NP, NGC, Petrotrin, Mital Steel Digicel, TSTT and Unilever. These sessions provided invaluable feedback related to desired graduate competencies for the work place. Additionally, employers expressed their willingness to partner with the college on future initiatives including student internship placements.

### **Health and Counselling Support Workshops and Interventions**

Over the period under review, the Health and Counseling Services department hosted workshops designed to address the psycho-social needs of the student body. Sessions emphasized a preventative approach to health care by providing students with important information to identify the onset or minimize the risk of contracting certain diseases. In addition, faculty was exposed to information to assist in detecting and dealing with 'at risk' students. Workshops covered topics including HIV/AIDS awareness, drug abuse prevention and stress and time management. Additionally, in July 2011, the department entered into an agreement with the Ministry of Health to include COSTAATT campuses as launch sites for monthly national campaigns and health programmes.

### Sports Programme

The college successfully launched a 'sporting for all' initiative focused on promoting participation in co-curricular sporting activities as an essential component of a balanced, healthy lifestyle and possible contributor to positive academic performance.

### Increasing Institutional Visibility and Image

COSTAATT, with the support of its Board of Trustees, continues to work with public and private sector agencies and strategic partners to develop and implement programmes and services that support the attainment of its strategic goals.

The Institutional Advancement Division (IAD) develops and implements strategies in support of COSTAATT's mission, with emphasis placed on the key strategic imperative of increasing the image and awareness of the college, which ultimately result in driving and sustaining new student enrolment.

### Events

Dedication of Lands at Chaguanas: The college, in collaboration with the Ministry of Tertiary Education and Skills Training (MTEST), hosted the official ceremony to dedicate the lands on which the college's main campus facility is scheduled to be built. Minister of Tertiary Education and Skills Training, Senator the Honourable Fazal Karim, addressed the gathering. This event took place on June 13th, 2012 at the proposed campus site at Pierre-Link Road, Chaguanas.

### Advancement

Republic Bank Limited (RBL) Bursaries: Five students of the college received financial grants from Republic Bank Limited (RBL) to assist with various aspects of their college/personal lives. Students were selected on the basis of need and GPA level.

Strategic Partnerships: The TT-Chamber of Industry and Commerce has agreed in principle to sign an MoU with COSTAATT in an effort to cement the relationship with TT-Chamber members with a view to providing internships for COSTAATT students. This is scheduled to take place in early 2013.

### MTEST (formerly MSTTE) Collaboration

MSTTE Commemorative Magazine: The college participated in the production of the ministry's 50th anniversary magazine through the submission of content.

MSTTE Concert: The college participated in the production of the ministry's 50th anniversary concert – 'Our Nation's Dawning.' Students of COSTAATT's Fine and Performing Arts Department performed at this event.

### New Programmes

In response to market and alumni demand as well as professional licensure requirements the college developed and implemented the following twenty-three (23) new programmes in Academic Year 2011-2012.

#### **PROGRAMMES INTRODUCED IN ACADEMIC YEAR 2011-2012**

- Dental Therapy
- Project Management
- Procurement and Supply Chain Management
- Occupational Health and Safety
- Informational Technology – General Degree
- Library and Information Studies (School Library Media Specialization, General Degree)
- Family and Community Studies – (Certificate)
- Geographical Studies for Sustainable Development
- Early Childhood Care and Education
- Graphic Design
- Journalism
- Information and Library Sciences
- Earth Sciences (Associate)
- Paralegal Studies (Associate)
- Physics for Engineering (Associate)
- Forensic Investigations and Auditing (Post Graduate Diploma)
- Early Childhood Education (Certificate)
- Criminal Justice (Certificate).

### Distance Learning Secretariat (DLS)

The Distance Learning Secretariat of the ministry is responsible for facilitating the development and implementation of strategies related to distance learning with a view to strengthening, enhancing and increasing access to quality tertiary education in Trinidad & Tobago.

#### A) Connectivity Infrastructure for a National Distance and Lifelong Learning System

This includes:

- The establishment of information and communications technology (ICT) interconnections of all public and private tertiary sector stakeholders. This involves the creation of a National Research and Education Network to connect learners and to foster the sharing of resources and expertise for capacity building and programme development for the on-line environment.
- The leveraging of information and communications technology (ICT) via the Caribbean Knowledge and Learning Network (CKLN) is a regional project which aims to provide opportunity for the free flow of high quality learning opportunities for the people of the Caribbean Region. To achieve this vision, CKLN intends to leverage ICT and modern approaches to education to overcome constraints of remoteness and scale in tertiary education.

#### B) Open and Flexible Training and Education Network: Capacity Building Framework

The development of an Open and Flexible Training and Education Network (OFTEN) in Trinidad and Tobago for the development of open and distance learning content and skills, with a particular emphasis on the support and development of work-based training. The network will facilitate collaboration among stakeholders to plan programmes, develop the required content and ensure the delivery of those programmes and support services to learners. The implementation of OFTEN is expected to:

- Increase the development of ODL content and skills in Trinidad and Tobago
- Increase the infrastructural support for content delivery
- Build Communities of Practice
- Develop more capable people
- Increase the collaboration amongst stakeholders
- Expand access to quality tertiary education and technical vocational education and training (TETVET) opportunities
- Enrich learning experiences
- Improve learning achievements
- Connect TETVET learning sub-systems through appropriate technology
- Facilitate innovative and flexible TETVET support systems
- Improve productive outputs from research and knowledge creation
- Connect TETVET learning sub-systems through appropriate technology
- Facilitate innovative and flexible TETVET support systems
- Improve productive outputs from research and knowledge creation.

### Connectivity Infrastructure for a National Distance and Lifelong Learning System: Trinidad & Tobago Research and Education Network (TTRENT)

The establishment of ICT interconnection of all public and private tertiary sector stakeholders through National Knowledge and Learning Network (NKLN) which will allow for:

- Opportunities for collaboration on educational projects
- Infrastructure developed for the provision, booking and consumption of educational services
- Improved efficiency of institutions
- Greater national ICT capacity
- Increased student access to IT and training
- Wider access to information, education, training and research.

#### Achievements

- October 2011 - DLS started an operational plan consultancy with **LOGIX CONSULTANTS LIMITED**, Halifax Nova Scotia.
- October 2011 - Academic stakeholder consultation held and facilitated by Martha Giraldo Jaramillo, Director A, **Corporación RENATA**, Colombia.
- December 2011 - DLS has its first meeting with T&TEC to discuss access to its dark fibre for the network.
- December 2011 - A workshop was held to facilitate validation of the operational plan developed.
- March 2012 – Operational plan for TTRENT completed.
- March 2012 - A Trust Deed for TTRENT was drafted, following the consultancy. This draft followed consultations with the ministry's legal department and the Solicitor General Department, Ministry of Legal Affairs.
- April 2012 - The first three (3) institutions were connected via a 10 MB fibre connection. These included the University of the West Indies (UWI), the University of Trinidad & Tobago (UTT) and the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAAT).
- May 2012 - First meeting of the **C@ribNET assembly of NRENs**.
- April 2012 - First meeting of the **TTRENT Technical Team** with technical representatives from each of the three (3) Institutions and the DLS.
- July 2012 - Inaugural launch and signing ceremony for the Trinidad & Tobago Research & Education Network (TTRENT) took place at NAPA where each of the three (3) institutions signed the Memorandum of Understanding (MOU) with the ministry.
- August 2012 – DLS supported Google Digital Ambassadors Project
- September 2012 – Purchase of CISCO Aggregation Services Router (ASR) 1002 for each of the TTRENT connected institutions. Purchase of two servers for remote monitoring of TTRENT.

### Caribbean Knowledge & Learning Network (CKLN)

CKLN's mission is to enhance the global competitiveness of the Caribbean by upgrading and diversifying the skills and knowledge of the human resources of the region through greater collaboration and connectivity. Objectives include:

- Institutional strengthening
- Connecting the Caribbean
- Enabling Regional Mechanisms.

#### Achievements

- July 2011 – A multi-million dollar contract for dedicated regional connectivity was signed between CKLN and LIME
- January 2012 – Equipment for the C@ribNET backbone and access nodes landed in Trinidad
- February 2012 - Mr Daryl Ramkelawan, IT Manager, was appointed as the C@ribNET Access Point Manager for Trinidad & Tobago.
- March 2012 - The C@ribNET equipment was commissioned and installed at TSTT's Nelson Exchange, Port of Spain.
- March 2012 - CKLN – TTRENT stakeholder's meeting took place, chaired by Mr Ken Sylvester, CEO of CKLN.

#### OFTEN Capacity Building Framework:

i. **STImulate – 2D/3D Animation competition.** Students enrolled in accredited tertiary level institutions (TLIs) were required to build a stand-alone 2D/3D animated application which may be used as an orientation or training tool for occupational health and safety.

STImulate is the third collaborative project that DLS has facilitated following the Virtual University of Small States of the Commonwealth (VUSSC) International Content Development Workshops. It is designed to build a community of practice among content developers for occupational health and safety programmes in the construction sector. STImulate will build local capability to develop learning resources using 2D/3D animation. Collaborators with DLS in this venture include Metal Industries Corporation (MIC) (representative Mr Frank Mc David); Ministry of Sport & Youth Affairs and VUSSC BC7 participant; UTT Animation Programme.

#### Achievements

- January 2012 - STImulate was incorporated into the Graphic Design (Creative Arts & Fashion) category of the World Skills Trinidad & Tobago Competition, which was launched in September 2012.
- The World Skills Trinidad and Tobago (WSTT) National Skills Competition allows entrants to compete at either the 'Basic' or 'Advanced' levels. Entrants are expected to be between the ages of 16 and 21.

## mFisheries

mFisheries is a collaborative project among UWI, Department of Electrical and Computer Engineering; The Caribbean Fisheries and Training Institute (CFTDI) and DLS. It arose out of the second collaborative project "Podcasting in Your Nets" that DLS facilitated following VUSSC International Content Development Workshops. The objective is to develop a suite of mobile applications that can support the operational and education needs of local fisher folk.

ii. mFisheries – collaboration with Caribbean Fisheries and Training Institute (CFTDI) and UWI on rollout of e-learning & mobile learning projects.

**Achievements**

- January 2012 - Caribbean Open Data Conference and Code Sprint hosted by the Faculty of Engineering, University of the West Indies (UWI). DLS supported UWI and CFTDI in the open data movement by proposing applications to be developed by Code Sprint entrants and to be used by fisher folk.

iii. [International Collaboration: Commonwealth of Learning \(COL\)](#)

The Director, DLS is one (1) of two (2) COL focal points for Trinidad and Tobago. The second regional meeting of Caribbean focal points will be hosted in T&T in 2011.

**Achievements**

- November 2011 – Submitted comments to COL on the Guideline for Open Education Resources (OERs) in Higher Education
- March 2012 - Director, Distance Learning attended the Open Education Resources (OER) Workshop which was held in Barbados. The workshop was funded by the Commonwealth of Learning and UNESCO.

iv. [VUSSC Boot Camp](#)

Trinidad and Tobago is a member state of the Virtual University of Small States of the Commonwealth (VUSSC). VUSSC is designed to help small states to develop programmes on skills-related post-secondary subjects and to build capacity to offer online courses.

**Achievements**

- November to December 2011 - DLS facilitated the participation of Trinidad and Tobago representative to the 10th International boot camp on ‘Masters in Educational Leadership’ in Singapore. Dr Balchan Rampaul attended.
- March 2012 - DLS met with Dr Balchan Rampaul to receive updates on activities and outcomes of the Singapore Boot Camp. Dr Rampaul and colleagues attending the workshop were expected to submit course material developed to COL by mid-March. (funded by the Commonwealth of Learning).

**Government Assistance for Tuition Expenses (GATE)**

The GATE programme commenced in September 2004 with the following objectives:

- To make tertiary education affordable to all, so that no citizen of Trinidad and Tobago would be denied tertiary education because of his/her inability to pay.
- To widen access to tertiary education that would support economic development and promote social equity.

The table below outlines the number of approved tertiary level institutions, the number of students benefitting from the GATE programme, the number of student applications processed and the total GATE expenditure for the 2011/2012 period.

**TABLE 6: Approved Institutions, Student Participation and GATE Expenditure - 2011/2012**

INSTITUTIONS			STUDENT PARTICIPATION		FUNDING
Number of Public Tertiary Level Institutions	Number of Private Tertiary Level Institutions	Total Number of Tertiary Level Institutions	Number of Students Receiving GATE Funding	Number of GATE Applications Processed	Expenditure Under the GATE programme
17	34	51	60,008	90,337	\$757,641,662

[Standing committee on the GATE Programme](#)

In May 2011, Cabinet established a standing committee on the GATE Programme with oversight of the new policy direction of the GATE Programme. The terms of reference of the standing committee on the GATE Programme are as follows:

- Review applications for GATE funding by institutions and make recommendations to the Minister of Tertiary Education and Skills Training
- Develop a more objective and comprehensive method for the determination of tuition fees for programmes delivered by private tertiary institutions
- Continually develop and review strategies and agreements to increase the level of monitoring, compliance and auditing of GATE approved institutions
- Continually develop and review strategies to ensure that students fulfil their obligations in respect of the Student Agreement.

Since its establishment, the standing committee on the GATE Programme has undertaken several activities in execution of its oversight functions as stated in the terms of reference. These include the following:

- Reviewed requests for adjustments in tuition fees
- Reviewed requests for GATE funding for new programmes
- Concluded consultations with private tertiary institutions on a new agreement
- Reinforced academic performance standards for students at public tertiary institutions
- Started the process of institutional strengthening of the Funding and Grants Administration Division (FGAD), which is responsible for the administration of the GATE Programme
- Hosted a national consultation on securing and expanding the GATE Programme
- Prepared a report with recommendations entitled “Securing and Expanding the GATE Programme” in August 2012, after an evaluation of the GATE Programme in relation to its sustainability and to the socio-economic development of Trinidad and Tobago.

Several policy recommendations coming out of the “Securing and Expanding the GATE Programme” report have been incorporated into government’s policy, namely GATE Clearance at public institutions and the alignment of GATE funding to socio-economic areas.

