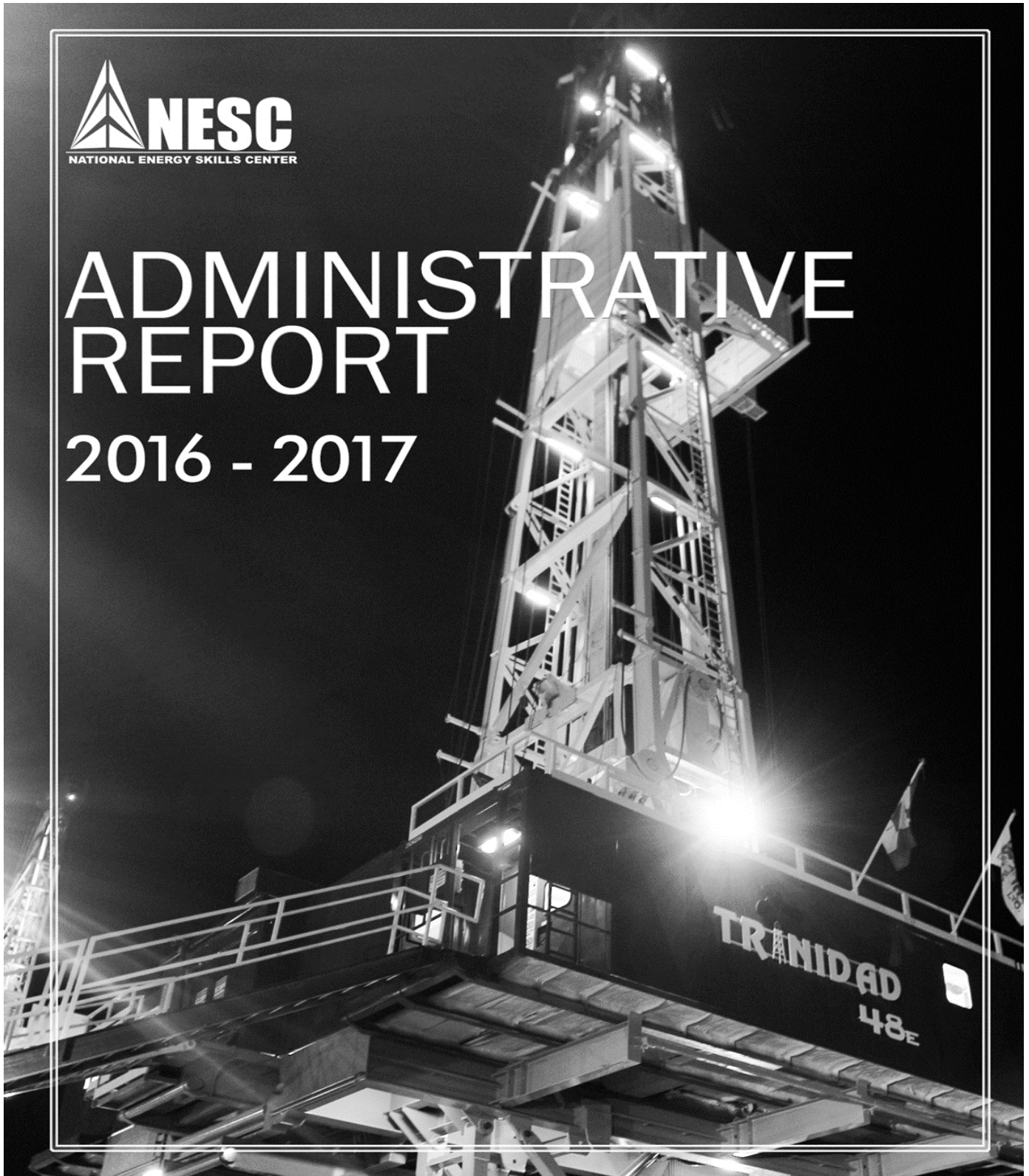


ADMINISTRATIVE REPORT

2016 - 2017



NESC'S VISION

"To be the premier technical training provider in the development of a competent, innovative and entrepreneurial workforce by transforming human capital through the application of advanced experiential learning methodologies"



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LIST OF ABBREVIATIONS

ACTT	Accreditation Council of Trinidad and Tobago
CGCL	Caribbean Gas Chemical Limited
CVQ	Caribbean Vocational Qualifications
E&Y	Ernst and Young
EAP	Employee Assistance Programme
GoRTT	Government of Trinidad and Tobago
HR	Human Resources
ICT	Information and Communication Technology
ISO	International Organization for Standardization
MoE	Ministry of Education
MYPART	Military-led Youth Apprenticeship and Youth Re-orientation Training
NAS	National Apprenticeship System
NECF	National Energy Skills Center Employees' Charity Fund
NESC	National Energy Skills Center
NGC	National Gas Company of Trinidad and Tobago
NTA	National Training Agency
PEAPSL	PETROTRIN Employee Assistance Programme Services Limited
PLIAP	Point Lisas Industrial Apprenticeship Programme
PSIP	Public Sector Investment Programme
QMS	Quality Management Systems
RDC	Red Deer College
STEM	Science, Technology, Engineering and Mathematics
THA	Tobago House of Assembly

1.0 ORGANIZATIONAL PROFILE

1.1 INTRODUCTION

The National Energy Skills Center (NESC) is a non-profit institution incorporated on July 15, 1997, with the primary purpose of building the human capital in the Republic of Trinidad and Tobago. The NESC has its genesis in a Trust Deed between the Government of the Republic of Trinidad and Tobago (GoRTT) and the Atlantic LNG Company Limited.

The NESC was created to address the demand for skilled personnel to work in the Atlantic LNG, Train 1 Project; as such, the institution opened its first campus in Mahaica, Point Fortin. The NESC was envisaged then as the solution to the need for a premier training provider to lead national training initiatives. This vision was based on the projected demand for certified craftsmen, arising out of the growth in the energy sector and consequently, the construction and related industries. The NESC falls under the purview of the Ministry of Education (MoE). The MoE in collaboration with the Ministry of Finance, under the GoRTT's Public Sector Investment Programme (PSIP), allocates funding for the NESC's projects. Since then, the NESC has expanded to eleven (11) locations throughout Trinidad and Tobago.

Since its inception in 1997, the NESC has focused on:

- Establishing modern training facilities throughout Trinidad and Tobago;
- Introducing advanced level skills training programmes which meet and exceed local and international accreditation and certification requirements;
- Developing curricula that incorporate local and international industry best practices; and
- Employing experienced and qualified staff who strive to fulfil the mandate of the foundation and to satisfy all stakeholders, holistic development of trainees and apprentices through intervention by instructors and by actively seeking to place graduates into long-term sustainable jobs in industry.

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1.2 MANDATE

The mandate of the NESC is to promote the advancement of education to the members of the public in skills and technology, requisite for the needs and development of energy and energy-related industries and the industrial sector by offering the following:

- I. Training modelled around the skills expectations of plants in the energy sector and other industries;
- II. Apprenticeship programmes leading to journeyman certification and licensing that is aligned with the National Apprenticeship System (NAS);
- III. Information and Communication Technology (ICT) training across Trinidad and Tobago;
- IV. Training opportunities to the Caribbean Vocational Qualifications (CVQ) participating member countries of the region.

1.3 VISION and MISSION

In 2016, the NESC's Vision and Mission Statements were reviewed in response to the demands of the tertiary level sector environment and the need to support the Vision of the Government of Trinidad and Tobago (GoRTT), through the Ministry of Education (MoE), with regards to tertiary education. The vision of the GoRTT and the MoE is to "enhance the quality of life for all citizens through increased access to quality post-secondary education". The NESC's new Mission and Vision Statements were approved by the Executive Management Team of the NESC on December 20, 2016.

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Vision Statement

To be the Premier Technical Training Provider in the development of a Competent, Innovative and Entrepreneurial Workforce by transforming human capital through the Application of Advance Experiential Learning Methodologies.

