

ADMINISTRATIVE REPORT 2015 - 2016



TABLE OF CONTENTS

CONTENTS		PAGE
1.0	ORGANIZATION PROFILE	
1.1	Introduction	5
1.2	Mandate	6
1.3	Vision and Mission	6-7
1.4	Goals	7
1.5	Motto	8
1.6	Value Proposition	8
1.7	Quality Policy	9
1.8	Health and Safety Policy	9
2.0	ORGANIZATIONAL STRUCTURE	11
2.1	Governance and Corporate Structure	11
2.2	Management Structure	12
2.3	Key Contact Personnel	14
2.4	Campus Locations	15
2.5	Graduates and Progressing Students for the period 2015 - 2016	16
2.6	Programme Offering and Student Enrolment	17
2.7	Special Projects	18
	NESC Graduation Ceremony	18
	New Point Lisas Industrial Apprentices Programme (PLIAP) Intake	18
	Nigerian Trainees Graduate	19
	Supervisory Skills Training	19
	A Visit To Red Deer College In Canada	20
	Assessment Of Weldfab Employees	20
	Training for Student Council Executive	21
	Energy Conference 2016	21
	NESC Participates In Career Building Event	22
	MoU Signing With BGTT	22
	Training for NESC Instructors	23
	ISO Surveillance Audit At The NESC	23
	NESC Participates In Job Exposition	24
	Sharing Information with Staff	24
	MoU Signing With Energy Chamber	25
	Head Office Awareness Session	25
	NESC Jobs Fair/Skills Day	26
	Talks Begin On Training Of Uganda's Nationals	26
	NESC Partners With EPOS	27
	PTSC/NESC Trade School Graduation	28
	HR Hosts Financial Literacy and Self – Empowerment Seminars	29
2.8	ACTT Accreditation	30
2.9	Legislative and Regulatory Framework	31
2.9.1	Delegated Authority	31-32
2.9.2	Reporting Functions	33

3.0	FINANCIAL OPERATIONS	34
3.1	Budget Formulation	34
3.2	Income	35
3.3	Recurrent Expenditure	36
3.4	Public Sector Investment Programme (PSIP)	38-39
3.5	Debt Policy	40
3.6	Investment Policy	40
3.7	Internal Audit Functions	40
4.0	HUMAN RESOURCES DEPARTMENTAL PLAN	41
4.1	Organization Establishment	41
4.2	Categories of Employees	41
4.3	Career Path Systems	42
4.4	Performance Systems	42
4.5	Promotion Selection Procedures	43
4.6	Employee Support Services	43-44
5.0	PROCUREMENT PROCEDURES	45
5.1	Open Tender	45
5.2	Selective Tender	45
6.0	PUBLIC AND COMMUNITY RELATIONS	46
	Drilling Academy Field Trip to Tucker Engineering	46
	Mayaro Residents graduate from Repsol Limited	46
	Administrative Professional Week	47
	HSSE Day	47
	NESC participates in the United way 'Day of Caring'	48
	Visiting Team from Turks and Caicos	48
	Visiting from delegation from Dominica	49
	Industrial Electrical Installation (IEI) trainees visit Petrotrin Operations	49
6.1	Military-Led Youth Programme Of Apprenticeship And Re-Orientation Training (MYPART)	50
	New batch of MYPART cadets	50
	Summary of MYPART Activities	51
	MYPART Cadets Participate in Regional Corporation's Inter-Faith Service	51
	MYPART Ironman Contest	52
	MYPART Concert	52
	MYPART Graduation and Inter-Faith Service	53
6.2	NESC Charity Fund Initiatives	53-54
6.3	Summary of NESC's Internal Teambuilding Activities	55
6.4	Strategic Partnerships	56
7.0	CONCLUSION	57