#### GATE Clearance at Public Institutions

There has been growing evidence of poor student performance in public tertiary education institutions. In January 2008, a GATE Clearance policy was implemented at private tertiary level institutions to detect such incidences. In the 2013 budget statement, the Minister of Finance, in agreement with recommendations by the standing committee on the GATE Programme, announced that the GATE Clearance policy will be introduced to public tertiary institutions.

Further to this policy directive, public institutions are now required to submit to the FGAD a listing of students who have fallen below the minimum performance standards of their institution. Effective September 2012, students at public institutions whose grade point average fall below the minimum required have not received GATE funding.

#### Alignment of GATE funding to Socio-Economic Areas

In the 2013 budget statement, the Minister of Finance acknowledged the recommendations of the standing committee on the GATE Programme and highlighted the overarching issue of sustainability of funding. A new policy directive to securing and expanding the GATE Programme and ensuring that it be closely linked to Trinidad and Tobago’s economic development priorities, job creation and labour market needs was implemented.

To this end, the FGAD, in collaboration with other organisations, will soon be conducting significant research in identifying socio-economic priority areas to guide the funding of programmes.

#### Higher Education Loan Programme (HELP)

The HELP was implemented in August 2006 as a low interest loan facility which provided financial assistance to students in addition to that being provided by the GATE grants. The goals and objectives of HELP are as follows:

- To provide financial assistance to citizens of Trinidad and Tobago pursuing tertiary education, thereby expanding equitable access to tertiary education.
- To provide a low interest loan facility, approved and disbursed effectively and efficiently and within a reasonable time frame to students in need.
- To assist in increasing the national participatory rate in tertiary education to 60% by 2015.
- To develop a well-educated, qualified cadre of citizens within identified areas of national development.

Two thousand and twenty-nine (2,029) HELP loans were disbursed for the fiscal year 2011/2012 valued at \$41,857,129.00.

#### Higher Education Services division (HESD)

The Higher Education Services division (HESD) is responsible for ensuring that a relevant, coherent and modernized tertiary education system is established.

#### Achievements

- Participated in monthly board and subcommittee (Finance and Tenders) meetings at the Accreditation Council of Trinidad and Tobago to inform the policy and strategic direction of the organisation.
- Represented the ministry on the Multi Sectorial Committee to Review the National Youth Policy.
- Participated in monthly meetings, scheduled sub-committee meetings and presentations on relevant issues to the Ministry of Tertiary Education and Skills Training.
- Represented the ministry on the Sub-Committee Meetings on Trade in Services.
- Represented the ministry on the Standing National Labour Market Council.
- Collaborated with international stakeholders and donors of grant funding for partnership opportunities in areas of research for tertiary education institutions in the sector.

### Review and updating of the National Life Skills Curriculum

Stakeholder consultations were coordinated in April 2012 at UWI (St. Augustine), Naparima College and the Tobago Technology Centre to garner inputs from training providers, life skills tutors, teachers, administrators and members of the wider public on a 'Review of the National Life Skills Curriculum 16 years plus'. Activities included participant coordination (pre and post event), compilation of stakeholder feedback and logistics management.

The HESD provided administrative and technical support to the Life Skills Curriculum Review Committee.

### Monitoring of 9th EDF Programme – Support to non-university tertiary education

The institutions and agencies under the purview of the ministry in receipt of funding under the 9th EDF Programme were monitored through monthly meetings. Activities included coordination of meetings and collection of relevant reports. A total of TT\$15,000,000 was disbursed as follows:

- Distance Learning Secretariat - TT\$618,500
- National Institute of Higher Education, Research and Science and Technology - TT\$200,000
- Accreditation Council of Trinidad and Tobago – TT\$300,000
- Accreditation Council of Trinidad and Tobago – TT\$255,000
- College of Science, Technology and Applied Arts of Trinidad and Tobago - TT\$900,000
- College of Science, Technology and Applied Arts of Trinidad and Tobago - TT\$2,000,000
- College of Science, Technology and Applied Arts of Trinidad and Tobago - TT\$900,000
- The University of the West Indies – TT\$3,000,000
- The University of the West Indies – TT\$980,000
- Metal Industries Company - TT\$2,346,500
- National Training Agency – TT\$1,500,000
- University of Trinidad and Tobago – TT\$2,000,000

### Annual Data Collection Exercise

The division coordinated a sensitization workshop with all public and private tertiary level institutions on the completion of an Online Institutional Profile Database in July 2012. The online portal will allow institutions to enter data on enrolment, graduation, programmes, faculty and other key data. A survey instrument was developed and administered to institutions and follow up activities are currently in the process for data collection to facilitate data analysis at a cost of TT\$10,000

### St. Augustine Education City Committee

The St. Augustine Education City Committee was established to transform the St. Augustine region and environs into a university town which would foster a vibrant cluster of entrepreneurial activities. The St. Augustine region comprises a mix of residential and commercial areas. The major tertiary/higher education institutions operating within the region include a mix of public and private institutions such as: the University of the West Indies, St. Augustine Campus; the University of Trinidad and Tobago; the Hugh Wooding Law School; the Arthur Lok Jack Graduate School of Business; the Cipriani College of Labour and Cooperative Studies and the School of Accounting and Management Caribbean Limited. These institutions, among others, are considered to be integral in expanding human capital output – which the government of the Republic of Trinidad and Tobago has identified as a major contributor to economic growth and sustainable development.

The specific terms of reference of the St. Augustine Education City Committee are as follows:

- o To oversee the establishment of the St. Augustine Education City as an integrated centre for academic excellence
- o To foster the growth of a vibrant service sector linked to the academic community
- o To co-ordinate the establishment of a security infrastructure accommodation for students and transportation service for all students coming into the region

The HESD provided administrative and technical support to the St. Augustine Education City Committee. The division coordinated a logo and tagline competition for the St. Augustine Education City Committee which involved the development of the guidelines, evaluation of entries and management of public relations efforts during the period June to July 2012.

A Public Consultation on Traffic Management, Transportation and Pedestrianisation was coordinated at the Trinidad and Tobago Bureau of Standards in August 2012. In addition, critical stakeholders meetings were coordinated with public and private sector agencies to collect information on:

- CCTV Surveillance
- Development of a pedestrian backbone
- Revision of land use standards and policies



### Trinidad and Tobago Hospitality and Tourism Institute (TTHTI)

TTHTI aims to become a world class hospitality and tourism education and training institution and to develop for the hospitality and tourism industry, human resources capable of delivering quality products and services at international standards of excellence. The institute offers education and training in hotel, restaurant and tourism management at the associate degree, certificate and vocational levels

#### Achievements

**TABLE 7: ENROLMENT 2011-2012**

Programme	2011		2012	
	Male	Female	Male	Female
Diploma	77	114	82	152
Associate Degree	100	363	109	320
Bachelor of Science	7	26	10	34
<b>TOTAL</b>	<b>184</b>	<b>503</b>	<b>201</b>	<b>506</b>

- The Ambassador of Japan, His Excellency Yoshimasa Tezuka, visited the campus on May 18th 2012 to obtain an appreciation of TTHTI. Discussions focused on linkages with similar type institutions in Japan and the need for a chef for his residence.
- TTHTI entered into a formal partnership with the Crane Resort in Barbados with regard to internship. This partnership would result in the student interns achieving certification by the American Hotel and Lodging Association (AHLA).
- Representatives of Okanagan College of British Columbia, Canada visited the institute in March 2011 in order to recruit potential students. The college expressed an interest in establishing an exchange agreement with TTHTI. The formal agreement was signed in December 2011.
- An exchange agreement was also signed with the Tompkins Cortland Community College (TCCC) of the USA. This institution has linkages with Disney International and the agreement allows for TTHTI students to participate in a work/study programme at the Disney Theme Parks and Resorts College programme. The first cycle of the programme is expected to begin in January 2013.

- Three (3) TTHTI students were selected by Lambton College in Sarnia, Ontario to participate in the second cycle of the Canada-CARICOM Scholarship/Exchange programme for the 2011 – 2012 academic year. The seven students who participated in the first cycle returned to Trinidad in May 2011 and achieved excellent results – all participants made the Dean’s Honour List. The three students who participated in the programme for the 2011–2012 academic year all made the Honour List at the college based on their excellent academic performance. The administrators and faculty at Lambton have expressed tremendous satisfaction with the TTHTI students.
- TTHTI received confirmation that four students – two Culinary Management, one (1) Hospitality Management and one (1) Tourism Management – were selected to receive the Canada/CARICOM Scholarship Exchange award to attend Lambton College in Sarnia, Ontario for the academic year September 2012 to May 2013.
- Three students were awarded partial scholarships to attend Monroe College of New York for the September 2011 – April 2012 academic year.
- TTHTI entered into an agreement with the Australian Institute of Business (AIB) to introduce its first trans-national programme in June 2011 – the Bachelor of Business Administration in Hospitality and Tourism Management (BBA HTM). The programme is fully accredited and is being offered to graduates of TTHTI’s associate degree programmes. These students can graduate with the BBA HTM in 13 months due to the blended learning approach utilized. The first cohort began with an enrolment of 10 students. The second cohort began in November 2011 with 20 students, running concurrently with the first cohort and the third cohort began in March 2012 with 16 students. It was decided that March, June and November would remain as the starting times for future cohorts.
- In keeping with technological trends, TTHTI implemented an online registration system in this period. The system allows students to log onto a portal, view the timetable for the upcoming semester and choose their classes.
- Also in keeping with technological trends, a web-based customer service feedback mechanism for students was developed. The system eliminates the need to manually distribute and collect customer feedback questionnaires. The new system enables the students to log onto the portal, complete the survey online and the system collates the responses and generates a report.
- The upgrade of the old production kitchen was implemented, inclusive of electrical, tiling, painting, plumbing, gas piping work. The exhaust system and the upgrade of the demonstration lab to a state-of-the-art baking lab were also completed.
- On November 23rd, 2011, Angostura Limited cemented its partnership with TTHTI by donating key tools and resources necessary to facilitate a first-class educational experience. Angostura presented 100 bar kits, chef jackets and Angostura aromatic bitters to TTHTI for use by the students in training to become chefs and bartenders. Angostura has committed to provide this level of support on an annual basis.

- With the assistance of PSIP funding, TTHTI purchased a 25-seater shuttle bus as a safe and reliable means of transport for students. The shuttle service began in February 2012 with trips between Chaguaramas and Port of Spain and operates up to 8:00 p.m., to transport part-time students who attend classes. The service was well received by the student body.
- The TTHTI Student Guild joined with the guilds and student councils of UTT, COSTAATT, USC, CCLCS and UWI to form a national student union. This body was formed to achieve united representation of the student perspective on tertiary education as well as national, regional and international affairs. The official launch was held on January 20th 2012 at UWI, St. Augustine campus.
- Two teams of two TTHTI students each entered the Young Culinaris Competition as part of the Taste T&T International Culinary Festival in October 2011. They competed against teams from other institutions in the Caribbean, as well as the Tobago Hospitality and Tourism Institute (THTI). The team consisting of students Donnelle Melville and Andre Church made it to the finals and eventually won the overall competition. They received individual plaques, a trophy to be kept for display at the Institute and \$6,000.00
- The institute successfully retained its ISO 9001:2008 Certification following an audit conducted by the Trinidad and Tobago Bureau of Standards (TTBS) in October 2011. TTHTI is the first educational institution in the region to be ISO certified.
- In academic year 2011/2012, a total of 700 students have enrolled in the various programmes, exceeding the targeted enrolment of 690. This enrolment includes 138 new students registered for the part-time programmes which commenced in February 2012.
- Meetings with the Trinidad and Tobago Bureau of Standards (TTBS) regarding hotel and guest house standards concluded on June 29th 2012. The standards document is partially completed for these properties. Tobago's input and final editing, in addition to public viewing, are required before the document is completed.
- The Tourism Department along with students from the Tourism programme launched its Waste Management Programme initiative on May 16th 2012. The initiative is intended as part of TTHTI's commitment to reducing its carbon footprint. At the launch, the students introduced waste management programmes that would lessen the institute's environmental impacts. The programme, in the initial phase, includes installing waste receptacles throughout the institute for paper, plastic, and glass to be collected for recycling.
- The institute commenced preparation of an Institutional Self Study Report for Institutional Accreditation.

- A curriculum consultant was contracted by TTHTI in March 2012 to conduct a comprehensive curriculum review which was to be completed in November 2012. This review includes soliciting feedback from faculty, management, students and industry partners in an effort to determine the amendments or enhancements required to properly prepare TTHTI students for the hospitality and tourism industry. The proposed revised curriculum will be submitted to the ACTT for approval and once secured the new curriculum will be rolled out.
- TTHTI is utilising facilities on BPTT's compound in Mayaro for some short course offerings. TTHTI is currently pursuing additional physical facilities through satellite centres. Management recognizes that a great number of potential students are lost because of the location of the current campus in Chaguaramas.

### The University of Trinidad and Tobago (UTT)

The University of Trinidad and Tobago was incorporated as a non-profit company under the Companies Act Chapter 81:01. The motto of UTT is “Education with a Global Vision.” Its academic programmes cover a wide range of disciplines for which degrees, diplomas and certificates are awarded.

#### Achievements

**TABLE 8: STUDENT ENROLMENT**

##### ENROLMENT

Programme Level	Full-Time	Part-Time	Grand Total
Bachelor	2770	1390	4160
Certificate	157	153	310
Diploma	1292	1227	2519
Doctor of Philosophy	4	4	8
Master	134	94	228
<b>Grand Total</b>	<b>4357</b>	<b>2868</b>	<b>7225</b>

**TABLE 9: GRADUATION**

##### GRADUATES

Level	N/A	Cum Laude	Magna Cum Laude	N/A	Pass	Summa Cum Laude	Grand Total
Bachelor		291	291	3	182	4	771
Certificate	189						189
Diploma	542						542
Doctor of Philosophy	5						5
Master of Arts	13						13
Master of Philosophy	1						1
Master of Science	53						53
Master	8						8
<b>Grand Total</b>	<b>811</b>	<b>291</b>	<b>291</b>	<b>3</b>	<b>182</b>	<b>4</b>	<b>1582</b>

**TABLE 10: NEW PROGRAMMES**

	Programme	Start Date
1	Certificate in Applied Engineering	Sept 2011
2	Certificate in Early Childhood Care Education	May 2012
3	Diploma in Food Technology	Sept 2012
4	Diploma in Agricultural Engineering	Sept 2012
5	Diploma in Software Engineering	Sept 2012
6	Diploma in Computer, Network and Telecommunication Engineering	Sept 2012
7	Professional Certificate in ICT for Teachers	Sept 2012
8	Bachelor of Applied Science in Computer Engineering	Sept 2012
9	Master of Arts in Carnival Studies	Sept 2011

#### MAJOR ACTIVITIES ACCOMPLISHED

- **Launch of the Energy Institute of Trinidad and Tobago:**

The Energy Institute of Trinidad and Tobago (EITT), a collaboration between UTT and the National Energy Skills Corporation (NESC), was launched at the rebranded UTT Point Lisas in May, 2012. The Energy Campus is the place for research and commercialisation of research in energy studies.