Mission Statement

The NESC is committed to development of the nation's human capital through Technology and Advance Teaching and Learning Methodologies. Our Faculty, Staff and Students are equipped with the skills and competencies to meet and exceed the needs of the Industrial Sector. We ensure our wellbeing by maintaining a culture of Excellence, Integrity, Teamwork and Discipline. We partner with our Stakeholders and Communities as we create Innovative, Entrepreneurial Craftsmen and Technical Professionals.

1.4 GOALS

On May 4, 2017, the NESC's Management met to review its strategic goals as outlined in the Strategic Plan for the period 2015 – 2025 which are as follows:

Figure 1: The NESC's Goals for the period 2015 – 2025

GOAL 1	•Innovative and Entrepreneurial Graduates
GOAL 2	•Align Teaching and Learning to International Standards
GOAL 3	•To Provide Specialised Training institutes
GOAL 4	•Position NESC as the Market Leader in Technical Training
GOAL 5	•Achieve Greater Financial Independence
GOAL 6	•Employer of Choice

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1.5 MOTTO

The NESC's motto is "**100% Successful Trainees Successfully placed in Industry**".

1.6 VALUE PROPOSITION

The NESC continues to provide the energy and energy related sector in T&T with a pool of well-trained, diversified and skilled, local human resource. Our core values are reflected below:

C R E D I T

- **Commitment** - Deep devotion, commitment and pride in all that makes up the NESC (Our People, and Our Programmes).
- **Respect** - Consideration for the property, privacy, physical space, points of view and beliefs of others. We treat everyone with dignity while at the NESC we uphold the rules, procedures and policies of the organization.
- **Excellence** - Excellence through quality which surpasses ordinary standards. An attitude of doing things right the first time, every time.
- **Discipline** - We commit to upholding the established organizational parameters in our efforts to positively contribute, uplift and sustain our business functions.
- **Integrity** - Business is carried out with honesty, integrity and due diligence. We honour commitments and are accountable for our actions, and follow through on promises and agreements.
- **Teamwork** - We believe in the TEAM- Together We Achieve More. We share our individual (skills) talents to achieve our common targets and deliverables.

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1.7 QUALITY POLICY

The Management and Staff of the NESC are committed to adhering to the principles outlined in the ISO 9001:2015 Quality Management System Standards (QMS) in the provision of Technical Vocational Education and Training. The QMS will inform our quality objectives and ensure Faculty, Staff and Students are equipped with the requisite skills and competencies to satisfy applicable requirements of the teaching and learning processes. It will guide the improvement of our facilities and support services in order to exceed the needs of all our customers and the requirements of the Industrial Sector.

1.8 HEALTH AND SAFETY POLICY

The Management of the National Energy Skills Center is committed to the diligent management of its occupational health, safety and environmental systems while ensuring compliance with all relevant regulations and legislation.

The NESC also recognizes its responsibilities for the health and safety of all stakeholders and will provide the necessary information, training and supervision to ensure that this policy is properly implemented and maintained.

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Board of Governors



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2.0 ORGANIZATIONAL STRUCTURE

2.1 GOVERNANCE AND CORPORATE STRUCTURE

The affairs of the NESC are governed by the Board of Governors comprising the following duly appointed representatives.

Table 1 – Board of Governors

No.	BOARD REPRESENTATIVES
1	Chairman
2	Minister of Energy and Energy Affairs
3	Permanent Secretary, Ministry of Energy and Energy Affairs
4	Ansa Mc Al Limited
5	Atlantic LNG Company of Trinidad and Tobago
6	BHP Billiton Limited
7	Methanex Trinidad Limited
8	Methanol Holdings Trinidad Limited
9	National Gas Company of Trinidad and Tobago
10	Neal and Massy Holdings Limited (Massy)
11	PCS Nitrogen Trinidad Limited
12	The Petroleum Company of Trinidad and Tobago (PETROTRIN)
13	Power Generation Company of Trinidad and Tobago
14	SM Jaleel and Company Limited

In accordance to the NESC's by-laws, the Board of Governors appointed the following Sub-Committees from amongst its members and has delegated part of its duties and powers to these committees as follows:

- Audit Sub-Committee
- Finance and General Purposes Sub-Committee
- Human Resource Sub-Committee
- Tenders and Awards Sub-Committee
- Training and Development Sub-Committee

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2.2 MANAGEMENT STRUCTURE

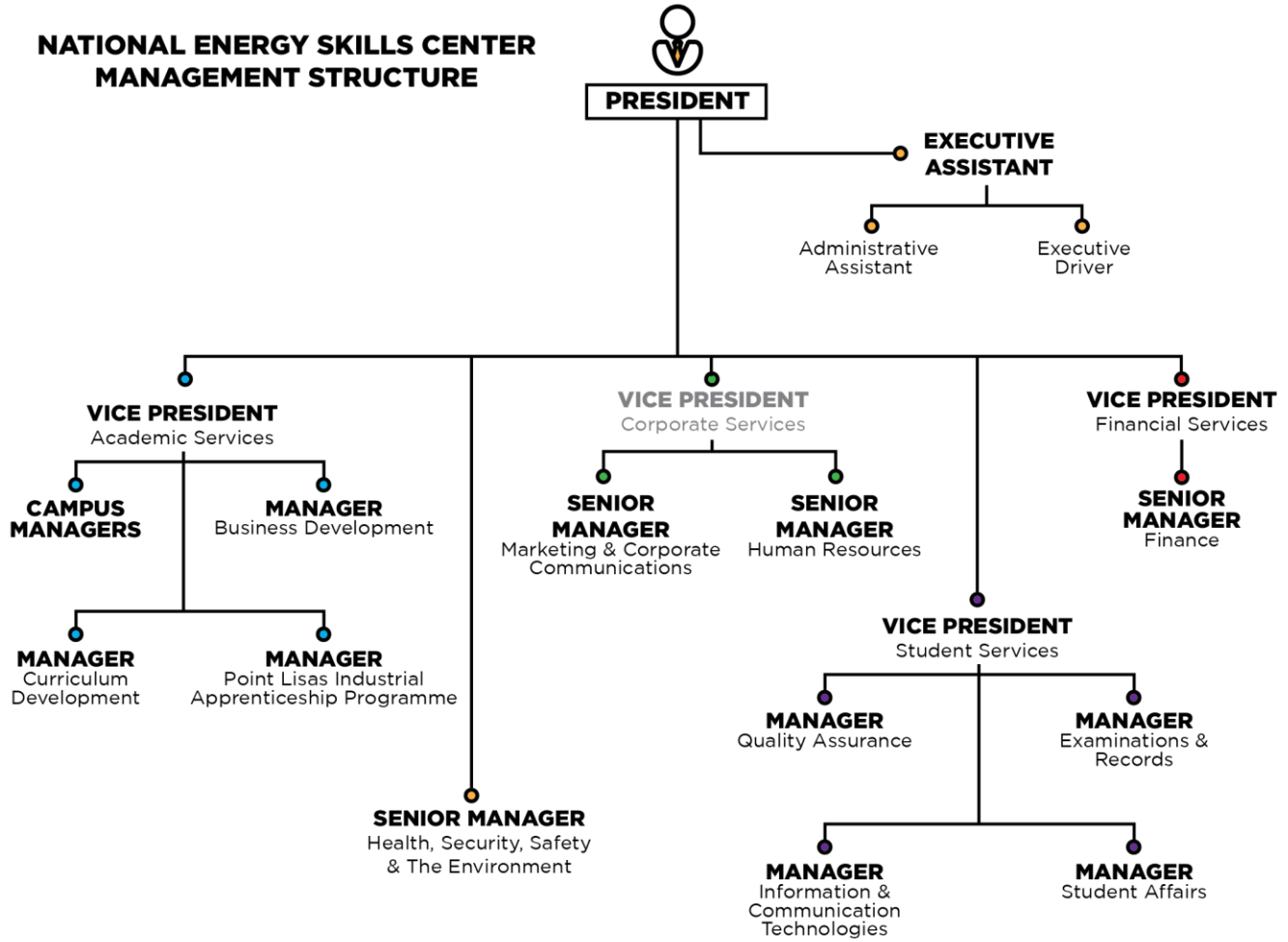
Guided by its mandate and the proposed re-introduction of the Caribbean Vocational Qualifications (CVQ) Level III programmes, the NESC augmented its establishment and organizational structure. The structure sought to fill gaps identified in the current structure, and align key portfolios and nomenclature with that of leading training institutions. Some of the changes included the introduction of:

- Professional faculty to deliver the enhanced curricula and
- Units to take up the additional responsibilities created by the additional technology level of the training.