LIST OF TABLES

TABLE NUMBER	DESCRIPTOR	PAGE
Table 1	The Past and Present Vision & Mission Statements	7
Table 2	Board of Governors	11
Table 3	Key Contact Personnel	14
Table 4	Campus Locations and Students Enrolled 2015 - 2016	15
Table 5	Graduates for the period 2015 - 2016	16
Table 6	Student Enrolment for the Academic Year 2015 - 2016	17
Table 7	NESC Self - Study Schedule of Activities	30
Table 8	Delegated Authority	32
Table 9	Reporting Functions of the NESC	33
Table 10	Recurrent & Stipend Funding and Related Expenditure for the period 2015 - 2016	36
Table 10.1	Recurrent & Stipend Funding for the period 2015 - 2016	37
Table 11	NESC's Actual PSIP Expenditure versus Budget for the period 2015 - 2016	39
Table 12	Categories of Employees	41

LIST OF FIGURES

FIGURE NUMBER	DESCRIPTOR	PAGE
Figure 1	NESC's Goals	7
Figure 2	Organization Structure 2015 - 2016	13

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 had its genesis in a Trust Deed between the Government of the Republic of Trinidad and Tobago (GoRTT) and the Atlantic LNG Company Limited.

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

Since its inception in 1997, 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;
- 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.

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 (CVO) participating member countries of the region.

1.3 VISION and MISSION

In 2015, 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 regard 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 new Mission Statement was approved by the Executive Management Team of the NESC in January 2016. Table 1 shows former and present vision and mission statements.

Table 1 – The Past and Present Vision and Mission Statements.

PERIOD	VISION STATEMENT	MISSION STATEMENT
1997 - 2015	To be recognized as the premier provider of quality skills training and a powerful force in the transformation of the nation’s human capital.	To lead in the attainment of national development goals through the provision of extraordinary skills training services.
2015 - 2025	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.	

1.4 GOALS

The goals of the NESC as outlined in the Strategic Plan for the period 2015 – 2025 are as follows:

Figure 1: NESC’s Goals



1.5 MOTTO

The NESC's motto is "100% successful trainees successfully placed in industry".

1.6 VALUE PROPOSITION

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 that meets industry needs. Our core values are reflected below:

C R E D I T

- **C**ommitment - Deep devotion, commitment and pride in all that makes up the NESC (Our People, and Our Programmes).
- **R**espect - 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.
- **E**xcellence - Excellence through quality which surpasses ordinary standards. An attitude of doing things right the first time, every time.
- **D**iscipline - We commit to upholding the established organizational parameters in our efforts to positively contribute, uplift and sustain our business functions
- **I**ntegrity - 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
- **T**eamwork - We believe in the TEAM - Together We Achieve More. We share our individual (skills) talents to achieve our common targets and deliverables

1.7 QUALITY POLICY

The management and staff of the NESC is committed to identifying, meeting and exceeding the needs of all stakeholders by continually improving its teaching and learning processes, facilities and support services. We will be guided by the principles of a Quality Management System (QMS) that empowers all employees to attain service excellence through proactive participation and continuous improvement.

1.8 HEALTH AND SAFETY POLICY

The management of NESC 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.

NESC'S MISSION

"To lead in the attainment of national developmental goals through the provision of extraordinary skills training services."

ADMINISTRATIVE REPORT 2015 - 2016

Board of Governors



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 2 – 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
6	BHP Billiton
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	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:

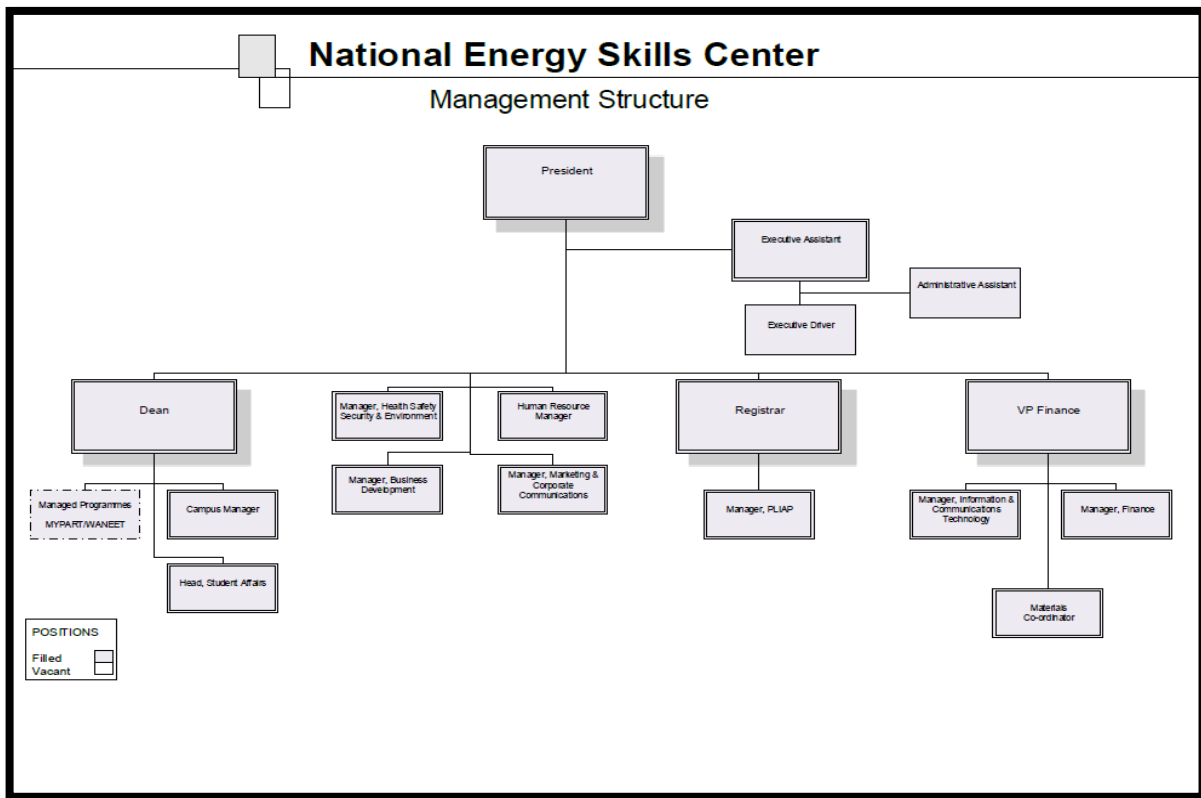
- Audit Sub-Committee
- Finance and General Purposes Sub-Committee
- Human Resource Sub-Committee
- Tenders and Awards Sub-Committee
- Training and Development Sub-Committee

2.2 MANAGEMENT STRUCTURE

Guided by its mandate and the proposed re-introduction of the Caribbean Vocational Qualifications (CVO) 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.

Figure 2: Organization Structure 2015 - 2016.



The following are the departments within the NESC:

- **Finance**
 - Materials
 - Finance
- **Office of the Dean**
 - Health Safety Security and the Environment
 - Information and Communication Technology
- **Office of the Registrar**
- **Office of the President**
 - Business Development
 - Corporate Communications
 - Human Resource
 - MYPART / WA-NEET

2.3 KEY CONTACT PERSONNEL

The following table shows NESC's key contact personnel at its Head Office

Table 3 – 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	Registrar	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	Manager – Corporate Communications and Marketing	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	Human Resource Manager	nmillington@nescctt.org (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 Terrance Manwah	Manager, Quality Assurance and Curriculum Development	tmanwah@nesc.edu.tt (T) 636 8315 ext. 441 (F) 636 8542
Mr Perry Bowen	H.S.S.E. Manager	pbowen@nesc.edu.tt (T) 636 8315 ext. 366 (F) 636 8542
Mr. Ken Ramnarine	Programme Manager - Workforce Assessment	kenramnarine@hotmail.com (T) 223 1955
Mr. Rudolph Mannie	Programme Manager, Military Youth Programme of Apprenticeship and Reorientation Training (MYPART)	rmannie@nesc.edu.tt (T) 636 8315 ext. 437 (F) 636 8542

2.4 CAMPUS LOCATIONS

The NESC has twelve (12) campus locations and NESC Drilling Academy in Trinidad and Tobago