- **UTT hosted the Entrepreneurial Conference:** The role of universities in entrepreneurship for socio-economic development was highlighted. The conference featured Prof. Henry Etzkowitz, author of Triple Helix in September 2012.
- **UTT’s Professional Education Unit (PEU)** brought faculty, leading experts and professionals together to develop and deliver 58 short courses and professional programmes to industry personnel in 2011-2012. Forty of these programmes were tailored to the private sector and energy companies including BpTT, BG, Petrotrin, NGC and others earning revenue for UTT of \$4,750,000.00.
- UTT held its first job fair which brought together representatives of industry, members of faculty, and students to discuss jobs and the education and training required to pursue them. Approximately 5,000 students, 300 faculty and staff, and 170 employers participated. The job fairs were held in both the O’Meara and San Fernando campuses.
- UTT’s Learning Centre designed and built eight multi-media/smart classrooms at various campuses at a cost of TT\$350,000. Additionally, the university has fully implemented interactive video conferencing facilities for blended delivery modes across all UTT’s teaching campuses.
- **Launch of Student Social Responsibility and Volunteerism Centre** in April 2012.

- Specialised Accreditation for Maritime Programmes: UTT received accreditation from the Institute of Marine Engineering, Science & Technology (IMarEST) in the United Kingdom for the following programmes:

- MSc in Operational Maritime Management
- BSc in Nautical Science
- Diploma in Maritime Operations – Engineering
- Diploma in Maritime Operations – Navigation Options.

- Specialised Accreditation for Process Engineering Programmes: UTT was awarded accreditation for the following programmes after an Accreditation Panel from Energy Institute, UK, visited the UTT Pt. Lisas Campus - the Energy Campus:

- B.A.Sc. in Petroleum Engineering
- M.Eng. in Petroleum Engineering
- M.Sc. in Reservoir Engineering
- M.Sc. in Petroleum Engineering.

- The UTT Academy for the Performing Arts hosted several community based workshops throughout the country and delivered 30 public performances highlighting the artistic expression of students and faculty as well as several national and international performers.
- The Academy of Arts, Letters, Culture and Public Affairs hosted 30 seminars and presentations in the area of history, culture and public affairs.
- In the field of process engineering, UTT hosted its first design showcase to highlight projects and research in chemical and process engineering.
- In the area of biosciences, agriculture and food technologies, UTT installed a fully functional high-tech laboratory for animal science and developed several shovel-ready projects to be implemented in the business incubator proposed for this area.
- UTT refurbished and rebranded the John S. Donaldson Campus as ‘The Creativity Campus’.

## RESEARCH & DEVELOPMENT

- UTT was awarded its second patent during this period. The patent registered under the Intellectual Property Office Trinidad and Tobago was awarded jointly to the University of Trinidad and Tobago, Mr. Daryl Hosein (postgraduate student); Dr Umesh Persad and Professor Krishna Athre (UTT faculty) for the industrial design of a physical therapy medical device. The design was created as part UTT master’s degree in IEM (Industrial Innovation, Entrepreneurship and Management).
- UTT has undertaken a research project to be funded by the European Development Fund Project related to in the Caribbean Fine Cocoa Industry. This work focuses on leveraging strategic partnerships to revitalize the structure of the cocoa industry across the Caribbean. Partnering organisations are the University of Trinidad and Tobago; the Cocoa Industry Board (Jamaica); the Ministry of Agriculture, Land and Marine Resources (Trinidad and Tobago) and the Cocoa and Coffee Industry Board of Trinidad and Tobago.
- UTT is involved in on-going research and development work on the BPTT funded buffalypso project. The main goals of the research project includes:
  - Preservation of the original gene pool of the buffalypso breed type.
  - Development of a national herd as a basis for enhanced productivity to improve food security.
  - Dissemination of technology to buffalypso farmers on nutrition, reproduction and health management including the marketing of the buffalypso and its value added products.
- Research is also on-going at the Waterloo Research Centre in areas related to vermiculture technology, extraction of essential oils, germplasm management of sugar cane, citrus, rice, root crops, bio-energy studies and studies involving herbal plants. No cost incurred during the period.

## NEW PROJECTS

### PSIP Projects Completed

- Chaguanas Professional Education Unit

- Completion of outfitting of furniture at Chaguanas Campus. \$1,166,284.00

- Chaguaramas

- Completion of Pre-engineered building in Phase 3 - \$2,954,625.00
- Outfitting of Marine Sciences and ACCORD Laboratories - \$4,164,728.00
- Completion of dormitories in Phase 3 - \$642,252.00

- Corinth Campus

- Upgrade of walkway and around Block F & J - \$733,154.00
- Upgrade of auditorium - \$859,691.00
- Upgrade of kitchen & dining areas (Phase 2) - \$1,493,681.00
- Upgrade of Block E including new A/C Units - \$739,164.00
- Outfitting of Chemistry & Physics laboratory - Block J - \$1,869,863.00

- Corporate Capital Expenditure

- Installation of security hardware, computer systems and other software and IT equipment - \$13,696,093.00

- ECIAF

- Upgrade of fencing along main road - \$550,620.00
- New buffalypso facilities - \$637,100.00
- Irrigation of pasture (New piping and drainage systems) - \$465,031.00
- Construction of four greenhouses - \$753,250.00
- Upgrade of livestock pens - \$2,406,643.00
- Equipping of food technology laboratory - \$1,726,691.00

- John S. Donaldson Technical Institute

- Rebranding of campus - \$ 779,155.00
- Removal of Northern perimeter wall and driveway - \$ 2,510,330

- Library

- Purchase of books and electronic media to meet student needs - \$317,403.00

- O'Meara Campus

- Design and manufacturing laboratory - \$ 1,077,305.00

- Pt. Lisas Campus

- Construction of a covered walkway at the new academic building - \$ 2,618,235.00
- Furniture for the academic and administrative buildings - \$ 2,345,783.00

- Valsayn Campus

- Fire alarm system Blocks K and J - \$486,392.00
- Cafeteria building - \$2,282,873.00
- Laboratory upgrade Block A - \$2,357,822.00
- Renovation and refurbishment of Blocks C&E - \$ 2,770,332

- Chaguanas Professional Education Unit

- Completion of outfitting of furniture at Chaguanas Campus - \$1,166,284.00

### The University of the West Indies (UWI)

Established in 1948, UWI is a dynamic, accredited, international institution with three main campuses in Barbados, Jamaica and Trinidad and Tobago and an Open Campus. UWI offers accredited undergraduate and postgraduate degrees as well as certificate and diploma programmes designed to meet the changing needs of the local, regional and global arena. UWI also offers real world training through successful internship and mentorship programmes.

### Achievements

#### TEACHING AND LEARNING

##### Growth in Student enrolment

The campus enrolment grew from 17,721 in 2010/11 to 19,049 in 2011/12.

##### Academic Programme Strengthening

The proposal for the creation of a Faculty of Food Production and Agriculture and a Faculty of Science and Technology was approved for greater focus and urgent attention to repositioning food and agriculture and a science and technology capacity to drive national and regional innovation systems.

New departments have also been created for Modern Languages and Linguistics as well as literary, cultural and communication studies in the Faculty of Humanities and Education and a Department of Geography in the Faculty of Science and Technology.

##### Teaching

The Instructional Development Unit continued to offer the UWI Postgraduate Certificate in Tertiary Level Teaching and Learning (CUTL) for which 30 persons completed the programme in May 2012.

The Instructional Development Unit continued to provide programmes/workshops to strengthen the teaching quality of academic staff. In particular, workshops were delivered to enhance the Blended Learning Programme which seeks to train course developers to improve student learning through the appropriate combination of face-to-face approaches with web-based and other information and communication technologies (ICTs).

##### Quality Enhancements

- Programme accreditation was received in several departments in Engineering – civil and environmental, chemical, electrical and computer, mechanical and manufacturing, geomatics and land management and has been deemed compliant with the UK-SPEC (UK Standard for Professional Engineering Competence). The MSc construction management programmes stand out, as it has received international accreditation, having parity with all other higher education institutions under the Bologna Accord.
- Re-accreditation of programmes in the Faculty of Medical Sciences by the Caribbean Accreditation Authority for Education in Medicine and other Health Professions (CAAM-HP).

##### Student Support programmes

- The availability of non-financial support programmes continued through the student to student assistance scheme, mentorship and community outreach and academic advising.
- The extension of the shuttle service, the PTSC Bus Service from San Fernando to the campus and return trips.

##### Financial Assistance

Financial assistance was provided to students through the Hardship Loans, Hardship Grants and Emergency loans in the sum of \$31,500.00.

##### Security

Efforts to maintain the safety and security of UWI staff and students continued through collaboration with the state police in terms of joint patrols which have yielded successful results in the detection and prevention of crimes; partnerships with community groups and staff training in specialized areas for improved security operations.

##### Market responsiveness

In total, 118 taught master's programmes and 120 research programmes were offered by five faculties.

##### Building Quality

A total of 38 UWI postgraduate scholarships were offered in the academic year 2011/12 and a total of 84 student research grant applications were approved by the Campus Research and Publication Fund in the amount of TT\$1.2m.

## RESEARCH

### Building Capacity

The UWI-Trinidad and Tobago Research and Development Impact (RDI) Fund was launched in March 2012 to provide resources for multi-disciplinary projects that address critical issues facing our society through research-directed action. This major initiative is the first of its kind in the UWI system and is geared towards strengthening linkages between UWI research (and scholarly outputs), knowledge transfer and impact on national and regional development.

The RDI Fund focuses on six thematic areas namely: climate change and environmental issues; crime, violence and citizen security; economic diversification and sector competitiveness; finance and entrepreneurship; public health and technology. A total of eleven research projects received approval for funding in the sum of \$7.8m.

The UWI and the Ministry of Tertiary Education and Skills Training (MTEST) will construct the Centre for Workforce Research and Development (CWRD) where it will support labour market analysis; human resource programme planning; occupational information systems development and general research on employment and training policies and systems.

### Strengthening Systems and Training in Research

- UWI, in collaboration with the World Intellectual Property Organisation (WIPO), held a regional seminar on management of intellectual property and innovation clusters. The seminar was held in October 2011; over 60 representatives of higher education institutions from the region attended. The aim of the seminar was to provide guidance to universities in the region on the establishment of technology transfer offices and to increase awareness of the importance of intellectual property management in innovation and research and development strategies.
- UWI, in collaboration with the World Intellectual Property Organisation (WIPO), held a patent drafting workshop in April 2012 at the St. Augustine Campus. This workshop was followed by a 2-month online practice course. Staff of both the UWI St Augustine Campus and UTT benefitted from the training.
- Enabling Competitive Business (ECB) strategy support – a proposal designed by the Office of Research Development and Knowledge Transfer (ORDKT) to establish an incubator for students and researchers that will support the Enabling Competitive Business Strategy of the Ministry of Trade and Industry and the Ministry of Labour, Small & Micro Enterprise Development for one (1) year in the first instance.
- Research Ethics Workshop - A successful application was made to host a Fulbright scholar at UWI to discuss adding research ethics as part of curricula with senior researchers, as well as to meet with the ethics committee to further refine/strengthen the UWI's policy on research ethics.
- Research Information Management System - A comprehensive information system has been designed that will provide detailed information about the research that has been undertaken and that is currently being undertaken by UWI staff. It will facilitate access by parties from within UWI, as well as externally and will act as a portal for external parties seeking to establish partnerships with UWI. ▶

- EDULINK Workshop (Capacity Building for the Financial Sustainability of ACP Higher Education Institutions) - Workshop on Project and Financial Management and Information Session for EDULINK.

### Strategic Planning

The University of the West Indies received approval for its Strategic Plan 2012-2017 in April 2012. Further to this, the St. Augustine Campus held a campus management retreat in July 2012 to discuss the formulation of its campus operational plan for the two year period 2012-2014. A draft campus operational plan has since been completed and this will guide the implementation of a series of projects and programmes for the period 2012-2014.

### Institutional Quality

A programme manager for institutional effectiveness was recently recruited to lead the effort in strengthening service quality in the non-academic operations of the university.

## STRENGTHENING REGIONALITY AND NATIONAL ENGAGEMENT

### Enhanced Responsiveness and Impact on National and Regional Development

The campus reviewed the potential use of lands at the Orange Grove Estate and the physical transfer of the University Field Station from Mt Hope.

A Memorandum of Understanding was signed in November 2011 between the University of the West Indies, St. Augustine Campus and the Institute of Marine Affairs. Through this mutual agreement, the two institutions would bring together their resources to collaborate on technical projects (in areas of fisheries, aquaculture, marine sciences, and coastal zone management) that would benefit Trinidad and Tobago and the Caribbean.

The Campus Principal hosted a business forum in January 2012 to engage leaders of business and industry and obtain feedback on the performance and overall outputs of the campus and also use this information to support the strategic planning exercise.

## INTERNATIONALISATION

### International Outreach

The India Mission - January 2012 – This effort led to the following developments:-

- UWI Discovers - India 2012.
- Memorandum of Understanding for a Chair in Ayurveda (sponsored by the Indian Government).
- Joint Conference in Medicine with All India Institute of Medical Sciences (AIIMS) early 2013.
- Recruiting for senior positions in law, medicine, agriculture and engineering from India.
- Possibilities for Programme and Course Development - a diaspora studies programme through collaboration with Indian higher education institutions, HEIs; prison studies - courses and skills for rehabilitation and reintegration of offender.
- Library collection development - Gratis book exchanges in areas where the curriculum could benefit in titles published by participating institutions/universities (with the Indian Institute of Advanced Studies).
- Link National Design Institute with UWI's new M.A. programme in Design: Entrepreneurship & Innovation (curriculum, mobility, specializations).