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Figure 2: Management Structure 2016 – 2017



- Position Vacant
- Position Filled



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The following are the departments within the NESC:

Office of the President

- Health Safety Security and the Environment

Academic Services

- Business Development
- Curriculum Development
- The NESC's Campuses
- Point Lisas Industrial Apprenticeship Programme (PLIAP)
- Military Oriented Youth Programme of Apprenticeship and Re-Orientation Training (MYPART)

Financial Services

- Finance
- Purchasing

Student Services

- Examination & Records
- Information and Communication Technology
- Quality Assurance
- Student Affairs

Corporate Services

- Marketing & Corporate Communications
- Human Resource

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2.3 KEY CONTACT PERSONNEL

Table 2 shows the NESC's key contact personnel at its Head Office.

Table 2 – The NESC's Key Contact Personnel

NAME	POSITION TITLE	EMAIL AND CONTACT INFORMATION
Mr. Kern Dass	President	kdass@nesc.edu.tt (T) 636 8315 ext. 305 (F) 636 8542
Mr. Rafael Mohammed	Vice President - Student Services	rmohammed@nesc.edu.tt (T) 636 8315 ext. 308 (F) 636 8542
Mrs. Aline Jones-Mc Lean	Vice President - Finance	amclean@nesc.edu.tt (T) 636 8315 ext. 320 (F) 636 8542
Mr. Bhadase Seetahal-Maraj	Dean	bmaraj@nesc.edu.tt (T) 636 8315 ext. 319 (F) 636 8542
Mrs. Debra Barnes-Lewis	Senior Manager, Marketing & Corporate Communications	dlewis@nesc.edu.tt (T) 636 8315 ext. 377 (F) 636 8542
Mrs. Lisa Joseph	Manager – Business Development	ljoseph@nesc.edu.tt (T) 636 8315 ext. 317 (F) 636 8542
Ms. Natasha Millington	Senior Manager, Human Resources	nmillington@nesc.edu.tt (T) 636 8315 ext. 303 (F) 636 8542
Mr. Adrian Mohammed	ICT Manager	amohammed@nesc.edu.tt (T) 636 8315 ext. 306 (F) 636 8542
Mr. Solomon Mayers	Manager – Point Lisas Industrial Apprenticeship Programme (PLIAP)	smayers@nesc.edu.tt (T) 636 8315 ext. 439 (F) 636 8542
Ms. Indra Ramroop	Manager - Student Affairs	iramroop@nesc.edu.tt (T) 636 8315 ext. 441 (F) 636 8542
Mr. Kofi Toney	Manager, Examination & Records	ktoney@nesc.edu.tt (T) 636 8315 ext. 327 (F) 636 8542
Ms. Feida Mohammed	Manager, Quality Assurance	fmohammed@nesc.edu.tt (T) 636 8315 ext. 437 (F) 636 8542
Mr. Terrance Manwah	Manager - Curriculum Development	tmanwah@nesc.edu.tt (T) 636 8315 ext. 441 (F) 636 8542
Mr. Perry Bowen	Senior Manager, Health Safety Security & Environment	pbowen@nesc.edu.tt (T) 636 8315 ext. 366 (F) 636 8542
Mr. Rudolph Mannie	(Former) Programme Manager - Military Youth Programme of Apprenticeship and Reorientation Training (MYPART)	rmannie@nesc.edu.tt (T) 636 8315 ext. 437 (F) 636 8542

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2.4 CAMPUS LOCATIONS

The NESC has twelve (12) campuses at various locations in Trinidad and Tobago including the NESC Drilling Academy. Table 3 provides a listing of these campuses and the student population.

Table 3– Campus Locations and Students Enrolled 2016 - 2017

Campus	Address	Telephone	Students Enrolled
Debe	S.S. Erin Road, Debe	647-8810	89
Drilling Academy	Manahambre Road, Ste. Madeleine	289-2487	89
Goldsborough	Cow Farm Road, Goldsborough, Tobago	660-5700	77
La Brea	Vessigny Village, La Brea	651-1952	70
Laventille	Eastern Main Road, Laventille	625-1240	121
Mayaro	Plaisance Road, Mayaro	630-1537	71
* Moruga	Basse Terre, Moruga	656-4049	19
*Palo Seco	S. S. Erin Road, Palo Seco	288-5071	21
*Point Fortin	Cor. Richardson and Volunteer Roads, Point Fortin	648-2575	56
Point Lisas	Cor. Rivulet and Southern Main Roads, Couva	636-8315	418
Ste. Madeleine	Manahambre Road, Ste. Madeleine	289-0254	212
Woodford Lodge	Factory Road, Chaguanas	315-6481	121
TOTAL ENROLLMENT			1364

** The NESC closed three (3) of its campuses on September 4, 2017.*

The consolidation of the Campuses at Moruga, Palo Seco and Point Fortin in 2016/2017 was in keeping with the strategic direction of the NESC to establish "Specialized Training Institutes". In its initial stage, NESC established small training facilities within communities to act as bridging training centres to prepare workers required for national development projects related to plant construction and the laying of the cross-country pipeline. At the end of these projects, NESC continued to offer training at the Craftsman Level at these locations, however, by 2016 industry demand for workers had shifted resulting in Journeymen certified at Level 3 being hired over Craftsmen.

This change negatively impacted enrolment at the Moruga (72%), Palo Seco (60%) and Point Fortin (66%) Campuses. *Appendix A* shows the enrolment data over the period 2015/2016 to 2017/2018 which resulted in a 66% decline in total enrolment in 2016/2017.

The application trend over this period showed interested applicants from these areas preferred to attend the Point Lisas, Ste. Madeleine or La Brea Campuses, which were easily accessible and with available capacity to accommodate these students.

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The NESC was granted access to operate the Moruga Center by the Ministry of Education's Moruga Secondary School, while the Palo Seco and Point Fortin Center properties were both owned by the Palo Seco Agricultural Enterprises Limited, (PSAEL). The Ministry of Agriculture, Land and Fisheries' PSAEL granted access to its property to conduct training at Palo Seco, however, the Point Fortin facility was leased to the NESC.

Over this period there was no change in the NESC's policy or prerequisite for enrolment. The practice of the NESC is to interview each applicant as acceptance is based on completion of secondary school; career interest of the applicant; ability to cope with the course content; and the applicant's interest in completing the programme.

2.5 NUMBER OF GRADUATES FOR THE PERIOD 2016 – 2017

Table 4 shows the number of the NESC graduates for the period 2016 - 2017.

Table 4 - Number of Graduates Students for the period 2016 - 2017

Campus/Course	Level	Debe	Drilling Academy	Goldsborough	La Brea	Laventille	Mayaro	Point Fortin	Point Lisas	Ste Madeleine	Woodford Lodge	Graduates
Air Conditioning and Refrigeration Fundamentals	I	-	-	7	-	-	-	-	13	-	-	20
Automotive Services Fundamentals	I	-	-	5	-	-	-	-	5	3	-	13
Building Trades Fundamentals	I	-	-	-	-	-	-	-	6	-	-	6
Electrical Fundamentals	I	-	-	4	-	-	-	-	14	8	-	26
Fabricator Pipefitter Fundamentals	I	-	-	-	11	-	-	-	9	-	-	20
Heavy Equipment Operator	I	-	-	-	-	-	-	-	0	-	31	31
Instrumentation Fundamentals	I	-	-	-	-	-	-	-	14	-	-	14
Millwright Fundamentals	I	-	-	-	-	-	-	-	5	-	-	5
Sound Recording and Music Production Fundamentals	I	-	-	-	-	8	-	6	18	-	-	32
Welding Fundamentals	I	-	-	12	-	-	-	-	9	-	-	21
Automotive Services	II	-	-	8	-	8	-	-	11	3	19	49
Domestic Electrical Installation	II	-	-	-	7	-	-	-	8	-	-	15
Drilling Rig Mechanic	II	-	13	-	-	-	-	-	0	-	-	13
Autotronics (Full Time)	II	15	-	-	-	-	-	-	0	-	-	15
Machine Shop (Full Time)	II	-	-	-	-	-	-	-	2	-	-	2
Shielded Metal Arc Welding (Full Time)	II	-	-	-	1	-	-	-	7	-	-	8
Diploma-Automotive Services Technician Year 2	III	-	-	-	-	-	-	-	1	-	-	1
Diploma-Heavy Equipment Technician Year 2	III	-	-	-	-	-	-	-	15	-	-	15
Diploma-Industrial Mechanical Maintenance Year 2	III	-	-	-	3	-	10	-	13	-	-	26
Grand Total		15	13	36	22	16	10	6	150	14	50	332

*Dash (-) represents courses not being offered at the particular campus.