Table 4 – Campus Locations and Students Enrolled 2015 - 2016

Campus	Address	Telephone	Students Enrolled
Debe	S.S. Erin Road, Debe	647-8810	131
Drilling Academy	Manahambre Road, Ste. Madeleine	289-2487	136
Goldsborough	Cow Farm Road, Goldsborough, Tobago	660-5700	47
La Brea	Vessigny Village, La Brea	651-1952	88
Laventille	Eastern Main Road, Laventille	625-1240	157
Mayaro	Plaisance Road, Mayaro	630-1537	117
Moruga	Basse Terre, Moruga	656-4049	68
Palo Seco	S. S. Erin Road, Palo Seco	288-5071	52
Point Fortin	Cor. Richardson and Volunteer Roads, Point Fortin	648-2575	166
Point Lisas	Cor. Rivulet and Southern Main Roads, Couva	636-8315	526
Ste. Madeleine	Manahambre Road, Ste. Madeleine	289-0254	239
Woodford Lodge	Factory Road, Chaguanas	315-6481	164
TOTAL ENROLLMENT			1891

2.5 GRADUATES AND PROGRESSING STUDENTS FOR THE PERIOD 2015 - 2016

The table below shows the number of NESC graduates and Progressing Students for the period 2015 - 2016.

Table 5 - Number of Graduates and Progressing Students for the period 2015 – 2016

Campus/Course	Debe	Drilling Academy	Goldsborough	La Brea	Laventille	Mayaro	Moruga	Palo Seco	Point Fortin	Point Lisas	Ste Madeleine	Woodford Lodge	Graduates
Advanced Welding	-	-	-	-	-	-	12	-	19	37	-	-	68
Air Conditioning & Refrigeration	-	-	3	-	8	-	-	-	-	22	9	-	42
Automotive Services Tech. Yr. 2	-	-	-	-	8	-	-	-	-	6	6	4	24
Autotronics	40	-	-	-	6	-	-	-	-	-	-	8	54
Heavy Equipment Tech. Yr. 2	-	-	-	-	-	-	-	-	-	13	-	-	13
Construction Craft	-	-	-	-	-	-	-	-	-	14	-	-	14
Drilling Rig Mechanic	-	14	-	-	-	-	-	-	-	-	-	-	14
Drilling Rig Tech. Yr. 2	-	51	-	-	-	-	-	-	-	-	-	-	51
Heavy Equipment Operator	-	-	-	-	-	-	-	-	-	-	-	60	60
Industrial Electrical Installation	-	-	8	13	16	18	-	-	28	38	50	-	171
Industrial Mech. Maintenance Yr. 2	-	-	-	10	-	10	-	-	-	17	-	-	37
Information Technology Specialist	13	-	-	-	-	-	-	-	-	10	14	8	45
Instrumentation Yr. 2	-	-	-	-	-	-	-	-	-	14	-	-	14
Machine Shop	-	-	-	-	-	-	-	-	-	17	-	-	17
Microsoft Office Specialist	40	-	-	3	8	13	10	7	11	11	12	12	127
Pipefitting & Fabrication	-	-	-	11	-	16	8	15	16	11	22	-	99
Shielded Metal Arc Welding	-	-	7	9	-	13	10	13	18	43	25	-	138
Sound Recording and Music Prod.	-	-	-	-	12	-	-	-	4	16	-	-	32
Total Graduates	93	65	18	46	58	70	40	35	96	269	138	92	1020
Automotive Services Tech. Yr. 1	-	-	9	-	9	-	-	-	-	8	8	9	43
Heavy Equipment Tech. Yr. 1	-	-	-	-	-	-	-	-	-	15	-	-	15
Industrial Mech. Maintenance Yr. 1	-	-	-	1	-	15	-	-	-	14	-	-	30
Instrumentation Yr. 1	-	-	-	-	-	-	-	-	-	16	-	-	16
Total Progressed To Year 2	0	0	9	1	9	15	0	0	0	53	8	9	104

2.6 PROGRAMME OFFERING AND STUDENT ENROLMENT

The table below shows the student enrolment for the Academic Year 2015 - 2016.