### International Sponsorship

The University of the West Indies (UWI), St. Augustine campus was successful in its proposal for the Caribbean-Pacific Island Mobility Scheme (CARPIMS) under the Intra-ACP Mobility Scheme of the European Commission. In January 2012, the CARPIMS made its first ever call for scholarship applications. Sixty scholarships were awarded to UWI, St. Augustine this year: - 16 administrative staff, two academic staff, nine PhD students, 33 full master's students.

In July 2012, the UWI was again successful in its proposal to the Intra-ACP and was awarded funding in the amount of €2 million to manage the CARPIMS.

Erasmus Mundus Programme, Action 2 - Students and staff of the University of the West Indies were awarded 14 scholarships in total by the Mundus ACP II Project in May 2012 nine master's students, two administrative staff members, two doctoral students and one academic staff member (for research).

## FUNDING THE ENTERPRISE

On-going efforts led to diversify the income base through the revision of tuition fees applied to self-financing programmes. Efficiencies in cost were sought through procurement practices which have recently been supported with the approval of a procurement policy. Efforts toward increasing income generation have also been advanced with the restructuring of the office responsible for commercialization.

### External Grant Funding

Proposals submitted to access external grant funding through the Office of Research, Development and Knowledge Transfer.

#### Successful Proposals submitted for ACP Funding:

- Global-Local Caribbean Climate Change Adaptation and Mitigation Scenarios. (GoLo CarSce) (EUR 613,783.70)
- Developing sustainable disease management strategies to improve vegetable production towards self-sufficiency and food security in the Caribbean region. (EUR 614,742.00)
- CASCADE: Climate Change Adaptation Strategies for Water Resources and Human Livelihoods in the Coastal Zones of Small Island Developing States. (EUR 597,753.68)

#### Successful Proposals submitted for EU Funding:

- Improving the profitability and sustainability of cocoa industries in the Caribbean: quality optimisation to support origin-specific cocoa and market segmentation. (EUR 760,548.00)
- Proposal to conduct workforce research and development in Trinidad & Tobago, Year 2 Funding requirements. (TT\$3,880,000.00).



## CAPITAL PROJECTS

**Teaching and Learning Complex.** Multi-storey building to include four lecture theatres seating from 200 – 400 students; two lecture rooms seating 90 students each; eight tutorial/seminar/teaching rooms seating 20 – 25 students each; offices for the IDU and specialized biology and chemistry science labs. Significant progress made towards completion of building works. This project was scheduled for completion in late 2012 and will be ready for occupation for Semester II of 2012/2013. Cost TT 107.3m

### UWI St. Augustine South Campus, Penal, Debe.

This project represents a major expansion of the St. Augustine campus to the southern area of Trinidad. This first phase will include accommodation for the Faculty of Law, a Campus Library, a general academic/administration building, student union building and halls of residence. A firm of project managers was hired in February 2011 to prepare conceptual designs and tender documents for inviting design-build proposals. Evaluation of tenders was completed and contract awarded for design-build contract. The contract was signed on August 2nd, 2012 with a contract start date of mid-August and 18 months to complete. Completion of the construction works is scheduled for early 2014. Cost TT 509.3m

### Health Economics Unit (HEU) Building – 1st and 2nd Floor Finishes

This project is for the completion of the first and second floors of the HEU Building. These floors will accommodate teaching spaces and related offices on the first floor and offices for the Faculty of Medical Sciences (FMS) including Masters in Public Health (MPH); Masters in Health Management (MHM) and other on the second floor. The contract was awarded for the first and second Floors outfitting. Works commenced on site in June 2012. Cost TT 36.2m

### Senior Common Room Upgrade and Expansion.

This first phase involves the construction of a two storey building with 12 hotel rooms. Phase 1 - Guest Rooms - Construction works have progressed to near completion. Rooms were ready for use late 2012. Work of Phase 2 - Conference centre upgrade will begin in early 2013, subject to the availability of funds. Cost TT 21.0m

### Canada Hall Expansion and Renovation.

The project includes the upgrading of the existing North and South blocks and the construction of a new post graduate block to accommodate 70+ students in hotel type rooms. Common facilities such as kitchens, study rooms, dining area and computer rooms, will be included in the new post graduate building which is to be located to the west of the existing south block.

Significant progress made towards completion of South block renovation. This project (South block renovation) was completed in late 2012 and the facility was ready for occupation in January 2013. Subject to the availability of funding, the renovation works to the North block will commence in early 2013. Cost TT 39.0m

### UWI Teaching and Student facilities

**The UWI Teaching and Student facilities** – This facility was opened to support students working at the San Fernando General Hospital. It was launched on May 9th 2012. The facility is the renovated Bachelor's Medical Quarters (BMQ) and contains 32 rooms as well as common study areas, kitchen and laundry facilities.

### Student Recreational/Study Facility – FMS

This project is intended to service the needs of the students at the Faculty of Medical Sciences. The building will include a mini-mart, recreational area, gymnasium, computer laboratory, meeting/study rooms and associated services. A design-build contract for the construction works was awarded in early 2012. Construction commenced in March 2012 and is projected to be completed in April 2013. Cost TT 11m

### Centre for Work Force Research and Development

This is a two storey building which includes staff offices and a conference room. It will be occupied by the Work Force Research and Development Unit which is to be funded initially by the EDF. A design-build contract was awarded for this project in mid-2012 and works commenced on site in July 2012. Construction is projected for completion by early 2013. Cost TT 1.5m

### Enclosure of Ground Floor

Humanities and Education Main Office Building: Enclosure of existing undercroft area to create much needed additional lecturers' offices, administrative spaces and meeting rooms. A contract for construction works was awarded in early 2012; construction commenced in April 2012 and is scheduled to be completed by January 2013. The construction works are estimated to cost \$4.5 million. The total project, including fees and furniture fixtures and equipment, will cost approximately TT \$6.0m

### Internal Re-organisation of Main Library

Ground Floor offices: The project includes the relocation of the executive offices into currently unutilized space and the reconfiguration of the existing spaces to increase the number of administrative offices available. A contract for construction works was awarded in early 2012 and construction commenced in March 2012 and was completed in August 2012. Cost TT 1.8m

### New Open Campus (formally SCS) Building – Tobago

This is a three storey building intended to accommodate science laboratories, classrooms and a new library. It is constructed on the Signal Hill Open Campus site and will facilitate the expansion of enrolment in the Open Campus programmes in Tobago.

The original contractor who commenced construction in December 2007 could not complete the project and a new contractor was engaged in early 2011. The project was completed in November 2012. Cost TT 5.2m

### 11.3 TECHNICAL VOCATIONAL EDUCATION AND TRAINING

#### Board of Industrial Training of Trinidad and Tobago (BIT)

The Board of Industrial Training of Trinidad and Tobago (BIT) established under the Industrial Training Act, Chapter 39:54 is responsible for overseeing apprenticeship training by registered organisations/ persons engaged in trade or craft identified in the Act. At present, BIT has no Board of Directors.

#### Metal Industries Company (MIC) Limited

The MIC aims to be the key institutional driver in developing national technological capability for increasing quality, range and throughput of manufactured products and technical services for industry in Trinidad and Tobago and internationally. MIC also functions as a training factory which provides a cadre of highly trained manufacturing engineers and technicians, welding professionals, non-destructive testing personnel and certified welding inspectors.

**TABLE 11: Enrolment and Graduates in MIC Programmes**

PROGRAMME	LEVEL	ENROLMENT	GRADUATES
Engineer in Training	Level 5	7	7
Teacher Training Diploma	Level 4	67	15
Master Craftsman Diploma	Level 4	-	17
Advanced Master Craftsman Diploma		-	4
Journeyman Certificate	Level 3	200	151
Industrial Craft Certificate	Level 2	180	134
SENSE Welding Certificate	Level 2	32	30
HYPE Certificate (Construction)	Level 1	682	604
MuST Construction	Level 2	2153	1083
MuST Hospitality	Level 1		1070
Advanced Certificates		520	594
Workforce Assessment Centre	Level 2	843	843
<b>TOTAL</b>		<b>4684</b>	<b>4552</b>

#### Achievements

##### Research and Development Initiatives

##### Manufacturing (Commercial)

- Researched, designed and built a computer numerical control (CNC) plasma cutter for industrial use.
- Researched, designed and developed a new pan stand.



#### Plastics Industry

- Conducted research in melamine with the intent of establishing a small commercial plant for Trinidad and Tobago.

#### Agricultural Mechanization

- Researched, designed and developed an Urban (Vertical) Farming Unit.
- Research commercial aqua phonics system for homes.

#### Environment/ Alternative Energy

In keeping with government's trust, the MIC undertook some projects that underscored the green theme, these include:

- Researched the greening and modernization of carnival.
- Designed and currently developing a wind powered atmospheric water generator.

#### Capital Works

Significant improvement and renovation works have materialised in MIC centres where the programmes are delivered, along with the acquisition of technological equipment, machinery, furniture and computers to ensure the program functions optimally.

#### MIC Training Subsidy

- Training of 37 Journeyman (industrial attachment), six technicians, nine precision machinists, five engineers training.
- Research and development is on-going in 20 engineering projects, these include: urban farming; national instrument case; computer numerical control plasma cutter; an electrical cable tester; greening and modernization of carnival costumes; melamine research and development (new plastic products); wind turbine atmospheric water generator; a tyre shredder; solar photovoltaic system.

#### The National Energy Skills Training Center (NESC)

NESC was established in 1997 with the objective of ensuring the continuous availability of a skilled human resource base to support an aggressive industrial development thrust. The NESC is a partnership between the government of Trinidad and Tobago and the major industries of the energy sector. Though the focus is mainly on the training needs of the energy sector, NESC training seeks to cover all sectors.

#### Achievements

#### ORIENTATION

Approximately 1,100 trainees were enrolled at NESC's centres throughout Trinidad and Tobago.

#### GRADUATION

NESC held a graduation ceremony one year after the launch of the Workforce Assessment Centre (WAC) at NESC's Point Lisas Campus on May 5, 2011. One thousand and sixty four candidates were successfully assessed and certified by the NESC at the graduation ceremony held on May 7, 2012.

The graduates were assessed in the following skill areas:

- Automotive Services
- Data Operations
- Electrical Installations
- Pipe Fitting
- Welding.

The first cohort of 57 Nigerian nationals graduated on July 25, 2012.

NESC held its graduation ceremonies in Trinidad and in Tobago on November 21, 2012 and January 18, 2013 respectively. Approximately 818 persons representing NESC's eight centres across the country graduated during these two ceremonies.

## TRAINING OF NIGERIAN NATIONALS

In December 2011, the NESC welcomed Nigerian nationals under a landmark agreement signed with QESS Consulting Services (QESS) of Nigeria. Outlined below is a list of the various cohorts who commenced training at the NESC.

### December 2011 - Cohort 1

- Eighty-five 85 trainees (automotive services technician, crane operations, heavy equipment operations and maintenance, shielded metal arc welding and industrial mechanical maintenance).

### July 2012 - Cohort 2

- Forty-three trainees (Shielded Metal Arc Welding only).

### July 2012 - Cohort 3

- Seventy trainees (Accelerated Floorman Development, Measurement while Drilling).

## TRAINING OPPORTUNITIES

- Expansion of Ste Madeleine Campus
- Establishment of NESC's Drilling School
- Palo Seco
- Woodford Lodge.

## STRATEGIC PARTNERSHIPS

- Southern Alberta Institute of Technology (SAIT) - Canada
- University of Texas - Austin
- Lincoln Electric
- Caterpillar
- JCB
- Automotive Dealers Association of Trinidad and Tobago (ADATT)
- Public Transportation Service Corporation (PTSC).

## INTERNATIONAL VISITS

January 2012 --Visit of Mr. Blesson Oborokumo, representative of the Office of the Special Advisor to the President of Nigeria, Honourable Kingsley Kemebradigha Kuku.

January 2012 - Visit of Honourable Kingsley Kemebradigha Kuku, Special Advisor to the President of Nigeria.

February 2012 - Visit of the Honourable Zainab Ibrahim Kuchi, Minister of State of Niger Delta, Nigeria.

February 2012 - Visit by an Angolan delegation with regards to potential training agreements.

May 2012 - Visit of the Sekondi-Takoradi Regional Chamber of Commerce and Industry, Ghana. A Statement of Intent was signed with the National Energy Skills Center in an aid to explore training opportunities suitable to the needs of Ghanaians.

May 2012 - Visit of the Tanzania Petroleum Development Corporation to train nationals of Tanzania.

August 2012 - Visit of His Excellency Goodluck Jonathan GCFR, President of the Federal Republic of Nigeria.

## MEMORANDUM OF UNDERSTANDING

NESC signed the under-mentioned Memoranda of Understanding with various Institutions:

- Chrome Consortium Energy of Nigeria and NESC for the establishment of an NESC model in Nigeria.
- Institution of Engineering and Technology (IET) of the United Kingdom and NESC for the professional registration of NESC's programmes.
- Automotive Dealers Association of Trinidad and Tobago and NESC for the NESC Automotive Technology Institute.
- Tracmac Engineering and NESC for the NESC Tracmac CAT Training Centre.
- University of Trinidad and Tobago and NESC for the establishment of the Energy Institute of Trinidad and Tobago.
- Petroleum Company of Trinidad and Tobago (PETROTRIN) and NESC for the provision by loan of salvage equipment for NESC's Drilling School.
- Petro-Drill Corporation and the NESC for training of Nigerian nationals.
- Logistics Africa Limited and NESC for the training of Nigerian nationals.
- PTSC NESC Trade School "Heavy Equipment Technical Programme".
- Rollers Inc' Nigerian Limited and NESC for the training of Nigerian nationals.
- Underwater Works Inc. Limited and NESC for training in under water welding.