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2.6 PROGRAMME OFFERING AND STUDENT ENROLMENT

Table 5 shows the student enrolment for the Academic Year 2016 – 2017.

Table 5 – Student Enrolment for the Academic Year 2016 - 2017

Campus	Level	Debe	Drilling Academy	Goldsborough	La Brea	Laventille	Mayaro	Moruga	Palo Seco	Point Fortin	Point Lisas	Ste Madeleine	Woodford Lodge	Total
Courses	Enrolled													
Air Conditioning and Refrigeration Fundamentals	I	-	-	16	-	-	-	-	-	-	23	-	-	39
Automotive Services Fundamentals	I	-	-	24	-	-	-	-	-	-	10	16	-	50
Building Trades Fundamentals	I	-	-	-	-	-	-	-	-	-	15	-	-	15
Electrical Fundamentals	I	-	-	9	-	-	-	-	-	-	18	23	-	50
Fabricator Pipefitter Fundamentals	I	-	-	-	-	-	-	-	-	-	11	-	-	11
Millwright Fundamentals	I	-	-	-	-	-	-	-	-	-	11	-	-	11
Sound Recording and Music Production Fundamentals	I	-	-	-	-	20	-	-	-	8	16	-	-	44
Welding Fundamentals	I	-	-	8	-	-	-	-	-	-	20	19	-	47
Heavy Equipment Operator	II	-	-	-	-	-	-	-	-	-	-	-	31	31
Automotive Services	II	-	-	-	-	9	-	-	-	-	17	-	19	45
Autotronics	II	17	-	-	-	-	-	-	-	-	-	-	-	17
Domestic Electrical Installation	II	-	-	-	10	-	-	-	-	-	14	-	-	24
Drilling Rig Mechanic	II	-	16	-	-	-	-	-	-	-	-	-	-	16
Machine Shop	II	-	-	-	-	-	-	-	-	-	8	-	-	8
Pipefitting & Fabrication	II	-	-	-	13	-	-	-	-	-	14	-	-	27
Plumbing	II	-	-	-	-	-	-	-	-	-	5	-	-	5
Shielded Metal Arc Welding	II	-	-	-	5	-	-	-	-	-	18	-	-	23
Automotive Services Technician Year 2	II	-	-	9	-	26	-	-	-	-	18	13	18	84
Diploma – Automotive Services	III	-	-	-	-	41	-	-	-	-	20	42	22	125
Diploma - Building Trades	III	-	-	-	-	-	-	-	-	-	8	-	-	8
Diploma - Drilling Rig Technician	III	-	73	-	-	-	-	-	-	-	-	-	-	73
Diploma – Electrician	III	24	-	11	8	14	27	-	-	12	34	30	-	160
Diploma - Fabricator-Boilermaker	III	-	-	-	-	-	-	7	12	8	-	14	-	41
Diploma - Heavy Equipment	III	-	-	-	-	-	-	-	-	-	8	-	-	8
Diploma - Information Technology Network Specialist	III	48	-	-	-	-	-	-	-	-	14	24	13	99
Diploma - Instrumentation	III	-	-	-	-	-	-	-	-	-	15	-	-	15
Diploma - Millwright	III	-	-	-	8	-	14	-	-	-	12	-	-	34
Diploma - Refrigeration & Air Conditioning Mechanic	III	-	-	-	-	11	-	-	-	-	10	-	-	21
Diploma - Welder	III	-	-	-	11	-	15	12	9	28	42	31	-	148
Heavy Equipment Technician Year 2	III	-	-	-	-	-	-	-	-	-	-	-	18	18
Industrial Mechanical Maintenance Year 2	III	-	-	-	15	-	15	-	-	-	18	-	-	48
Instrumentation Year 2	III	-	-	-	-	-	-	-	-	-	19	-	-	19
Total		89	89	77	70	121	71	19	21	56	418	212	121	1364

*Dash (-) represents courses not being offered at the particular campus.

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2.7 SPECIAL PROJECTS

The NESC's CNG Engine Maintenance Fundamental Programme – 1st Graduation

On October 21, 2016, the NESC, in conjunction with NGC CNG Company Limited, hosted a graduation ceremony for the first cohort of trainees of the NESC CNG Engine Maintenance Fundamentals Programme. The twenty-three (23) individuals, all technicians from various organisations in the Automotive Sector, successfully completed the 6-week programme in July 2015 at the Woodford Lodge Campus. Class representative, Mr. Renaldo Plaza congratulated his colleagues on their achievement and thanked the NESC for giving them all, the opportunity to develop skills which are in high demand both locally and internationally.



Fig 3 NESC CNG graduation 2016

The NESC's 2016 Graduation

On October 14, 2016, the NESC hosted its 2016 graduation for 1020 students and 104 progressing students. Jamaican born Monique Solomon Joachim, a graduate of the Industrial Mechanical Maintenance class at Mayaro shared her experiences and thoughts on the NESC in her valedictory speech. One of the morning's highlight was the presentation of awards to outstanding students from various campuses and disciplines.



Fig 4 NESC 2016 graduation

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ACTT Granted Approval for the NESC Programmes

The ACTT granted approval for the NESC to offer the following renamed, and in some cases revised programmes from September 27, 2016 to March 18, 2017: Diploma Drilling Rig Operations, Diploma Automotive Services, Diploma Heavy Equipment, Diploma Instrumentation, Diploma Millwright, Diploma Welder (SMAW, GTAW, FCAW), Diploma Building Trades, Diploma Electrician, Diploma Refrigeration and Air-Condition, Diploma Fabricator- Boiler maker and Diploma Information Technology Network Specialist.



Fig 5 ACTT approval

Customised Skills Training for the Petroleum Company of Trinidad and Tobago

In the month of October, the Business Development department facilitated customised mechanical maintenance training for members of staff from The Petroleum Company of Trinidad and Tobago (PETROTRIN). The programme was tailored to address the need for training in health, safety and environment, care of tools, equipment, precision and non-precision measuring instruments, gaskets, valves and work planning. This training period commenced on October 24, 2016 and concluded on November 2, 2016.

The NESC Employees Assist in Audit of Petrotrin's Apprenticeship System

The NESC's staff members Clifton Ramnath, Towheed Ali and Wayne Thomas recently served as lead auditors for Petrotrin's apprenticeship programme. The 3-day exercise, executed on behalf of the National Training Agency (NTA) entailed a review of the system and assessment of the programme instructors against NTA's occupational standards. On November 29 and 30, 2016, these members of staff also performed the role of external verifiers for the assessment of the Petrotrin's apprentices. The areas of expertise provided by Mr. Ramnath, Mr. Ali and Mr. Thomas were Fabrication, Plant Maintenance/ Plant Fitter and Welding respectively.

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Instructor Training with Red Deer College

During the period December 5 to 9, 2016, Red Deer College, through the joint efforts of the Student Affairs and HR departments, facilitated sessions in classroom and workshop training. The training was conducted by Mr. Brad McDiarmid from Red Deer College. The objective of the training was to prepare our instructing staff to competently manage their classroom and effectively deliver the curriculum and guarantee the students understanding of the materials presented whilst maintaining the students' full attention.