Table 6 – Student Enrolment for the Academic Year 2015 - 2016

Campus	Point Lisas	Ste Madeleine	Woodford Lodge	Point Fortin	Palo Seco	La Brea	Moruga	Mayaro	Laventille	Goldborough	Drilling Academy	Debe	Total
Courses	Enrolled												
Advanced Welding	39	0	0	24	0	0	16	0	0	0	0	0	79
Air Condition & Refrigeration	40	23	0	0	0	0	0	0	17	15	0	0	95
Automotive Service Tech. Yr. 1	19	20	20	0	0	0	0	0	20	9	0	0	88
Automotive Service Tech. Yr. 2	29	28	18	0	0	0	0	0	41	0	0	0	116
Autotronics	0	0	16	0	0	0	0	0	17	0	0	55	88
Construction Craft	35	0	0	0	0	0	0	0	0	0	0	0	35
Drilling Rig Mech.	0	0	0	0	0	0	0	0	0	0	19	0	19
Drilling Rig Technician Yr.2	0	0	0	0	0	0	0	0	0	0	117	0	117
Heavy Equipment Operator	0	0	74	0	0	0	0	0	0	0	0	0	74
Heavy Equipment Tech. Yr. 1	23	0	0	0	0	0	0	0	0	0	0	0	23
Heavy Equipment Tech. Yr. 2	14	0	0	0	0	0	0	0	0	0	0	0	14
Industrial Electrical Installation	57	61	0	40	0	15	0	21	22	15	0	0	231
Industrial Mechanical Maintenance Yr. 1	22	0	0	0	0	16	0	16	0	0	0	0	54
Industrial Mech. Main. .Yr. 2	19	0	0	17	0	14	0	16	0	0	0	0	66
Instrumentation Yr. 1	20	0	0	0	0	0	0	0	0	0	0	0	20
Instrumentation Yr. 2	21	0	0	0	0	0	0	0	0	0	0	0	21
IT Specialist	15	20	18	0	0	0	0	0	0	0	0	19	72
Microsoft Office Specialist	21	21	18	19	14	15	16	19	19	0	0	57	219
Machine Shop	22	0	0	0	0	0	0	0	0	0	0	0	22
Pipefitting and Fabrication	21	35	0	21	20	13	17	24	0	0	0	0	151
Shielded Metal Arc Welding	69	31	0	30	18	15	19	21	0	8	0	0	211
Sound Recording Music Prod.	40	0	0	15	0	0	0	0	21	0	0	0	76
Total	526	239	164	166	52	88	68	117	157	47	136	131	1891

2.7 SPECIAL PROJECTS

NESC Graduation Ceremony

On October 7, 2015, NESC celebrated the success of nine hundred and seventy-five (975) Graduates. With such a large number of graduates NESC hosted two ceremonies. The graduates of the Debe, Laventille, Woodford Lodge and Point Lisas Campuses were hosted in the morning period and the graduates of the La Brea, Tobago, Mayaro, Moruga, Palo Seco, Point Fortin and Ste. Madeleine Campuses attended the afternoon sessions of graduation. The Feature Addresses were delivered by Dr. the Honourable Lovell Francis, Minister of State in the Ministry of Education and Mr. Hayden Ferreira, Engineering Consultant, respectively. Congratulations Graduating Class of 2015!

New Point Lisas Industrial Apprentices Programme (PLIAP) Intake

On October 13, 2015, the Point Lisas Industrial Apprentices Programme (PLIAP) welcomed a new group of thirty-three (33) apprentices (Cycle 5) into the programme. As part of their orientation, the Management and Staff of the PLIAP department shared words of wisdom with the trainees and provided them with information on general administrative matters relevant to PLIAP as well as the NESC's expectations of them throughout the programme.



Nigerian Trainees Graduate



On November 3, 2015, NESC hosted a Graduation Ceremony for the 2015 Cohort of Trainees from Delta State, Nigeria. A total of sixty (60) graduates successfully completed training in Drilling Rig Operations and Shielded Metal Arc Welding at the Drilling Academy and Point Lisas Campus

respectively. The graduates were addressed by Ms Ladi Franklin, Administrator of the Delta State Youth Empowerment Programme and Mr. Bhadase Seetahal-Maraj, Dean of the NESC. Valedictorian, Ifeanyi Ozeh, spoke on behalf of his Drilling Operations classmates and the entire 2015 cohort, sharing his memorable experiences at NESC.