## Achievements

- NESC celebrated its 15th Anniversary on July 15, 2012.
- Turning of the sod for the construction of NESC halls of residence.
- Assessment and certification of 1,064 persons under the Workforce Assessment Centre.
- Development of a performance management system.
- Development of proper procurement and inventory management systems.
- Deployment of student affairs officers per campus for trainee recruitment/placement opportunities.
- Initiation of an organizational change champion initiative.
- Architectural consultancy.
- Project management consultancy.
- Participation in UTT's workshop at the Energy Conference 2013.
- Reassignment of Military-Led Youth Programme of Apprenticeship and Reorientation Training (MYPART) to NESC.
- Reassignment of Workforce Assessment field office to NESC.

## National Training agency (NTA)

The National Training Agency (NTA) is an umbrella agency for effecting reform in technical and vocational education and training (TVET) in Trinidad and Tobago. The organisation's roles are to co-ordinate and regulate technical and vocational education and training and to promote and facilitate a coherent system of quality TVET. NTA's mission is to facilitate and to promote the development of a competent workforce through lifelong learning, labour market research, national occupational standards and quality assurance of the TVET system.

The National Training agency (NTA) has continued its many initiatives through its operational and supporting departments as a collaborative effort in achieving its vision: "To create a workforce that is certified, competent, innovative, enterprising and entrepreneurial, contributing to the continual development of Trinidad and Tobago in achieving over 80% of its target.

One strength that is evident at the NTA is the unwavering commitment of its employees to achieve the organisation's objectives and ultimately its vision. This commitment has been manifested through the following activities and projects that the company undertook during the 2011/2012 period. The operational and supporting departments have been involved in many projects that required the formation of cross-functional teams who have worked cohesively in the successful execution of projects inclusive of National Skills Expo 2012 and World Skills TT.

## Achievements

Initiatives in elevating Technical Vocational Education and Training (TVET) and promoting the National Training agency (NTA)

- Launch of CARICOM Education for Employment (CEFE) Programme.
- Updated NTA's website to reflect the Skills Expo 2012 and the World Skills TT competition.
- Purchased two Career Coaches and sourced 44 books and 17 DVDs for the buses in the areas of:
  - o Career Mapping and Development
  - o Resume Writing
  - o Career Advice
  - o Career Growth
  - o Employability Skills Books
  - o Life Skills
  - o TVET
  - o Vocational Education Books
  - o Occupational Information and Exploration
  - o Life Skills and Character Education
- Promoted career guidance in secondary schools across Trinidad and Tobago.

## Business Development and Communications

### Launch of Workforce Assessment Centre (WAC)

To date, approximately 472 applications have been processed, with 257 individuals currently enlisted for orientation sessions at the various WACs. The Prior Learning Assessment and Recognition (PLAR) WAC unit has also been facilitating certification requests from corporate/employer organisations such as DAMUS Ltd, WASA, VMCOTT, Arcelor Mittal, the URP Women's Programme and Southern Sales and Services Limited. Collectively, these organisations represent approximately 1,330 potential candidates. The first WAC Graduation was held on May 7 2012 at the NESC Compound in Couva. One thousand, six hundred and three persons graduated from various WACs across the country.

### Achievements

- Launch of the Labour Market Report - May 1, 2012.
- Establishment of VMCOTT as a Workforce Assessment Centre - May 5, 2012.
- Sod turning of Ministry of Tertiary Education and Skills Training Complex - May 18, 2012.
- Launch of World Skills TT- July 23, 2012.
- Hosted career guidance sessions with the institutions under the purview of the Ministry of Tertiary Education and Skills Training during the period August 15 to 25, 2012 at the following malls:
  - Valpark
  - Gulf City
  - Trincity Mall
  - Movie Towne POS
  - Mid Centre Mall.
- Hosted the TVET Regional Strategy Forum on September 5, 2012 at the Crown Plaza Hotel.
- Commenced Skills Expo Marketing Campaign on the September 7, 2012.
- Hosted the TVET Regional Occupational Strategy Forum on September 10-13, 2012 at the Crown Plaza Hotel.
- Hosted Career Fair and Skills Expo 2012 at the under mentioned locations:
  - Centre of Excellence- September 18th – 19, 2012
  - Gulf City Mall , San Fernando - September 21, 2012
  - Gulf City Mall, Lowlands, Tobago -September 27 2012.
- Hosted the PLAR Regional Strategy Forum on September 27-29, 2012 at the Crown Plaza Hotel.

## World Skills TT

The achievement of Trinidad and Tobago as the 61st associate member of World Skills International. The launch of WorldSkills TT, inviting investors and raising awareness in preparation for Trinidad and Tobago's first national skills competition.

## Research and Development

Seventeen labour market surveys were targeted for the fiscal year 2011/2012 of which 11 were completed.

### Labour Market Surveys Completed

- o Food and Beverage Sector (focus group)
- o Printing and Packing Sector (focus group)
- o Fish and Fish Processing Sector
- o Aviation
- o Manufacturing (focus group)
- o Yachting
- o Tobago (ICT, Education, Health, Light Manufacturing, Tourism).

### Career Mapping and Development

- o Manufacturing (Steel)
- o Tourism and Hospitality (Culinary Arts)
- o Yachting (Repair Maintenance)
- o Aviation (draft completed).

## Training

Statistical Package for Social Sciences (SPSS) training was completed in June 2012 with a view to improving the quality of reporting quantitative information.

### Training Provider TVET Control Centre

The TVET Control Centre is fully operational and is used to support: -

- o Workforce Assessment Centres through the use of self-assessment instruments for prior learning and assessment.
- o Training Providers Data Capture information - Data is continuously being uploaded on training providers both registered and non-registered to the TVET Control Centre from the R&D Training Providers' Registry. Assistance is being provided to the ICT Department.

### Research Project Collaborations

- NTA and the Ministry of Labour and Small and Micro Enterprise Development - Baseline Survey Committee.
- NTA and Ministry of Labour and Small and Micro Enterprise Development – National Labour Market Council.

Number of research commercialized:

Trinidad - Three labour market research projects completed: yachting, merchant marine, creative industries and three focus groups for food and beverage, printing and packaging and manufacturing.

Two CVQ surveys were completed: CVQ in Schools impact assessment and CVQ in industry tracer study.

### Programme Development and Management

#### PLAR Unit

The functions of the PLAR Unit increased in Fiscal 2011/2012 with the introduction of the Workforce Assessment Centres (WACs). There is continued public as well as corporate interest in certification of the skill areas offered by the WACs and the PLAR Unit. As the unit continues to facilitate the development of new PLAR/WAC initiatives, the following information represents an overview of the operational activities of the PLAR/WAC Unit for the period October 2011 to September 2012.

One thousand, seven hundred and sixty-nine persons have been assessed via the Workforce Assessment Centre thus far. The numbers are disaggregated by WACs as follows: YTEPP – 43; MIC – 500; NESC – 1,226.

#### Outreach Initiatives

The Workforce Assessment Centres were represented at all venues of the 2012 Skills Exposition. Distribution booths were set up in all locations namely Centre of Excellence, Macoya, Gulf City Mall, San Fernando, and Gulf City Mall, Tobago.

### Workforce Assessment Centre Corporate Initiatives

#### Signing of Memorandum of Understanding (MOU)

Two MOUs were signed in January 2012 between the National Training Agency and the Water and Sewerage Authority (WASA) for the establishment of a sector advisory committee (SAC) and a Workforce Assessment Centre (WAC). In initiating this project with WASA, the following activities were undertaken:

- The training and certification of WASA personnel as assessors and verifiers for the Plumbing Level 2 qualification.
- The training of 211 License Sanitary Constructors (LSCs).
- The assessment of the trained LSCs for Plumbing Level 2.

The launch of the Vehicle Maintenance Corporation Of T&T (VMCOTT) Trade School and Workforce Assessment Centre on May 5, 2012 followed the signing of the MOU in January of 2012. This event signaled the re-initiation of the trade school/apprenticeship concept, with VMCOTT now being capable of facilitating the automotive training and certification needs of persons within the Barataria, Beetham and Port of Spain areas.

#### PLAR Forum

**The unit in conjunction with CARICOM Education for Employment hosted a successful forum over three days: September 26-28 2012.** The forum offered contributions from international, regional and local expert speakers in the arena of education with specific emphasis on prior learning assessment and recognition. A tour of the Workforce Assessment Centres was conducted by MIC, NESC and YTEPP. Representatives from Guyana, Suriname, Belize, Jamaica, Antigua and Barbuda, Dominica, Grenada, St. Lucia, St. Vincent and the Grenadines, Barbados and Canada were present.

#### CVQ in Schools for the period being reported

Forty-six secondary schools registered 1,442 candidates in 25 occupational areas.

#### Awards

Forty-four secondary schools submitted awards for 1,083 candidates.

Fourteen thousand, four hundred and ninety-seven unit awards and 583 full CVQ awards were submitted to CXC by secondary schools.

One hundred and seventy-four (external verifications were conducted by 33 external verifiers for the academic year 2011-2012 in 25 occupational areas.

One hundred and sixty-eight teachers/assessors submitted candidates for CVQ awards in 2012. Ninety-four internal verifiers conducted internal verification in 44 secondary schools.

**TABLE 12: Assessor Training**

Assessor Training and Certification	Number
Assessors trained - Institutions, Enterprises and Community Based and Programmes	439
Assessors certified	144
Internal and External Verifiers Trained	
Internal	62
External	31

**TABLE 13: CVQ & TTNVQ Awards**

CVQ/TTNVQ	Number
Full CVQ	937
CVQ Units	29911
Full TTNVQ	294
TTNVQ Units	3091

**Curriculum Unit**

Curricula has been developed for the construction, food beverage and hospitality and health sectors. All curricula developed have been placed on the NTATT Website, [www.ntatt.org](http://www.ntatt.org).

**National Occupational Standards**

Twenty-nine national occupational standards were developed for the following sectors:

- o Transport Services - 5
- o Fish & Fish Processing - 5
- o Health - 1
- o Creative Industry - 5
- o Business Services - 6
- o Printing & Packaging - 1
- o Yachting & Merchant Marine - 1
- o Maintenance & Engineering - 2
- o Water and Wastewater - 2
- o Light Manufacturing - 1

**On-the-Job Training (OJT) Programme**

The OJT Programme is designed to provide young persons, ages 16 to 35 years, with the opportunity to acquire work experience in order to develop the necessary skills and attitude for their entry or re-entry into the world of work. In addition, the programme is expected to develop a cadre of skilled persons from whom employers can source workers who match their organisation's needs.

**Achievements**

Opening of the following OJT Sub - Offices: -

- o NESC Compound, Pt. Lisas, Couva
- o PTSC Compound, Sangre Grande
- o NESC Compound, Ste. Madeleine
- o Rio Claro
- o NESC Compound, Point Fortin
- o Princes Town
- o Debe
- o Fyzabad.

- The OJT Programme received 13,410 applications and placed 6,975 in the public and private sector.
- Provision of opportunities for assessment and certification of trainees through the TVET Control Centre and piloting of CVQ certification.
- Developed graduate intern programme to attract university graduates and ensure maximization of their training opportunities on the programme. This would include assessment through the TVET Control Centre and certification through the CVQ system.
- Placement of pre-medical trainees in the health sector.
- Developed and implemented a marketing strategy to market the OJT Programme.
- Continued intensive marketing of programme to private sector training providers, through direct outreach and media advertising.
- ICT infrastructure was upgraded to ensure an integrated system. To improve the financial structure and controls of the program systems and controls were implemented and key personnel in finance hired.



### Youth Training and Employment Partnership Programme (YTEPP)

YTEPP provides skills training to persons who are out of school and unemployed and targets persons 15 years and over. Training is available in vocational skills courses, micro-enterprise development and career enhancement and is conducted at 22 part-time and three full-time centres as well as in various communities. The National Examination Council certifies the vocational skill courses.

**TABLE 14: Enrolment**

ENROLMENT	TOTAL
Cycle 37 (CVQ) (March 2012 – Dec 2012)	1589
Cycle 37 (NEC) (Nov 2011 - to May 2012)	1508
Cycle 38 (NEC) (July 2012 – Dec 2012)	1120
Community Based- 2011/2012	917
Micro Entrepreneurship	
Cycle 37 (NEC)	285
Cycle 38 (NEC)	217
<b>TOTAL</b>	<b>5636</b>

### Achievements

- Established the 5th Company Training and Enterprise Academy in Moruga in partnership with BGTT and Lewis Inniss Memorial Baptist Church.
- Expansion of the target group to 60 years.
- Developed new partnerships to support organisational objectives.
- Signed MOU with PTSC to refurbish old buses to use as mobile computer units to several rural areas.
- Signed MOU with TSTT for free Wi-Fi on mobile computer units and \$250,000 to support infrastructure for computer literacy training.
- Established partnership with Metal X Engineering who provided training in welding/fabricating.
- Established new YTEPP headquarters in Chaguanas.
- Training course conducted for Ministry of Health and 87 persons were trained as 'aides to nurses'.
- Conducted YTEPP graduate tracer study for the period 2007-2011 (Cycles 29 to 35).



- Conducted customer satisfactory survey.
- Conducted tutor satisfaction survey.
- Participated in the 'MOLSMED CONNEX' – Meeting our Labour Small and Micro Enterprises demands: An exposition to showcase the services of the Ministry of Labour and its agencies.
- Launched the ICT programme with Mobile Computer Training Unit sponsored by Blink Broadband.
- Completed computer literacy training via the Computer Mobile Unit in various communities such as Farm Road Community (Bangladesh), Blackrock, Tabaquite, La Lune, Moruga, Chaguanas, Cunupia, Cedros, Penal, Couva, St. Helena, Plymouth, Argyle and Speyside.
- Participated in the NTA World Skills Competition.
- Conducted World of Work seminars in the North, South and Tobago regions for YTEPP Trainees.
- Hosted the Best Business Plan Competition which was sponsored by REPSOL YYPL.
- Completed 10 additional community based training projects as requested by the Ministry of Tertiary Education and Skills Training.
- Completed phase 1 of the Woodford Lodge training facility (demolition of old buildings) to facilitate commencement of training in motor vehicle repairs by the NESCC.
- Established a new Computer Mobile Training Unit.