Fig 6 RDC Instructor training

The NESC Receives ISO 9001:2015 Re-certification

For several months the institution has been transitioning to the ISO 9001:2015 standard culminating in an audit from March 7 to 10, 2017. The audit identified two (2) major and four (4) minor non-conformances, which the NESC was required to address before certification was issued. The institution on April 21, 2017, underwent a desktop audit to close off the non-conformances and was subsequently awarded the ISO 9001:2015 standard. ISO Certification is one of the main mechanisms which guide the NESC with respect to ensuring continuous improvement at all levels of its operations.



Fig 7 NESC ISO Re-certification

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Automotive Services Building Opens in Tobago

On May 22, 2017, the NESC's Goldsborough Campus opened its new, fully equipped Automotive Services Building. The building was officially opened by the Honourable Anthony Garcia, Minister of Education and the Honourable Kelvin Charles, Chief Secretary and Secretary of Education, Innovation, and Energy of the Tobago House Assembly (THA). In his address, the Minister of Education highlighted the significance of expanding the Tobago Campus and the importance of technical professionals. The Honourable Chief Secretary expressed his support for the venture on behalf of the THA, and solidified his support by presenting Mr. Kern Dass, President of the NESC, with the keys to a Mitsubishi Rosa Bus 24-seater to assist in transporting students to site visits relevant to their training. Mr. Jerome Borde, Sector Head-Automotive, ANSA Automotive (and member of the NESC's Board of Governors) expressed his full support and interest of his organization to automotive training at the Campus and announced the donation of a vehicle for training purposes.



Fig 8 Hon. Anthony Garcia opens new service building at NESC Goldsborough Campus

The NESC 20th Anniversary

On July 14, 2017, the NESC recognised its 20th anniversary with a staff function held at the Point Lisas Campus Auditorium. Nine (9) employees were honoured for their service of over fifteen (15) years with the organization.



Fig 9 NESC honours staff at its 20th anniversary

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The NESC Explores Training Opportunities with Guyana

On September 21, 2017, the Director of Nations Mr. Brian O'Toole, (a training institution in Guyana), and Mr. Donald Baldeosingh, ENMANGroup President and Director Engineering Services at the ENMAN Group, met with the NESC to discuss the possibility of bringing Guyanese nationals to Trinidad and Tobago. This was to facilitate the potential training or having members of the NESC assist with the development of a "Train the Trainer" model in Guyana. Mr. Baldeosingh gave an overview of the Guyana oil and gas situation stating that, "Guyana oil and gas production is likely to double that of Trinidad and Tobago at its peak", which highlights a strong consideration for training in the industry. Following the meeting, the team visited the NESC Drilling Academy in Ste. Madeleine.

2.8 LEGISLATIVE AND REGULATORY FRAMEWORK

The NESC is a non-profit organization established on July 15, 1997 under the Companies Act 1995 in the Republic of Trinidad and Tobago. The NESC serves as an autonomous training provider within the energy and energy related industries.

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2.8.1 Delegated Authority

Table 6 summarizes the levels for approval of expenditure within the NESC.

Table 6 –Delegated Authority

Description	
Budgets (Capital and Operating):	Managers, Divisional Managers, President and Board of Governors.
Non-Budgeted Expenditure:	The President is authorized to approve non-budgeted expenditure up to \$250,000.00 to a total of \$1,000,000.00 in aggregate. The President may appeal to the Board if the aggregate is likely to be exceeded prior to the end of the financial year. All other non-budgeted expenditure shall be approved by the Board.
Budget Re-allocations:	The President is authorized to approve Budget re-allocations up to \$250,000.00. Budget re-allocations in excess of \$250,000.00 shall be approved by the Board.
Approved Capital Expenditure:	Once approved in the Budget all capital expenditure shall be authorized by the President.
Approved Operating Expenditure:	Once approved in the Budget the authority limits for operating expenditure are as follows: PRESIDENT- All expenditure in excess of \$500,000.00 Divisional Managers - \$25,000.00 Line Managers - \$10,000.00 Skills & Technology Centre Coordinators - \$1,000.00 *Officers - \$500.00
Lease / Contracts:	Leases and Contracts of a value up to \$500,000.00 shall be approved by the President. Leases and Contracts in excess of \$500,000.00 up to \$2,500,000.00 shall be approved by the Board Tender and Awards Committee. Leases and Contracts in excess of \$2,500,000.00 shall be approved by the Board.
Credit Facilities:	Credit Facilities up to \$250,000 shall be recommended by the Divisional Manager Corporate Services, and approved by the President. Credit Facilities over \$250,000 shall be recommended by the President and approved by the Board.
Receivables:	Bad Debt Provisions Write-off up to \$250,000.00 to be approved by the President. In excess of \$250,000.00 to be approved by the Board.

**With the exception of Officers Delegated specific authority in writing by the President of the NESC.*

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2.8.2 Reporting Functions

The reporting functions of the NESC are detailed in the table 7:

Table 7– Reporting Functions of the NESC

Reports	Board and Sub Committees	Line Minister (MoE)	Ministry of Finance (MoF)
Annual Administrative Reports	√	√	
Annual Financial Reports		√	√
Annual Operating Budgets	√	√	
Bi-Annual Reports on National Performance Framework		√	
Board Meeting Reports	√	√	
Monthly Financial Status Reports		√	
Monthly Public Sector Investment Programme (PSIP) Reports		√	√
Monthly Request for Recurrent Funding		√	√
Social Sector Investment Programme Reports	√	√	
Strategic Plan	√	√	

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3.0 FINANCIAL OPERATIONS

3.1 BUDGET FORMULATION

The NESC is funded through contributions from its members. The NESC also receives funding from the Government through recurrent subventions and Public Sector Investment Programme (PSIP) for special projects and programmes. The Finance Department of the NESC provides for the effective management of all financial and accounting operations. At the beginning of the budgetary cycle, draft estimates of income, recurrent and capital expenditure aligned to the NESC's strategic plan are prepared in accordance with the format outlined in the Ministry of Finance and the Economy's Call Circular document. These estimates take account of the NESC's core functions, projects/programmes, infrastructure and human resources needs as these relate to short, medium and long-term goals. Estimates are forwarded through the President of the NESC for the approval of the Board of Governors, subsequent to which they are forwarded to the Permanent Secretary, MoE. The Ministry in collaboration with the NESC reviews the estimates and then forwards the estimates for the consideration of the Ministry of Finance (Budget Division) and the Ministry of Planning and Development. Further to the receipt of budgetary allocations, the NESC is normally required to re-prioritize projects/programmes, in accordance with specified allocations.

GoRTT Funding Submissions & Allocations

The total Recurrent & Stipend request for funding submitted to the line Ministry for 2016/2017 was one hundred and forty-eight million, seven hundred and ninety-eight thousand, nine hundred and eight dollars (\$148,798,908.00), (*re: Stipend request totalled \$32,315,800.00 and Recurrent Request \$116,483,108.00*). The total releases for Recurrent and Stipend funding for the period was forty-four million, two hundred and sixty-seven thousand, and three hundred dollars \$44,267,300.00, (*re: Recurrent funding release totalled \$42,984,660.00 and Stipend funding received for the MYPART Programmetotalled\$1,282,640.00*).

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G.A.T.E. funding received for the period 2016-2017 was nineteen million and forty-six thousand dollars (\$19,046,000.00).

The total PSIP Request for funding for 2016/2017 was six million, nine hundred thousand dollars (\$6,900,000.00). However, the PSIP funds released in 2016/2017 was two million, five hundred thousand dollars (\$2,500,000.00)

3.2 INCOME

The Income Statement for the year ended September 30, 2017, is shown below:

(Financial External Audit commenced in March 2018 for the 2016/2017 financial period)

INCOME STATEMENT FOR THE YEAR ENDED SEPTEMBER 30, 2017

	September 30, 2017
Income	
Operating Contributions and donations GoRTT	*\$ 42,984,660
Atlantic LNG, Methanol Holdings & Other Operating Contributions	\$ 3,538,226
Capital Grants Released	\$ 23,242,581
Tuition Fees	\$ 13,004,726
Investment Income	\$ 2,254,154
Other Income	\$ <u>5,493,534</u>
Total Income	\$ <u>90,517,881</u>

NOTE: Stipend funding is not included in the NESC's Operating Contribution.