Supervisory Skills Training

Managers and Supervisors of the NESC attended the 'Supervisory Skills Training for First Line Supervisors / Managers' programme. It was conducted by the Employers Solution Center at the NESC Ste. Madeleine Campus held on November 19 – 30, 2015, and with a follow-up phase 2 session conducted in June 2016. The informative, introspective and highly interactive sessions covered areas of leadership, coaching, disciplining and good industrial relations practice. The training was arranged by the Human Resources Department and is part of an on-going programme of employee development and training.



A Visit to Red Deer College in Canada

NESC's President - Mr. Kern Dass, Dean – Mr. Bhadase Seetahal-Maraj and Registrar – Mr. Rafael Mohammed, visited Canadian Institutions, Red Deer College (RDC) and the Alberta Institute of Technology (AIT) during the period November 22 – 28, 2015. The objective was to facilitate discussions on matters related to curriculum development and expansion, innovations in course delivery, new examination techniques and greater access to Canadian based certification for NESC's Graduates. One of the highlights of the visit was the signing of a MoU between the NESC and Red Deer College for the development of curricula of NESC's Apprenticeship Programmes.



Assessment of Weldfab employees



In December 2015, the NESC partnered with Weldfab Limited to assess over three hundred (300) persons in the Pipe Fitting-Level II at the Point Lisas Campus. The Assessments took place in the months of December 2015 and January 2016. This exercise was undertaken by NESC's Trained Internal Assessors using the Prior Learning Assessment and Recognition (PLAR) in which an individual's skills are assessed and recognized to determine the equivalency and articulation within the regional competency standards.

Training for Student Council Executives

On December 21, 2015, the Student Affairs Department of the NESC hosted a special training session at the Ste. Madeleine Campus for the Executives of the various Student Councils. Informative presentations dealt with topics such as Leadership/Conflict Resolution, Communication Skills and Event Management respectively.

Energy Conference 2016

The National Energy Skills Center participated in the Energy Chamber's Annual Trinidad and Tobago Energy Conference on January 18 – 20, 2016 at the Hyatt Regency, Port-of-Spain. This is the premier Energy Conference in the Caribbean that promotes vigorous debate and discussion among leaders of industry, government and academia. Delegates from foreign countries such as the United States, the United Kingdom, Canada, Suriname, China and Guyana were among the participants in this year's conference. Employees of the Business Development Department competently represented the NESC by promoting customized training programmes and other offerings of the NESC. They aimed for industry networking, seizing the opportunity to engage senior decision makers in the industry including the CEOs, supply chain, finance and operations Managers of the major upstream, midstream, and downstream operator companies in Trinidad and Tobago.



NESC Participated In Career Building Event - Maximising Your Potential



On January 9, 2016, the UTT in collaboration with various Ministries of Government hosted a career guidance event titled "Maximising Your Potential". The National Energy Skills Center was represented by Ms. Erica Edwards and Mr. Sashi Maharaj, Student Affairs Officers from Laventille and Woodford Lodge, respectively. Ms. Edwards and Mr. Maharaj were responsible for a trainee recruitment booth and were available to answer questions from potential trainees and other interested persons. The NESC, along with other institutions such as UTT and YTEPP, took part in this career seminar which involved over three hundred and fifty (350) persons.

MoU Signing With BGTT

On January 27, 2016, the NESC signed a Memorandum of Understanding (MoU) with BG Trinidad and Tobago (BGTT).

This partnership will facilitate:

- Annual research on industry challenges, information and technical or business opinions on topics within the scope, interest, expertise and capacity of both parties.
- The creation of opportunities for internships and apprenticeships for NESC's trainees.
- The creation of an environment to objectively test, evaluate and report on new research and technologies.
- Technology transfer, business development and enhanced visibility of both Parties.



Training for NESC Instructors

From February 10 – 12, 2016 instructors of the NESC participated in training covering critical areas such as Teaching and Learning, the Learning Environment, Clinical Supervision and Campus Management. Participants had the opportunity to revise their teaching methods, learn the proper approach to utilization of resources and formulate strategies for improved performance.