### Retraining Programme

The Retraining Programme targets nationals who need to prepare for re-entry into the job market and include the unemployed as well as retrenched or displaced workers. The overall goal of the programme is to develop a cadre of potential workers, retrained to industry standards and adaptable to changing industry and environment needs. The focus is on re-tooling and re-skilling unemployed or underemployed persons who need to acquire new skills or be retrained to enter the job market.

The Retraining Unit conducts the Rehabilitating Inmates through Training and Retraining Programme (RITTR) in partnership with the Ministry of National Security. The programme is geared towards providing training to the incarcerated with the intent of reducing re-offending and recidivism, thereby contributing to the national effort at crime reduction. It is a specialised craft training programme that seeks to equip inmates with certified occupational and employability skills necessary for earning a legitimate living through meaningful employment and self-employment.

**TABLE 15: TRAINING**

Retraining Cycles	Period of Training	No. of Classes	No. Occupational Skill Areas
Cycle 23 (Tobago)	May – Nov 2011	11	10
Cycle 24 (Trinidad)	May – Nov 2011	43	28
Cycle 25 *	April – Nov 2012	65	34
Cycle 5 –RITTR Programme Institutions: Maximum Security Prisons (MSP); Golden Grove Men's Prison (GGPM); Golden Grove Women's Prison (GGPW); and Youth Training Centre (YTC)	March – Dec 2011	14	9
Cycle 6 – RITTR Programme Institutions: Maximum Security Prisons (MSP); Golden Grove Men's Prison (GGPM) and Youth Training Centre (YTC).	March – Dec 2012	14	9

\* Whereas prior to Cycle 25, separate cycles were held in Trinidad and Tobago, a decision was taken to have training for both regions conducted under the same cycle; hence Cycle 25 (and all cycles thereafter) will encompass both Trinidad and Tobago.

**TABLE 16: CERTIFICATION**

Cycles	CVQ Certification		TTNVQ Certification		Comments
	Full Certificates	Unit Awards	Full Certificates	Unit Awards	
Cycle 23 (Tobago)	69	274	n/a	n/a	Only CVQ courses were offered
Cycle 24 (Trinidad)	300	6,479	12	1,605	
Cycle 25 (Trinidad & Tobago)	-	-	-	-	Cycle recently completed; information still being collated
Cycle 5 (RITTR)	214	8,887	n/a	n/a	Only CVQ courses were offered
Cycle 6 (RITTR)	310	11,790	n/a	n/a	

**TABLE 17: Enrolment and Graduates**

Cycles	CVQ Certification		TTNVQ Certification		Comments
	Full Certificates	Unit Awards	Full Certificates	Unit Awards	
Cycle 23 (Tobago)	69	274	n/a	n/a	Only CVQ courses were offered
Cycle 24 (Trinidad)	300	6,479	12	1,605	
Cycle 25 (Trinidad & Tobago)	-	-	-	-	Cycle recently completed; information still being collated
Cycle 5 (RITTR)	214	8,887	n/a	n/a	Only CVQ courses were offered
Cycle 6 (RITTR)	310	11,790	n/a	n/a	

**OTHER ACHIEVEMENTS**

- Implementation of CVQ Level 3 training in:
  - Music Production
  - Commercial Food Preparation – Pastry Chef Level 3
  - Massage Therapy
  
- New Skills introduced:
  - Heavy Machinery Operations (in Tobago)
  - Jewellery Making - Precious Metal Design
  - Maintenance of Parks & Protected Terrestrials
  - Massage Therapy
  - Music Producer
  - Nail Technology
  - Screen Printing
  
- Training was extended to new geographical areas:
 

• Bacolet (Tobago)	• Moruga
• Barackpore	• Morvant
• Curepe	• Sea Lots
• Dutch Fort (Tobago)	• St. Madeleine
• Hope (Tobago)	• Valencia
• Malabar	• Warrenville
• Manzanilla	• Woodbrook
  
- Launched the **Carapichaima/Waterloo Business, Education and Training Centre**
  - Phase 1 of structural works completed.
  - Centre staffed.
  - Three classes conducted at the centre during Cycle 25:
    - o Grow Box /Plant Propagation
    - o Tilapia Production
    - o Television & Video Production.
  
- Expansion of the target age group to 60 years.
  
- Cycle 5 – Training in prisons expanded to include remand inmates at YTC. This was done in collaboration with YTEPP’s community based projects.

- Cycle 5 – Successful piloting of the CVQ Unit “Craft Entrepreneurial Strategy” in the RITTR programme (all trainees were awarded the Unit).

- Cycle 6 – Expansion of training numbers in the RITTR programme from 136 to 147.

- Cycle 6 – in addition to Maximum Security Prison, Golden Grove Prison and the Youth Training Centre, inmates were also sourced from the Port of Spain Prison, Carrera and the Eastern Correctional Facility.

#### **New Courses, Programmes introduced by Programme Level**

Implementation of CVQ Level 3 training in:

- Music Production
- Commercial Food Preparation – Pastry Chef Level 3
- Massage Therapy.

#### **New Occupational Skills introduced:**

- Music Production Level 3
- Maintenance of Parks & Protected Terrestrials Level 2
- Nail Technology Levels 1 & 2
- Heavy Machinery Operations Level 2 (in Tobago).

#### **New Project**

**The STRIDES Training Restaurant and Training Farm”**

Development of a project document for the establishment of an apprenticeship restaurant and farm (herein after referred to as STRIDES). STRIDES will be an upscale training restaurant and adjunct training farm that will offer apprenticeship opportunities to graduates of YTEPP Limited’s training initiatives, namely Youth Training, Retraining and the Rehabilitating Inmates through Training and Retraining (RITTR) Programme. The overall aim of the STRIDES project is to provide life-changing opportunities to at-risk youth and other marginalized individuals, which would empower them to face their social and economic challenges, and to acquire and sustain employment/self-employment in the agricultural, hospitality, and tourism sectors.

## 11.4 SCIENCE TECHNOLOGY AND INNOVATION

### **National Information and Communication Technology Company Limited (iGovTT)**

The National Information and Communication Technology Company Limited, branded iGovTT, was incorporated in July 2009. It is the state enterprise responsible for the provision of ICT consulting and support services to government ministries, divisions and agencies in order to ensure effective alignment, co-ordination, security, interoperability and cost effectiveness across government for information and communication technology (ICT) related projects and initiatives. iGovTT is equipped to provide services to all government ministries, divisions and agencies.

#### **Achievements**

- During 2011, the tconnect Suite of delivery channels served a large number of customers within and outside of Trinidad and Tobago. tconnect offers local citizenry and the diaspora access to government information and services via tconnect.gov.tt available via the internet and mobile phones; tconnect Express – three buses designed to provide access to rural areas; tconnect self-serve kiosks and tconnect service centres.

- To enable transformation via technology, the legislative and regulatory framework is required to support government ICT initiatives. iGovTT was a member of the team which developed two significant pieces of legislation. The passage of the Electronic Transactions and Data Protection Acts have now put into place protection for conducting business online. The Electronic Transactions Act facilitates the use of electronic transactions for the development of legal and business infrastructure to support e-commerce. The Data Protection Act provides for the protection of personal privacy and information online. These Acts passed by both Houses in 2011.

- iGovTT partnered with the Ministry of Education to successfully procure and distribute 16, 886 laptops to secondary schools in October 2011. This is the second year that laptops are being distributed to successful students of the SEA.

- In January 2012, iGovTT and the Ministry of Trade and Industry signed a Memorandum of Understanding which governs the relationship between tconnect and TTBizlink. TTBizlink is the single electronic window that facilitates trade and business. tconnect offers registration and authentication services for TTBizlink through the tconnectID, a single sign on username and password for government services online.

- In January 2012, iGovTT formed part of a delegation from the government and business community that visited India. The objective of iGovTT’s attendance was to solidify partnerships and synergies in the area of ICT. From this visit, the government of India committed to send a return mission of experts to assess, in collaboration with iGovTT, Trinidad and Tobago’s readiness in the areas of e-Health, e-Education, telecoms (including infrastructure and policy) and e-Governance.

### National Institute of Higher Education Research, Science and Technology (NIHERST)

The National Institute of Higher Education Research, Science and Technology (NIHERST) was established as a Statutory Body by Chapter 39.58 of the Laws of the Republic of Trinidad and Tobago. NIHERST supports the government's vision by conducting a wide range of programmes using informal and innovative teaching and learning strategies, increasing research and intelligence gathering and building collaborative strategic alliances with national, regional and international agencies.

#### Achievements

NIHERST's focus in FY 2012 was executing its 5-year strategic plan which has four key focus areas in support of the development pillar 1: People Centred Development and development pillar 5 : Creating a More Diversified, Knowledge Intensive Economy . These focus areas are: research and intelligence gathering to support economic diversification; promoting innovation and commercialization in key areas; building international collaborative relations, rebranding and re-positioning NIHERST; and fostering a national culture of science, creativity and innovation.

#### Research & Intelligence Gathering

##### National Science and Technology (S&T) policy support and advocacy

The key activity was to coordinate the development of a national S&T policy. The relevant background research was completed and it included reviews of past draft policies and the S&T policies of several developed and developing countries of interest. A paper for public discussion was also prepared and arrangements were made to commence meetings with key stakeholder groups and the public consultations in June 2012. However as a result of the realignment of ministries, the engagements had to be postponed, the revised date for the completion of the policy was January 2013.

#### Studies to Inform Economic Diversification

**Two foresight-based studies** were planned and completed:

- A study on economic priority areas, Jobs and Skills for Growth, a Foresight Sector Update.
- Part 1 of a 5-part study with the Business Development Company to Develop the Health & Wellness Sector, in particular globally competitive spa products. Facilitation of ([www.tffi.net](http://www.tffi.net)) continued.

An educational programme on water conservation and rainwater harvesting (RWH) was conducted for students in the Toco, Moruga and Barrackpore over the period March to June, 2012. Over two thousand, five hundred students were engaged using exhibits, hands-on activities and puppet shows. WASA and the Global Water Partnership-Caribbean partnered with NIHERST to conduct this programme, which was followed by training for adults and secondary students on the installation and maintenance of the RWH system, 75 persons were trained. The installation of RWH is proceeding in four selected schools in Toco, as well as Moruga. Some trained persons in Toco and Barrackpore are using their new knowledge and skills to help farmers and small business to install RWH systems.

### Building International Collaborative Relations

NIHERST expanded its international linkages by pursuing cooperation agreements, signed in January 2012, with India's **National Institute for Science & Technology Development Studies (NISTADS)**, a globally recognized centre for S&T policy studies; and the National Council for Science Museums (NCSM), which is the largest network of science centres in the world with headquarters in Kolkata. The agreement with NCSM bore early fruit with the joint staging in Trinidad of the two month long exhibition titled "**India: A Culture of Science**" at the Divali Nagar from May 21 – July 20 2012.

The exhibition was hosted by NIHERST and the MSTTE in collaboration with the National Council of Science Museums (NCSM) and the Ministry of Culture in India. The exhibition gave a snapshot of India's and humanity's progress in science and technology (S&T), from ancient to modern times, and it highlighted the central role that S&T plays in socio-economic development. The exhibition was divided into three areas: traditional science, modern science and fun science. It also featured live demonstrations by skilled artisans of ancient crafts of silver filigree, bidriware, marble inlay and silk weaving; public lectures by local and Indian scientists on various topics in science and technology; fun science demonstrations by NCSM and National Science Centre (NSC) educators; puppet shows by the Inter-Christian Children's ministries troupe and other theatre groups on exhibition-related themes; artistic performances in different genres by local artistic groups and telescope viewings, among other attractions.

Over 51,000 persons visited the exhibition, 60% of whom were students representing over 300 educational institutions. There were 1,000 students and teachers from Tobago. As part of the cooperation with NCSM, two hands-on workshops on the teaching of mathematics were conducted for educators at NCSM, primary and secondary schools. Forty educators were trained and a kit with innovative teaching materials was donated to NIHERST.

With the support of the US embassy in Port of Spain, an Agreement was signed for the purpose of facilitating Trinidad and Tobago's participation through NIHERST in the **National Aeronautics and Space Administration International Internship Program (NASA I2)**, designed to provide a collaborative environment where U.S. interns (university undergraduate level students) or fellows (university graduate level students) can interact and work alongside international peers.

#### Foster a Culture of Science, Innovation and Creativity

##### To Engage Citizens in the Learning of Science

Two **community science weeks** (i.e. week-long science festivals) were also staged in Preysal (Nov. 2011) and in Tabaquite (Feb. 2012). Roughly 9,000 students from the pre-school to secondary levels and adults were engaged in science learning. The programme featured exhibits, demonstrations, and hands-on activities on these topics. In addition, there was a career day for the older students and workshops for primary school students on topics requested by teachers on the primary science syllabus (food web, food chains, colours, soils, etc.). Twenty-nine schools from the community benefited. In Tabaquite, stakeholders requested a focus on food and agriculture, conservation and waste recycling.

**Caribbean Youth Science Forum (CYSF) 2012-** Over 200 students from seven countries and 50 schools, came together for a week of learning, imagining, collaborating and enjoying. They were treated to presentations on cutting-edge topics, from the origin of the universe and the space-time fabric, to human genetics and the future of biomedical engineering, geomatics, and designing for natural disasters.

The offering of 1-week Science & Technology Vacation Camps at NSC was improved and expanded. Four new camps were introduced for children aged 7-11 years and youngsters 12-17 years. To date, (219 children have enrolled in the camps.

#### **Developing Capabilities in Technological Innovation and Entrepreneurships**

From January 9-13, 2012, the robotics lab at the National Science Centre hosted a **Robotics Workshop** to support curriculum officers in the development and implementation of robotics activities in the science and technology education curriculum. Over 720 students from 33 secondary schools (forms 2-5) in Victoria, Caroni and Mayaro/Nariva benefited from workshops in robotics and electronics, which were conducted during the second quarter.

A pilot **Sci-Eng Club** was launched at Debe High in January 2012 for forms 1-3 students. There are 28 members: 15 boys and 13 girls) in the club, which meets twice per month. Activities are designed to help students with their learning of concepts in the lower secondary school science curriculum.

A number of **innovation camps** were held for children, aged 5-17 years old to develop basic knowledge and skills in creativity and innovation. The camps were staged in Port of Spain, D'Abadie, Preysal, Debe (on-going), San Fernando (on-going) and Tobago. Four hundred and thirty students attended the camps.