**GoRTT Operating Contributions and Donations of \$42,984,660 listed in the above Income Statement does not include stipend funding of \$1,282,640 since stipend funds received from the Ministry is held in a liability account for disbursement to students as per their attendance record over the stated period - (See table 8 for the GoRTT Recurrent and Stipend Funding Schedule for 2016/2017).*

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**3.3 RECURRENT EXPENDITURE:****Table 8 – Recurrent & Stipend Funding/Expenditure for the period 2016 – 2017**

Sub-Head	Funds Allocated – TT\$	Actual Expenditure – TT\$	Variances TT\$
Personnel Expenditure	21,003,149	32,585,839	(11,582,690)
Goods, Services and Other Expenses	5,724,351	23,588,264	(17,863,913)
Recurrent Expenditure – the NESC, Laventille, WAC-NEET & TechnoKids	26,727,500	56,174,103	(29,446,603)
PLIAP Recurrent	4,497,000	6,812,126	(2,315,126)
Drilling School Recurrent	2,899,800	2,555,267	344,533
Woodford Lodge Recurrent & Stipend	2,760,000	3,457,672	(697,672)
MYPART Recurrent & Stipend	7,383,000	11,356,780	(3,973,780)
Grand Total Recurrent & Stipend	44,267,300	80,355,948	(36,088,648)

Variances:

Stipend is a GoRTT initiative administered on their behalf by the NESC. It is not the NESC expenditure. Stipend expenditure included in the table is one million, two hundred and eighty-two thousand, six hundred and forty dollars (\$1,282,640.00) (see Table 8.1 for details).

It should be noted, as well, that the GoRTT historically does not fund the entire recurrent budget of the National Energy Skills Center. The deficit in funding of thirty-six million, eighty-eight thousand, six hundred and forty-eight dollars (\$36,088,648) in 2016/2017 was covered by the National Energy Skills Center from the income derived through the recurrent contribution received

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from Atlantic LNG and Methanol Holding, rental income, withdrawal of investments funds, investments interest and business development revenue.

Table 8.1 – Recurrent Funding for the Period 2016-2017

Location	Funds Released by GoRTT for Stipend	Funds Released by GoRTT for Contributions/Income	TOTAL GoRTT Funds Released for Recurrent & Stipend
The NESC/Laventille/ WAC-NEET/ TechnoKids	-	\$ 26,727,500	\$ 26,727,500
Chaguanas Technology	-	\$ 2,760,000	\$ 2,760,000
Drilling Academy	-	\$ 2,899,800	\$ 2,899,800
MYPART	1,282,640	\$ 6,100,360	\$7,383,000
PLIAP	-	\$ 4,497,000	\$ 4,497,000
TOTAL	\$1,282,640	\$ 42,984,660	\$ 44,267,300

The releases for 2016/2017 for recurrent and stipend funding was forty-four million, two hundred and sixty-seven thousand dollars (\$44,267,000.00) whereas in the previous year it was ninety-nine million, eight hundred and seventy-two thousand dollars (\$99,872,000.00) which resulted in an overall net decrease in the recurrent funding of fifty-five million, six hundred thousand dollars (\$55,600,00.00) for the organization.

The MYPART and PLIAP programmes received a decrease in funding totalling eleven million, two hundred thousand dollars (11,200,000.00). The other campuses accounted for the additional forty-four million four hundred thousand dollars (\$44,400,000.00) thereby making up the total decrease of fifty-five million, six hundred thousand dollars (\$55, 600,000.00).

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3.4 PUBLIC SECTOR INVESTMENT PROGRAM (PSIP):

The Government of Trinidad and Tobago transforms its plans and policies into physical achievements using the Public Sector Investment Programme (PSIP). The PSIP is a strategic budgeting and planning tool that allows for the prioritization and alignment of projects with national development objectives. Under the PSIP the NESC is guided by the Ministry of Education's (MoE) protocol and requirements. PSIP estimates are submitted to the MoE based on the NESC's Board approval. For that reason, the funds allocated to the NESC are distributed based on the priority of projects, however where necessary the NESC will re-prioritize projects/programmes, in accordance with levels of allocations received. The total funding received under PSIP for fiscal 2016/2017 was two million, five hundred thousand dollars (\$2,500,000.00). The NESC's actual expenditure totalled three million, one hundred and ten thousand, five hundred and one dollars (\$3,110,501.00). Table 9 summarizes the NESC's PSIP expenditure for the period October 1, 2016 to September 30, 2017.

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Table 9 - The NESC's Actual PSIP Expenditure versus Allocation

For the Period October 1, 2016 to September 30, 2017

	Project Name	PSIP Allocation	Actual Funds Received from MoE	Actual Expenditure	Variances
J009	Relocation of the NESC's Head Office and the Brechin Castle Technology Centre	2,000,000	500,000	337,412	162,588
J010	Pt. Fortin Tech. Centre - New Facilities and Upgrade of Existing Centre	600,000	600,000	633,690	(33,690)
J012	Ste. Madeleine Technology Centre	1,000,000	-	776,411	(776,411)
J018	Expansion of Skills and Technology Centre in Moruga	400,000	200,000	1,659	198,341
J019	Construction of a Drilling Academy	-	-	117,017	(117,017)
J020	Construction of Hall of Residence for Trainees	-	-	23,957	(23,957)
J021	Mayaro Skills and Technology Centre	-	-	37,264	(37,264)
J022	Establishment of Workforce Assessment Centre in the NESC	500,000	500,000	1,287	498,713
J023	Upgrade of the NESC Laventille Skills & Technology Centre	700,000	700,000	89,989	610,011
J024	Upgrade of the NESC Skills & Technology Centre in Goldsborough, Tobago	1,000,000	-	414,473	(414,473)
J035	La Brea Technology Centre	700,000	-	55,773	(55,773)
J039	Expansion of Programme at Palo Seco Centre	-	-	59,501	(59,501)
J057	Chaguanas Technology Centre - WL	-	-	437,949	(437,949)
J	Debe	-	-	124,119	(124,119)
	TOTAL	6,900,000	2,500,000	3,110,501	(610,501)

Note: Included in Actual Expenditure is Commitments for La Brea and Woodford Lodge Campus.

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3.5 DEBT POLICY

The NESC's debt policy relates to all open accounts receivables with late or delinquent payment activity. The purpose is to ensure that actions and methods for processing late or delinquent payments, provision for bad and doubtful accounts and write offs are handled in a timely and effective manner to ensure maximum collections and an optimum accounts receivable turnover ratio. This procedure applies to the Accounts Receivable Section involved in the collection of past due accounts. As far as it is required, the Business Development Department would be utilized to assist in the collection of debts. Accountability for collection of all debts resides with the Accounts Receivable Section. The Accounts Receivable Section also reviews records of its clients to determine the explanations for non-payment prior to commencing the collection process.

3.6 INVESTMENT POLICY

The NESC receives contributed capital from its industry partners. The NESC manages the Trust Fund resulting from these contributions and the investment income generated therefore is a significant source of funds for the provision of training in meeting the Center's Mission.

3.7 INTERNAL AUDIT FUNCTIONS

The internal audit functions are carried out by one of the member companies of the Board of Governors - the National Gas Company of Trinidad and Tobago (NGC). The Audit Sub Committee directly reports to the Board on audit matters. Ernst and Young (E&Y) is the NESC's Auditor for Finances.

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4.0 HUMAN RESOURCES DEPARTMENTAL PLAN

4.1 ORGANIZATIONAL ESTABLISHMENT

The NESC has a total of four hundred and eleven (411) employees; four (4) executive managers, thirty-four (34) managers, thirty-seven (37) supervisors, one hundred and nine (109) instructors and two hundred and twenty-seven (227) general support staff.

4.2 CATEGORIES OF EMPLOYEES

Table 10 shows the breakdown of employees at the NESC.