ISO Surveillance Audit at the NESC

The National Energy Skills Center received ISO 9001:2008 certification in 2011 under the certification body DQS GmbH of Germany. To maintain certification, DQS GmbH is required to conduct an annual assessment of the NESC's Quality Management System. Ms. Jeanette Garcia Vazquez, DQS's Lead Auditor, conducted a surveillance audit of selected operations of the NESC campus during the period March 7–11, 2016. The System Analysis included various departments of NESC's Head Office as well the Mayaro, Ste. Madeleine, Point Lisas and Drilling Academy Campuses. The NESC received four (4) minor non-conformances and retained certification as an ISO certified organization.



NESC Participates In Job Exposition

The NESC, along with over sixty (60) companies, participated in the Ministry of Labour and Small Enterprise Development's Empowerment and Job Exposition: "Turning Adversity into Opportunity" on April 5, 2016 at the NESC, Point Lisas Campus. The NESC provided information on its part-time courses, full-time programmes and its Workforce Assessment Services. The event was part of the Ministry's ten-point-plan to combat layoffs during challenging economic times.



Sharing Information with Staff

On April 13, 2016, the Office of the Dean held an Information Session on NESC's Academic Year 2016 - 2017 for the employees of the Students Affairs Department, the Office of the Registrar and the Marketing and Corporate Communications Department. In addition to preparing for a new intake of full-time trainees in September, the NESC is also reintroducing part-time training and amending its curricula.



Information on the changes which have been implemented were addressed and clarification was given on matters related to the new programmes.

MoU Signing With Energy Chamber

On May 23 2016, the National Energy Skills Center (NESC) signed a Memorandum of Understanding (MoU) with the Energy Chamber of Trinidad and Tobago, to collaboratively address the skills development needs of persons in the energy sector who may be without formal training or qualifications. The NESC and the Chamber will provide



an approach to the measurement of their existing skills, using the technology and Prior Learning Assessment and Recognition (PLAR) process of the Workforce Assessment Centers. This partnership with the Energy Chamber strengthens the NESC’s commitment to building and strengthening affiliations with industry.

Head Office Awareness Session

On June 27, 2016, the Executive Team hosted an awareness session for the staff of the Head Office in response to an expressed interest in clarifying details of NESC’s enhanced programme suite. NESC’s plans and upcoming changes were explained and issues regarding Human Resource and Financial matters were addressed and clarified.



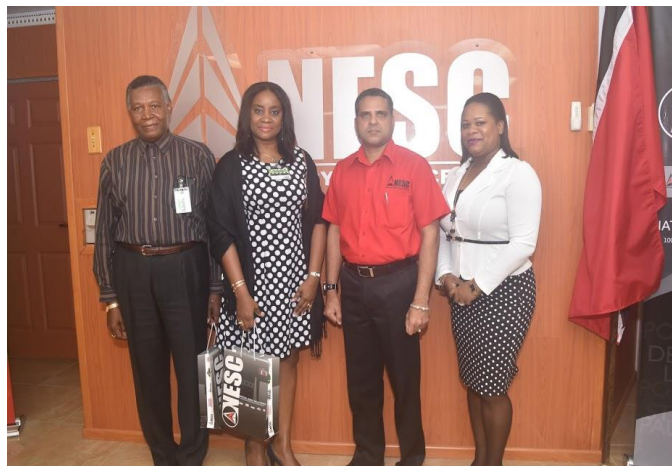
NESC Jobs Fair/Skills Day

The NESC hosted its Annual Jobs Fair and Trainee Skills Day at the NESC Point Lisas, Campus on July 1, 2016. The NESC Skills Day highlighted and showcased the talents of NESC's trainees through skills displays, skills competitions, quizzes, public speaking, dance pass and a sound clash. The Jobs Fair component of the event introduced the trainees to scores of potential employers, who had the opportunity to promote their organizations as preferred employers and interviewed prospective NESC graduates. Over sixty (60) employers attended the Jobs Fair and were provided the opportunities to interact with NESC's trainees, many of whom would have expectantly entered the job market.