Senior officials of the National Council of Science Museums (NCSM) in India and Makerere University in Uganda visited the creative and robotics Labs. Approximately 7,000 children and adults were exposed to creativity, innovation and robotics through visitor rotations to the labs, workshops, camps and demonstrations at community science weeks in Preysal and Tabaquite.

#### **To Recognise Excellence in STI**

The awards to recognize excellence by nationals in STI were rebranded and launched in November 2012. There was extensive promotion using traditional and non-traditional media. Judging by an international panel is nearing completion and the awards ceremony is planned for September 2013. The categories in the new awards scheme are as follows:

- Fenwick De Four Award for Engineering
- Ciprian Amoroso Award for Medicine
- Julien Kenny Award for Natural Science
- Rudranath Capildeo Award for Applied Science & Technology
- Anthony Williams Award for Innovation in Arts and Culture
- Frank Rampersad Award for Junior Scientist
- Ranjit Kumar for Award for Junior Engineer

#### **To Position NIHERST as a World Class STI Institute**

The Board approved a **new organisational structure** and a new establishment for the institute.

Government approved a 52-acre plot of land adjacent to the Children's Hospital in Couva for the construction of a new **National Science Centre**. This centre is a key project which will change the model of engagement of the public and young minds especially in science and technology, reaching out to broader audience segments, and it will enhance NIHERST's impact in helping to build a more forward-looking society and a diversified knowledge-intensive economy through science and technology platforms. The new centre is envisaged as a complex of facilities (viz. a science city) for providing children and adults with an engaging, enjoyable and memorable experience in science, technology and innovation. The complex will be established in phases. The building itself will be constructed as a giant exhibit and would serve as an exemplar of environmentally sustainable practice in building design.

On completion, the complex will accommodate 100 employees and 5,000 visitors at a time. Approximately 190,000 to 200,000 visitors are expected to visit annually inclusive of 50,000 foreign tourists. Additionally, the project is expected to create 200 jobs during the construction phase, 78 full time jobs to operate the complex, 104 jobs for downstream services, and 1,000 jobs in the area from related industries and suppliers.

## 11.5 SUPPORT SERVICES

### General Administration Unit

The General Administration Unit is responsible for maintenance and upgrade of the ministry's buildings, furniture and equipment and provision of support services related to records management, procurement, facilities and office management.

#### Achievements

##### Head Office

- Constructed a Recreation Activity Centre on Level 16, Tower C for staff.
- Participated in the Building Oversight Committee meetings for Tower C.
- Assisted in setting up the newly created Ministry of Science and Technology at Level 19, Tower D. This involved several activities namely:
  - o Construction and outfitting of the Executive offices on Level 19 Tower D.
  - o Upgrade of the electrical and air conditioning system and computer peripherals.
  - o Installation of the Security Card System.
  - o Relocation of the Information and Communications Technology (ICT) division from the National Information and Communication Technology Company Limited (IGovtt) office, Pembroke Street, POS to the new Ministry of Science and Technology, Level 19, Tower D.
  - o Provision of security, janitorial, hygiene and messenger/chauffeur services.
- Procurement of office supplies, equipment, machines, furniture and furnishings.
- Coordinated movement of furniture items from Trade Zone, El Socorro to the Ministry of Local Government and the National Training agency.

##### Registry

- Commenced review of the classification system for all divisions in keeping with the ministry's new initiatives.
- Continued review of registry systems and procedures.
- Continued sorting and removal of archival records to storage facility at Trade Zone, El Socorro.

##### Trade Zone Storage Facility, El Socorro

- Cleaned and organized the storage area.
- Conducted Board of Survey for disposal of unserviceable items and removal accordingly.

##### St Augustine

- Installed fire alarm system.
- Cleaned carpets.

##### Tobago Office

- Relocated the MuST, OJT and Retraining Programmes from the Tobago Regional Office.
- Terminated the lease agreement with the landlord and communicated with the Property and Real Estate division, Ministry of Housing and the Environment.



### Information Technology (IT) Unit

The main function of the IT unit is to support the efficient use of information technology facilities and systems so that they will be responsive to the needs of clients and staff of the ministry's internal and external units.

#### Achievements

- Developed an interactive website and portal designed to bring the work of the ministry closer to the citizens, including a Google map showing the location of the ministry and all its learning institutions and offices.
- Developed an enterprise wide intranet to encourage local communication and information sharing.
- Implemented an Electronic Data Management System (EDMS) with the objective of lifting the productivity of the MTEST through increased responsiveness and timely access to records.
- Implemented a web based ICT Helpdesk to improve efficiency by facilitating effective service delivery.
- Commenced first phase of computer literacy training for staff by YTEPP.
- Commenced first phase (4/18 sites) open WiFi internet access for students at all tertiary level institutions (TLIs) under the purview of ministry.
- Developed an online data collection application to be used by all TLIs to upload program and student related data for analysis by the Accreditation Council of Trinidad and Tobago.
- Overhaul of the ICT infrastructure at the Funding and Grants Administration division office including cabling, data drops, servers and network switches.
- Re-engineering and migration of the GATE data collection and processing systems to a more efficient and robust web based SQL platform (Gate IS).
- Increased network management and security through the implementation of the new System Centre Configuration Manager from Microsoft.
- Upgrade of ministry's network switching infrastructure.
- Upgraded and expanded the ministry's telephone system from an analog system to a digital system (Voice over Internet Protocol).
- Implemented video calling services between the ministry and other government offices via GovNeTT (Gov Backbone) using office communicator.
- Installation of open WiFi Internet access to the ministry.
- Replaced and upgraded all outdated laptops throughout the ministry.
- Replaced and rationalized photocopying and printing needs.
- Implemented the security access control system at the ministry.
- Implemented telephone, data and networking services at the newly established Ministry of Science and Technology.

### Finance and Accounts Unit

The Finance and Accounts Unit is involved in all the accounting functions related to the ministry. This includes the acquisition of funding from the Ministry of Finance and meeting all the expenses incurred by the ministry. The Accounts are reconciled with the Treasury Division and the Appropriation Accounts of the monies expended are submitted to the Auditor General on an annual basis.

#### Achievements

- Payments of salaries to monthly and daily paid staff.
- Payment of GATE funding to educational institutions.
- Payments of subventions to agencies.
- Preparation of Annual Recurrent Estimates.
- Payments to suppliers.

#### Other statutory requirements successfully completed include

- Publication of unpaid cheques.
- Preparation of Appropriation Accounts.
- Preparation of Statement of Receipts and Disbursements.
- Preparation of monthly Expenditure Statements.
- Preparation of Arrears of Revenue statements.
- Filing and Safe keeping of documents.
- Reconciliation Statement.
- Daily Abstract.
- Preparation of Virements as required.
- Transfer of Funds as required.
- Monitoring of Funds.



### Human Resource Division

The Human Resource Division (HRD) provides overall policy direction on Human Resource issues. HRD is responsible for recruitment, administration, management and training of all employees to ensure the successful attainment of the strategic direction of the ministry.

#### Achievements

- Training and development workshops were hosted for staff at various levels such as office etiquette for administrative staff, interviewing skills and mediation skills.
- Approximately 98 members of staff benefitted from in-house training programmes and workshops hosted by other public and private sector organisations.
- Over 90% of pension and leave records for staff was updated.
- Processed leave applications for members of staff, both contract staff and public officers.
- Administered performance appraisal systems for contract staff and public officers.
- Prepared gratuity statements for contract staff.
- Forty-nine contract positions were advertised, 26 interviews conducted and 25 persons were recruited.
- Processed retirements and resignations for members of staff.

### Internal Audit Unit

The Internal Audit Unit assists the ministry's operations by the examination and evaluation of the adequacy and effectiveness of the ministry's system of internal control and where necessary makes recommendations for improvement. The Unit ensures that there is proper accountability, efficiency and transparency in the financial operations of the ministry in accordance to the Financial Regulations and the Exchequer and Audit Act Chap 69:01.

#### Achievements

- Satisfied Auditor's General Department and Comptroller of Accounts work schedules/programmes under the purview of the ministry.
- Produced specific and timely audit reports with its recommendations.
- Accomplished work schedules/ assignments approved by the Permanent Secretary on a monthly basis.
- Conducted site visits periodically for audit examination.

### Legal Services Unit

The Legal Services Unit provides legal advice and opinions to the Minister, Permanent Secretary and heads of divisions on matters relating to the operations of the departments of the ministry. The Unit is also responsible for preparing, reviewing and negotiating contracts, consultancy agreements, conveyances, leases, memoranda of understanding and other legal documents. The Unit ensures the ministry's compliance with statutory and contractual obligations.

The Legal Services Unit undertook several key tasks for the fiscal year 2011/2012, inclusive of the preparation of advice and opinions for the Permanent Secretary and divisions of the ministry, the review of Freedom of Information (FOI) statements and preparation of responses to FOI applications. The unit also advised the Chief Parliamentary Counsel of the ministry's Legislative Agenda and took steps towards the finalization of two key pieces of legislation for the sector. The unit has also treated with pre litigation matters, provided instructions in court matters to external attorneys and represented the ministry at conciliation at the Ministry of Labour and Small and Micro Enterprise Development and trials at the Industrial Court.

#### Achievements

- Preparation and execution of agreements between Ministry of Science Technology and Tertiary education (MSTTE) and private institutions for provision of Government Assistance for Tuition Expenses (GATE) funding.
- Preparation and execution of an agreement between MSTTE and SERVOL for funding of certain programmes.
- Preparation and execution of an Intellectual Property Transfer Agreement (St. Augustine Education City Committee Competition).
- Preparation and execution of a Memorandum of Understanding between MTEST and the University of the West Indies (UWI); the University of Trinidad and Tobago (UTT) and the College of Science, Technology & Applied Arts of Trinidad & Tobago (COSTAATT) to establish the Trinidad and Tobago Research and Education Network (TTRENT).
- Preparation of a Letter of Intent between the National Training Agency (NTA) and the Supermarket Association (which was subsequently executed).
- Preparation of a Memorandum of Understanding to govern use of the Single Electronic Window, in collaboration with the National Information and Communication Technology Company Limited (iGovTT) and the Ministry of Trade and Industry.
- Preparation of a Memorandum of Understanding between MTEST and the Trinidad and Tobago Hospitality and Tourism Institute (TTHTI).

The following agreements have been prepared but remain in draft stage pending the requisite approvals:

- Preparation of an Agreement among MTEST and COSTAATT and UWI for the establishment of an Academy for Nursing and Allied Health.
- Preparation of a Trust Deed to create TTRENT as a Trust.
- Preparation of a Memorandum of Understanding between MTEST and the Caribbean Knowledge and Learning Network agency (CKLN).

### Nursing Education Unit

#### Basic General/Psychiatric Nursing Education Programmes

The Schools of Nursing and Midwifery conduct two types of programmes. The Nursing student to Registered Nurse Programmes in:

- General Nursing
- Psychiatric Nursing

The sites where these programmes are conducted are as follows:-

- The General Hospital, Port of Spain - General Nursing Programme
- Palms Club San Fernando - General Nursing Programme
- St. Ann's Psychiatric Hospital - Psychiatric Nursing Programme

These programmes are three-year diploma programmes and are conducted utilizing all aspects of nursing education e.g. psychology, sociology, anatomy & physiology, first aid, personal & communal health and the development of nursing skills by the candidates. Also included is a strong component of health promotion through assignments to the community setting. These aspects of the programmes are for both general and psychiatric Nursing.

#### NURSING ASSISTANT TRAINING PROGRAMME

The Enrolled Nursing Assistant is a category of healthcare worker who assists patients with activities of daily living and provides basic bedside care under the supervision of the Registered Nurse. The Enrolled Nursing Assistant is also an important member of the primary health care delivery team in the community health services and assists the health visitor in health promotion activities.

The sites where this programme is conducted are as follows:

- St. Ann's Psychiatric Hospital
- The General Hospital, San Fernando

The Programme is of two years duration.

#### POST BASIC NURSING EDUCATION PROGRAMME

There are several post basic programmes conducted by the School of Community Health and Post Basic Nursing Education. These programmes are provided for registered nurses with three or more years general nurse training. All courses are of one year duration.

Courses taught are as follows:

- Trauma & Emergency Nursing
- Operating Theatre Nursing (for both Registered Nurse & ENA)
- Scrub Technician (for ENA's)
- Midwifery Nursing Education (Registered Nurse & ENA's)

- Renal Nursing
- Intensive Critical Care Nursing
- Introductory Course in Nurse Education
- Paediatric Nursing

In addition, the General Schools of Nursing and Psychiatry have been providing, on request from nursing administrators of the respective areas, training, from General Registered Nurse to Registered Mental Nurse and from Registered Mental Nurse to General Registered Nurse.

This programme is of 18 months duration and allows the Registered Nurse/Registered Mental Nurse in the particular area to gain training to provide nursing care for patients in their own particular environment.

Also, updates in all aspects of nursing when required and requested are conducted by the Schools of Nursing & Midwifery.

#### RESEARCH

Although there are components of nursing research attached to all nursing programmes (both basic and post basic nursing education), there is not specific expenditure allocated for same.

#### Research, Planning and Technical Services (RPTS) division

The Research, Planning and Technical Services Division is responsible for formulating policies and implementing the ministry's strategic objectives through the effective co-ordination of the strategies, plans and projects of the various divisions, institutions and agencies under the ministry's purview.

#### Achievements

The RPTS division completed the following Reports in 2011/2012:

- MSTTE Administrative Report 2008/2009
- MSTTE Administrative Report 2009/2010
- Draft Administrative Report 2010/2011
- Draft Freedom of Information (FOI) Report 2011/2012
- Report on MSTTE Achievements for FY 2010/2011 and Plans and Policies Initiatives for 2012/2013
- MSTTE 5-Year Achievement Report 2007/2012
- Social Sector Investment Programme (SSIP) End-of-Year Report for 2011/2012.
- Report on Cabinet Decisions taken 2010/2011.