Table 10 - Categories of Employees

CATEGORY	EXECUTIVE	MANAGERS	SUPERVISORS	INSTRUCTORS	GENERAL / SUPPORT STAFF	TOTAL
The NESC	4	26	32	87	126	275
MYPART	0	6	2	22	11	41
WA-NEET	0	1	3	0	17	21
PLIAP*	0	1	0	0	73	74
TOTAL	4	34	37	109	227	411
GRAND TOTAL (411)						

* *PLIAP is a relevant and flexible craft apprenticeship programme built upon the existing technical vocational infrastructure and experiential opportunities in the energy, petrochemical, oil & gas, manufacturing and related industries. Its general staff includes the apprentices who are currently active within the various industries.*

The NESC's Staff can be further classified under Permanent, Contract, Temporary and Other as delineated in Table 11.

Table 11 – the NESC's Staffing Classifications

Employment	Staffing
Permanent	122
Contract	253
Temporary	17
Other	19
TOTAL	411

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4.3 CAREER PATH SYSTEMS

The NESC's Career progression is determined primarily on position availability along with meritocracy. The organization is systematically adjusting its performance evaluation, to capture the continuous assessment of employees particularly ensuring that their goals are aligned to the organization's strategic objectives. The career path plan is a critical factor in the employee's development plan. This is reviewed at the beginning of the performance evaluation year where the supervisor and the employee plan developmental opportunities for the employee who would be tracked for effectiveness in the ongoing evaluations.

The career path takes into consideration, the employee's personal and professional plans along with the quarterly/annual steps he/she will need to take in order to attain the desired destination. These steps may include job promotions, lateral moves, inter-department transfers and relevant skill development through training, coaching and mentoring. Given the current establishment of the NESC, it is cognizant upon the employee to actively pursue his/her career development by making use of the education assistance programme provided by the organization.

4.4 PERFORMANCE SYSTEMS

It is the policy of the NESC to continually appraise and assess the performance of all employees. The method used, allows their strengths and accomplishments to be recognised. At the same time, the NESC will identify any weaknesses and will take corrective measures, where necessary, through the use of training programmes and/or employee counselling.

Performance appraisals are conducted at least once every twelve (12) months for all permanent/full time staff and at least once during the probation. However, appraisers evaluate their subordinates at regular intervals during the year, based on established performance standards and provide their employees with regular feedback about their performance. The setting of standards is worked out between appraiser and appraisee and approved by the respective Manager/Supervisor.

The information contained in the performance evaluation documents and discussed during the appraisal interview is regarded and treated as confidential.

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4.5 PROMOTION SELECTION PROCEDURES

It is the policy of the NESC to assist, encourage and train employees so that they may aim for the highest position within the Organisation. All new and vacant positions are filled by individuals who are assessed to be capable of discharging the duties and responsibilities of the position in accordance with the required standard. The NESC, may promote an employee to a higher position without advertising that position, if there is a suitable individual available within the company. An employee will be considered suitable if he/she satisfies the criteria for promotion:

1. Qualifications;
2. Potential i.e., proven ability to perform at the higher level;
3. Experience;
4. General suitability, for example, professional attitude, communication skills, effectiveness in developing subordinates.

A deserving employee will not be denied promotion by reason of his/her excellence in the present job or the NESC's inability to find a suitable replacement, although the timing of the promotion may have to take into account the effect on the NESC's operation. If suitable persons cannot be identified after conducting an extensive internal search on a company-wide basis, the Human Resource (HR) department would then proceed to make the necessary arrangements, to recruit from an external source. External recruitment is approved by the President.

4.6 EMPLOYEE SUPPORT SERVICES

The NESC acknowledges that our most valuable resource is our human resources and sometimes personal problems, even when not related to the job, can have a damaging impact on the employee's quality of life and the ability to perform his/her job. The NESC provides an Employee Assistance Programme (EAP) through the use of PETROTRIN's Employee Assistance Programme Services Limited (PEAPSL).

These Counselling services are limited to the employees of the NESC. At times, the session may require the attendance of respective family members. This is limited to the three (3) sessions provided to the employee of the NESC. Any additional sessions needed by the

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employee or any sessions for their family members must be arranged by the employee, independent of the NESC.

There are four (4) avenues by which persons enter the programme:

- voluntary or self-referrals
- informal supervisory referrals
- formal supervisory referrals
- mandatory referrals

To access EAP, the employee or supervisor must contact either the Senior Manager, Human Resources or the Human Resource Officer advising of the need and once the arrangements have been made, the EAP counsellor at PEAPSL will be provided with the employee's contact information for them to set up his/her appointment.

4.7 TRAINING

The NESC sponsors training and development for its employees in order to meet operational requirements for new, improved or different skills, technologies or capacities. Priority is given to training activities that are relevant to the NESC's operations, and to the professional and career development of its personnel.

Supervisor's review, on a regular basis, the performance of their employees against their operational development requirements and determine where training is needed to improve performance.

All training needs are communicated to the Human Resources Department for necessary action. Recommendations as to possible sources of training can also be submitted to the HR department, particularly with respect to technical specialities.

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5.0 PROCUREMENT PROCEDURES

The NESC recognizes procurement as a core function which contributes directly to the effectiveness and efficiency of departments and personnel. The NESC's procurement function is guided by its procurement policy through which the NESC expressly states its intention and commitment to:

- Adhere to proper procurement principles and conform to Health, Safety and Environmental Standards and all relevant and applicable local and international Legislation, Regulations and Requirements;
- Abide by generally acceptable accounting principles;
- Develop, maintain and continuously improve its Procurement Processes to satisfy the NESC's Quality Management System requirements;
- Operate in accordance with the provisions outlined in the By Laws of the NESC as they relate to the procurement function.

5.1 OPEN TENDER

Opening tendering is a process where invitations are issued through advertisements or other forms of public notice. Open tendering shall be used in the following instances:

- When the company's list of registered contractors/vendors does not cater for a particular type of goods, works or services adequately;
- Where it is competitively more advantageous;
- Any other circumstances as directed by the President or Tender Evaluation and Awards Sub-Committee.

5.2 SELECTIVE TENDER

In selective tendering, tenders are invited from the NESC's list of registered contractor/vendors, or where justified, contractors/vendors approved by the President. The submission of completed bids in the selective tendering process is made directly to the NESC's Purchasing Department in the form prescribed in the invitation to bid. For selective tendering a minimum number of three (3) invitees shall be set so as to allow adequate competition in the procurement process.



6.0 PUBLIC AND COMMUNITY RELATIONS

RENTAL OF FACILITY AT LA BREA CAMPUS

On August 14, 2017, the Caribbean Gas Chemical Limited (CGCL) signed a contract agreement for one year commencing September 1, 2017, for the rental of the auditorium for the purpose of administrative office space. The NESC continues to establish and maintain organizational relationships with external parties that will build business development initiatives and enhanced visibility for both parties.

SCHOOL SCIENCE FAIR AT THE NESC, POINT LISAS

On January 20, 2017, Sacoda Serv Limited in collaboration with SHELL hosted a school science fair at the NESC Point Lisas Auditorium. The fair was designed to give Science, Technology, Engineering and Mathematics (STEM) students the opportunity to present and display their projects to key stakeholders in the education system, parents, teachers and school principals. It also provided industry representatives with a forum for the promotion of career opportunities in areas relevant to STEM.

The Director of Curriculum of the Ministry of Education, Social Support Unit of SHELL – Ms. Leslie Brown, the President of NIHERST – Ms. Sylvia Lalla and Principal Consultant of Sacoda Serv Limited – Ms. Karen Lynch attended the formal opening ceremony.

The NESC was among thirty (30) companies who participated in the event.

6.1 MILITARY-LED YOUTH PROGRAMME OF APPRENTICESHIP AND RE-ORIENTATION TRAINING (MYPART)

New MYPART Cadets leave for Camps

On October 1, 2016, the Military-led Youth Programme of Apprenticeship and Re-orientation Training (MYPART) received a new batch of cadets. Mr. Rudolph Mannie, Programme Manager, welcomed the new recruits with a ceremony held at the MYPART Facility at Point Lisas. After the formal proceedings, family and friends bid farewell to the forty-eight (48) new recruits as they boarded buses bound for the Chatham and Persto Praesto Camps.