#### Cabinet Notes completed in 2011/2012 include:-

- Appointment of a member of the Board of Directors of YTEPP and the Board of Governors of UTT.
- Report of the Auditor General on the Audited Financial Statements of COSTAATT for the Years ending September 30, 2001, September 30, 2004.
- Replies to Senate/House of Representatives Questions with respect to the UWI St. Augustine South Campus, Penal/Debe; TCONNECT mobile service in Tobago and the government's Visit to India.
- Capital Projects for the following agencies:
  - Expenditure in respect of the Annual Software and Hardware Maintenance and Support for Government's Enterprise Portal Solution by iGovTT.
  - Provision of Security Products and Services on an Enterprise-wide Basis for the Public Service at a cost of \$6,057,350.12 by iGovTT.
  - Implementation of Phase I of the UWI South Trinidad Campus at Debe.
  - Construction of a Medical Students' Activity Centre for the Faculty of Medical Sciences, University of the West Indies (UWI), Eric Williams Medical Sciences Complex, Mt Hope.

#### General Notes

- Resumption of Project Activities under the Engagement of IDA-I with the National Information and Communication Technology Company Limited.
- Co-ordination of ICT Initiatives by the National Information and Communication Technology Company Limited.
- Agreement between the government of the Republic of Trinidad and Tobago and private tertiary institutions in respect of the GATE Programme.
- Nomination to the Steering Committee of the Commonwealth Connects Programme.
- Partial Proclamation of the Electronic Transactions Act of 2011 (Act No.6 of 2011), approval of the Draft 2011 National Policy on Electronic Transactions, and preparation of the Draft Regulations on Electronic Transactions.
- Redefinition of the target audience of the Youth Training and Employment Partnership Programme (YTEPP) Limited.
- Report of the Ministerial Committee on the Rationalization of all Government Technical/Vocational Programmes inclusive of the Civilian conservation Corp (CCC) and the Military-led Youth programme of Apprenticeship and Re-orientation Training (MYPART).
- Memorandum of Understanding (MOU) Agreement between the National Information and Communications Technology Company Limited (iGovTT) and the National Institute of Information Technology (NIIT) Limited, India.
- Reconstitution of the Board of the National Information and Communications Technology Company Limited (iGovTT).

- Implementation of the Doctor of Medicine in Otorhinolaryngology at the Faculty of Medical Sciences, UWI, for the period 2013-2018.
- National Commission for Higher Education Action Plan and Budget.
- Interim Report of the Military-led Youth programme of Apprenticeship and Re-orientation Training (MYPART) and the Staffing Arrangements.
- Transfer of the High Performance Unit of the University of Trinidad and Tobago (UTT) to the Ministry of Sport – Sport Company of Trinidad and Tobago (SPORTT).
- Status Report on the Deliverables of the Ministry of Science, Technology and Tertiary education for Fiscal 2012, up to March 31, 2012.
- Transfer of the Management of the Clinical Service Components of the Cardiovascular Services Initiative and the Diabetes Services Initiative from the Ministry of Science, Technology and Tertiary education to the Ministry of Health.
- Supply and Delivery of Enterprise Endpoint Protection to the government of the Republic of Trinidad and Tobago.
- Status, Deliverables and Additional Funding Requirements for the Ministry of Science, Technology and Tertiary education 2012 Public Sector Investment Programme (PSIP).
- Request for an Increase in Tuition Fees at the University of the West Indies, St. Augustine Campus, for the Academic Year 2012-2013.
- Continuation of the District Health Visiting Programme by the School of Education, UWI, for the Academic Year 2012 to 2013.

#### Technical, Vocational Education and Training Division

The Technical and Vocational Education and Training (TVET) Division is responsible for planning, organising and co-ordinating TVET programmes at the post-secondary and tertiary levels in collaboration with the relevant agencies and providers, in keeping with government's national planning policy framework. The ministry developed a National Policy on Tertiary Education, TVET and Lifelong Learning in Trinidad and Tobago and engaged in a number of strategies to rationalize and coordinate the TVET Sector.

#### Achievements

- Provided advice and support to the ministry and the agencies under its purview on matters relating to TVET.
- Delivered "Projection for TVET" at meeting with CEO's, Chairmen and other senior personnel at Chaguanas.
- Managed the launch of NESC/PTSC Trade School in Tobago.
- Developed a proposed Organizational Chart for TVET.

### The National Examinations Council

The National Examinations Council (NEC) was established in February 1965, under the then Ministry of Education (and Culture) as the body responsible for the administration of Technical Vocational Education and Training (TVET) qualifications at the craft and technician levels in Trinidad and Tobago, geared towards the local and industrial requirements. As such, the NEC functioned as the examinations and certification body for TVET Craft (Level 2) and Technician (Level 3) programmes at the technical institutes, government vocational centre and Board of Industrial Training (BIT) Apprenticeship Programmes.

### Achievements

A total of 5,165 certificates were issued during the period October 2011 to September 2012 in the following areas:

Adult Education	2,643
National Centre for Persons with Disabilities	45
SERVOL	461
YTEPP	252
Metal Industries Company	181
Government Vocational Centre	83
Pleasantville Technology Centre	98
Private Schools	130
Secondary Schools	1,165
Trade Centres	107

### President Awards

Karen Ayoung-Chee – Food preparation and Culinary Arts Final (New Syllabus) – Pleasantville Technology Centre.

Mikhel Daniel – Industrial Instrumentation Engineering Technician – Industrial Training and Consultancy Limited.

### The Secretariat for the Implementation of Spanish (SIS)

The Secretariat for the Implementation of Spanish (SIS) was launched in March 2005 to drive the Spanish As the First Foreign Language (SAFFL) initiative. This initiative is designed to ensure that the people of Trinidad and Tobago understand and/or speak the language that is increasingly driving economic pursuits, educational opportunities, cultural, sporting and social interactions, both designed to benefit the nation and its citizenry. SAFFL assists in achieving the government of Trinidad and Tobago's objectives in building a developed and sustainable future for our nation through Spanish language development.

The Secretariat for the Implementation of Spanish (SIS) served as a resource, educational, contact point and implementation agency by providing research information, materials to the private and public sectors via interviews, e-mail, telephone contact and other means to help in their development in the learning of Spanish. SIS provided translations to public sector ministries including signage, call cards and international organisation documents

### Achievements

The SIS provided the following services:-

- Spanish Language Film Series to enhance and supplement the learning of the language.
- An internal ministry Spanish Language Instructional Learning Platform with various mediums to enhance the learning experience.
- Supportive measures through the provision of Spanish language learning material, embassy introductions, editing services, tutors and advice in order to aid entrepreneurs and new NGO's in their establishment.
- Coordinated the support of the Ambassadors of Spain, Panama and Venezuela to provide content and contribute to the Building of Leaders of Tomorrow, Kids Spanish Camp in Tobago.
- Rapporteur services to the Ministry of Public Administration's stakeholder consultations prior to and at the presentation of the Green Paper on "Transforming the Civil Service: renewal and modernisation".
- Supplied information, contacts, materials and provided advice to One Angemme Group, an entrepreneurial company in Tobago. Edited and provided feedback for the Group's proposal and correspondence, before these were forwarded by the organisation to stakeholders including the embassies.
- Provided booklets and handouts and delivered a presentation to the form six students at Bishop Anstey and Trinity College Secondary Schools Career Day.
- Served as a resource for university students working on their thesis for information related to the development of the creation of bilingual societies; the benefits of learning Spanish for Trinidad and Tobago and the present state of the SAFFL initiative.
- Facilitated at the Hilton Hotel and Conference Centre and provided language service providers, situational bilingual vocabulary booklets and advice to facilitate the cultivation of language development and usage.
- Arranged and organized an educational and cultural experience to a Children's Church Camp in Laventille under the patronage of Bolivarian Republic of Venezuela Embassy. Assisted in the master-of-ceremony duties and provided learning handouts to the children ages 6-14.

## 12.0 Conclusion

In fiscal year 2011/2012, the Ministry of Tertiary Education and Skills Training continued the process of transformation and rebranding from being seen as a ministry that implements OJT, MuST and Re-Training programmes to one that focuses on policy development and research, monitoring and evaluation of its programmes and projects, as well as strengthening of the tertiary education and technical and vocational education and training sectors.

In fiscal 2012/2013, the ministry seeks to fulfill its mandate to develop a more diversified and knowledge intensive economy. The under mentioned strategic objectives will continue to guide the ministry's 2012/2013 national developmental programmes:

- Sixty percent participation rate in tertiary education by 2015;
- Alignment of tertiary education and training programmes with labour market needs;
- Increased accessibility to all tertiary education and technical and vocational skills training programmes throughout Trinidad and Tobago;
- Rationalization of the tertiary education and technical/vocational skills training programmes
- Workforce assessment and development to compete globally

Accordingly, the ministry plans to undertake the following initiatives in fiscal year 2012/2013 geared towards the rationalisation and provision of quality tertiary education and technical and vocational education and training (TVET):

### Workforce Assessment Centre (WAC)

This initiative aims to cater to technical and vocational skills training needs of Trinidad and Tobago. This includes the establishment of Workforce Assessment Centres through the NTA, MIC, YTEPP and the NESCC which will allow practising professionals to become certified.

### On-the-Job-Training (OJT) Expansion

The expansion of the OJT Programme programme aimed at allowing its re-alignment to the labour market requirements, based on occupational standards and certified using the Caribbean Vocational Qualifications (CVQ).

### Establishment of a Nursing and Allied Health Training Facility at El Dorado

The project will be a collaboration of two training institutions – UWI and COSTAATT - to deliver nursing and allied health training programmes. Phase 1 of this project commenced in 2012. A bachelor's degree in various categories of nursing would be the main programme offered, along with mid-wifery and training in allied services.

### Construction of Open Campus Facility in Chaguanas

The Open campus will provide access to citizens of Trinidad and Tobago, particularly those in Central Trinidad by consolidating existing small sites into one large facility that will offer a wide range of programmes in a variety of modalities. The core activities will be to hire a team of consultants to prepare a master plan and concept design for the site and construction of facility.

### Establishment of MTEST Administration Complex

The project will involve the design and construction of an administrative complex that will serve to accommodate the Ministry of Tertiary Education and Skills Training (TEST) and the following agencies:

- National Training agency (NTA)
- Youth Training and Employment Partnership Programme Limited (YTEPP)
- Accreditation Council of Trinidad and Tobago (ACTT).

The establishment of an administrative complex will both reduce the high cost of rent occurred by the government of Trinidad and Tobago and serve to promote government's plans to decentralise the provision of goods and services out of Port of Spain. The NTA has been appointed as the project lead for the management of the project. Phase one of the project is expected to be completed in 2015.

### Establishment of the University of the West Indies, South Campus

The creation of a south campus comes as part of UWI's regional strategic plan to expand the University to better serve its communities. The establishment of the south campus was approved by the Council of the UWI and will be implemented with the support of the government of Trinidad and Tobago. The core activities will involve the construction of signature building for the UWI St Augustine Facility of Law and the construction of a hall of residence for 100 students.

### Construction of the Tobago Integrated Campus (UTT)

The integrated campus will comprise the University of the West Indies (UWI); the University of Trinidad and Tobago (UTT) and the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT). The campus is intended to maximize the synergies that would arise from the tertiary learning institutions complementing rather than competing with each other, as well as ensuring that the entire population of Tobago would have access to a similar range of programme offerings at the tertiary level as currently exists in Trinidad.

### Construction of the Halls of Residence by NESCC

The NESCC has accelerated its plans to construct a hall of residence for regional and international trainees and will construct a residential housing facility on a parcel of land opposite to its Point Lisas Campus.

### Development of Orange Grove Facility for the Faculty of Food and Agriculture

This is a 200 acre site which is to be developed to accommodate the relocation of the UWI Field Station which is presently located at Mt. Hope. Site development will convert the abandoned sugar cane fields into small plot arable agricultural farmland. The development includes flood mitigation, roads, water and electricity and providing built accommodation to

relocate the existing farming and administrative functions from Mt Hope to Orange Grove. The relocation will also cater for livestock (poultry, pigs, rabbits, and dairy animals), aquaculture, plus facilities for staff and students, equipment and material storage, crop handling and processing.

#### Youth Empowerment Service

YES@COSTAATT (Youth Empowerment Service). To engage community and other stakeholders to support and nurture the potential of the nation's youth in a meaningful and sustainable way. Specifically, this project will target 500 of the nation's at risk youths in primary and secondary schools, in the first instance, and work with them for a period of one academic year to effect some measureable positive change. The project will then be evaluated after one year to measure project success and to determine continuity of the project. The core activities include the establishment of a YES Unit within COSTAATT; the training of COSTAATT students and collaborations with government ministries and agencies, NGOs, CBOs FBOs, schools etc.

#### Establishment of Early Childcare Centres for Students

The establishment of child centres at COSTAATT is intended to offer an early childhood care support mechanism which, by its design, can also appropriately cater to working parents who pursue courses at the college at night. Additionally it will improve the learning experiences of those enrolled in the Early Childhood Care programmes at COSTAATT through practical instruction and exchanges with young children. This project consists of the establishment of two child care centres at COSTAATT Port of Spain City Campus and at COSTAATT South Campus.

#### Geographic Access to COSTAATT Campuses

COSTAATT proposes to establish two new community-based learning centres in Princes Town and Siparia to expand its services to the underserved southern region as demand has surpassed current capacity. These centres, once established, will bring tertiary education closer to the people on the basis of regional access within Trinidad, particularly to those potential students who are remotely located.

#### Establishment of a Main Campus for COSTAATT in Chaguanas

This project will be the implementation of the project 'Establishment of a COSTAATT Main Campus in Chaguanas'. Phase one will encompass the construction of a signature building at the 30-acre site situated at Pierre Road Connector, Chaguanas. Establishment of the Penal Workforce Assessment and Technology Training Centre in collaboration with the Metal Industries Company (MIC), to assist in widening the reach of skills training to meet the demands of industry in Penal and environs in particular and the country in general.

#### Establishment of a Training Centre at the former Caroni (1975) Limited Transport and Field

The pre-engineered buildings would accommodate the Youth Training and Employment Partnership Programme (YTEPP); the National Energy Skills Centre (NESC) and the Metal Industries Company Limited (MIC). Each of the three agencies would be responsible for the construction of the building(s) to house their respective programmes. YTEPP would be responsible for implementing all preliminary project activities, infrastructure works and external works and provide spaces for common areas to be utilized by all three agencies.