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MYPART Drill and Luncheon

The MYPART division of the NESC hosted a 'drill display' and luncheon on December 22, 2016. The purpose of this event was to express appreciation for cadets and members of staff and join in the merriments of the Christmas Season. The day began with the cadets assembling themselves for inspection and this provided a fantastic display of their newly acquired military-type skills. Immediately following this exhibition, cadets and MYPART staff along with some special invited guests gathered at the MYPART facility in Point Lisas for a Christmas meal. As a special gesture of goodwill, the MYPART instructors and staff served the cadets their meals – this has become a tradition at MYPART. Following the luncheon, all the trainees were formally sent home to spend the Christmas holidays with their families after spending three (3) months in the induction phase.

MYPART 'End of Induction Training Parade'

The MYPART hosted an 'End of Induction Training Parade' for the first intake of 2016 at the NESC Point Lisas Campus on January 21, 2017.

The parade marked the official end of the three-month induction training phase and the ushering of the cadets into the second phase of the programme. The parade is designed to display the cadets' performance at executing drill movements and to showcase their assimilation of the training. The event was also a forum to recognize and award cadets who excelled in various areas during the induction phase. Prizes were awarded to winners of various competitions and fitness tests. Group prizes were also presented including the Prize for Best Kept Academy – awarded to the Chatham Academy and the prize for 'Champion Academy' awarded to Persto Praesto Academy.

6.2 NATIONAL ENERGY SKILLS CENTER EMPLOYEES' CHARITY FUND (NECF)

The National Energy Skills Center Employees' Charity Fund (NECF) initiatives for the period commencing October 2016 and ending September 2017.

The National Energy Skills Center Employees' Charity Fund (NECF) is spearheaded by Mrs. Aline Jones-McLean, Vice President of Finance. The NECF continues to perform and uphold its

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functions and objectives. The fund was recognised on May 20, 2009 and was developed to benefit and provide a service to underprivileged individuals within communities including its very own employees and full-time students.

During this fiscal year, there were ninety-two (92) contributing members at the beginning of October 2016. However, this figure decreased to eighty-seven (87) financial trustees at the end of September 2017.

The NECF achievements were:



Fig 10 NESC Christmas food hampers 1



Fig 11 NESC food distribution drive 1

- December 2016 – Purchasing of a household appliance for a disadvantaged family residing in Chaguanas.
- December 2016 – Annual Holiday Food Drive –NECF distributed eleven (11) food hampers to individuals in low socio-economic groups as well as full-time students in distress.

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February 2017 – School Stationery Drive –
NECF distributed
Mohammed's Bookstore
gift vouchers to twenty (20)
disadvantaged students of
the Couva South
Government Primary
School and Exchange. R.C
Primary School.



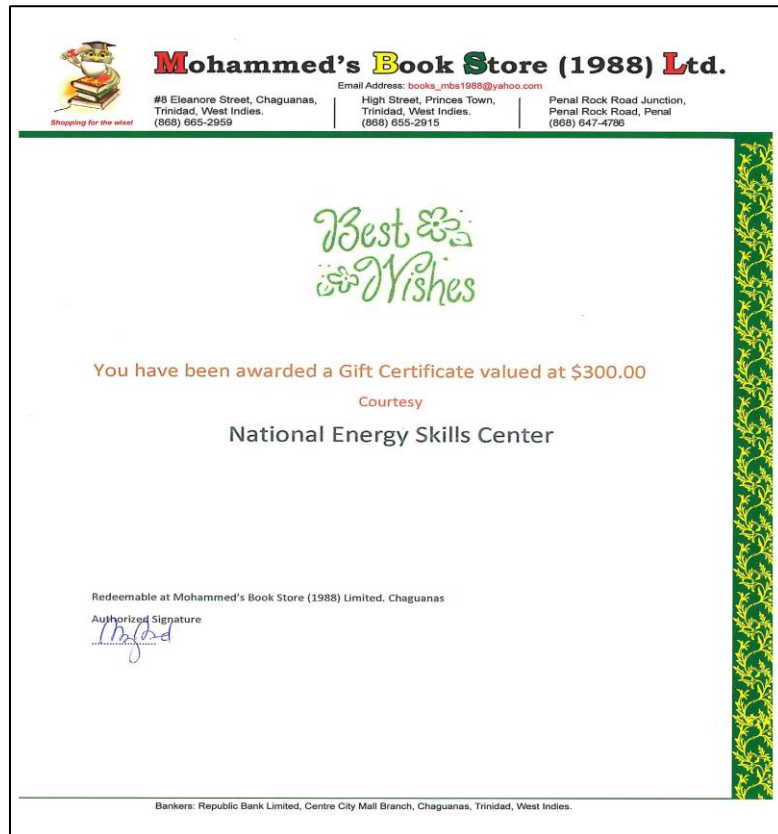
Fig 12 NECF school stationery drive

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- August 2017 – NECF continued the distribution of Mohammed's Bookstore gift vouchers for another school term targeting six (6) underprivileged children within various communities.



- August 2017 – Social and financial support to the family of a passed-on employee.

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August 2017 – ‘Thank You’ letter was circulated to all trustees for the kind contributions towards this initiative.



The members of the management committee gave their time voluntarily. The current team comprises of:

No.	Name	Position
1.	Anthony Nobbee	Chairman (Ag)
2.	Kevin Manickchand	Secretary
3.	Vidia Ramnanan	Treasurer
4.	Indra Ramroop	Trustee
5.	Perry Bowen	Trustee
6.	Vischel Maharaj	Trustee
7.	Shirlene Jeremiah	Trustee

As the NECF moves into 2017/2018, its goals remain strong on leaving footprints of encouragement and support towards the success of humanity.

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6.3 STRATEGIC PARTNERSHIPS

- ❖ Atlantic LNG Company of Trinidad and Tobago
- ❖ British Gas Trinidad and Tobago
- ❖ Caribbean Gas Chemical Limited
- ❖ Civilian Conservation Corps
- ❖ East Port of Spain Development Company Limited
- ❖ National Gas Company of Trinidad and Tobago
- ❖ Repsol
- ❖ Toyota Trinidad and Tobago Limited
- ❖ Trinidad Generation Unlimited
- ❖ Trinidad and Tobago Air Guard
- ❖ University of the West Indies
- ❖ University of Trinidad and Tobago
- ❖ WeldFab Limited

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7.0 CONCLUSION

The NESC celebrated its twentieth anniversary milestone for this fiscal year 2016/2017. We acknowledge our achievements and commitment to delivering quality training taking into consideration the future needs of our citizens and staff. Our Vision, Mission and Goals were reviewed and updated to guide the strategic process which reflects the changing needs of all stakeholders.

We stand true to our goal of becoming the premier technical vocational institution in the region, as such a quest has led us to becoming an accredited institution by the ACTT. This accomplishment is tremendous for us as it signals to all of our clients and stakeholders that we offer programmes that are industry relevant and highly certified.

The NESC recognises and applauds the influence of industry leaders. We actively partner with various companies in the different sectors to develop and deliver training in current and emerging occupations. Our business relationships within the industry proves to be vital in providing continuous development on enhanced diploma and customised programmes offerings. It also ensures that our programmes are best suited to the needs of the industry. The NESC's programme development takes advantage of the opportunities that are presented in a dynamic and competitive landscape at the tertiary level.

The Point Lisas Industrial Apprenticeship Programme (PLIAP), established a relevant and craft apprenticeship scheme for graduates at the level II certification. PLIAP builds on the training of existing technical vocational institution by utilising experiential opportunities in companies within energy sector.

The NESC is guided by our mandate and aims to enhance the quality of life of all citizens through increasing access to quality technical vocational education and training, which ensures coherence with national strategic alignment towards improving the productivity and status of our citizenry.

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APPENDIX A Registered students at consolidated campuses

Academic Year	2015/2016	2016/2017	2017/2018	
	Enrolled	Enrolled	Applied	Enrolled
Palo Seco	52	21	6	0
Point Fortin	166	56	29	1
Moruga	68	19	7	0
Totals	286	96	42	1