Talks Begin on Training of Uganda's nationals

On July 4, 2016, NESC's President, the Registrar and the Manager of Business Development met with Ms. Coliss Jack, Consultant and Mr. Patrick Edwards, former Ambassador of the Republic of Trinidad and Tobago to the Federal Democratic Republic of Ethiopia, Uganda and the African Union. The parties discussed opportunities for skills training of approximately 250 - 300 Ugandan nationals in the areas of Construction Craft, Electrical, Welding and Oil and Gas.



The deliberations also focused on short-term and long-term plans between the two (2) countries such as sending NESC instructors to Uganda to conduct short programmes, having Ugandans undertake NESC advanced training.

NESC Partners With East Port-of-Spain Development Company

On August 12, 2016 officials of the East Port of Spain Development Company (EPOS) and representatives of the NESC's management team met to formalise a partnership between the two (2) organisations. The EPOS and NESC are collaborating to create a special training programme as part of EPOS "Creating the Beats" initiative. The programme targets participants, from communities in Beetham Gardens Phase V, Sea Lots, Pioneer Drive and Basilon Street and will provide the fundamentals of building beats and musical tracks using the 'Reason Software'. The training will act as a foundation for future producers, artistes and/or song writers interested in the music industry in these areas.



PTSC/NESC Trade School Graduation

On August 19, 2016, the Ministry of Works and Transport hosted a graduation ceremony for the first cohort of twenty-three (23) graduates of the PTSC/NESC Apprenticeship Training Programme. The graduation was the culmination of an apprenticeship programme jointly launched by the PTSC, NESC and the NTA in 2013. The NESC was responsible for developing the curriculum and providing qualified instructors and courseware while PTSC provided participants with practical, hands-on training, from the organisation's qualified and experienced technicians, facilities, equipment, and tools during the training programme.



HR hosts Financial Literacy and Self-Empowerment Seminars

On August 24, 2016, the Human Resource Department of the NESC hosted an information sharing session entitled "Empowering you....safeguarding your future." A series of seminars was held throughout the day to assist staff to more effectively manage their families' financial security. These seminars were:

1. "Financial Planning for You and Your Family's Future" presented by the Central Bank of Trinidad and Tobago (CBTT),
2. "Knowing and effectively using your Medical and Life Plan Benefits" by Sagikor Life Inc. and Dalian
3. "Steps to putting your Affairs in Order" presented by Attorney Mr. K. Neebar.



As a follow up to this informative session, on August 29, 2016 the HR Department arranged a day of activities "Safeguarding your Future: Looking in and Reflecting Out."

It consisted of a Financial Fair to which Banking Institutions, Credit Unions and Insurance Companies were invited to set up Information Booths to share details of their products with staff. Employees had the opportunity to be informed of the various investment and saving options available to them locally from the representative from Central Bank. Presentations from Petrotrin Employee Assistance Programme Services Limited (PEAPSL) were also made on employee/employer relationships, the development of a positive outlook and attitude and reminders of image management and work place attire.

2.8 ACTT ACCREDITATION

The NESC remains committed to continuous improvement and the delivery of quality training delivery and other services to its students and stakeholders. Having attained ACTT Registration Status in March 2015, the NESC aims to become ACTT Accredited by October 2017. During the period October 2015 – September 2016, a number of activities were undertaking leading towards the attainment of the critical milestone of accreditation:

Table 7 – NESC Self - Study Schedule of Activities

Activity	Dates
Appointment of Self Study Co-ordinator	December 2015
Appointment of Steering Committee and Self Study Team Members	January 2016
Training of Department Heads and representatives of NESC's Campuses on ACTT Accreditation	January 27 – 29, 2016
Submission of Self Study Plan to ACTT	March 2016
Engagement of a consultant to assist in the preparation of the Self Study Report	July 2016
Collection of relevant documentation and Evidence and Analysis of the extent to which NESC is meeting the various ACTT Standards	July 2016 – September 2016 (ongoing)

The ACTT has granted approval for the NESC to offer the following renamed, and where applicable revised programme offerings from September 27, 2016 to March 18, 2018:

- 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 – Boilermaker
- Diploma Information Technology Network Specialist.

2.9 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. NESC serves as an autonomous training provider within the energy and energy related industries.

2.9.1 Delegated Authority

The table 8 summarizes the levels for approval of expenditure within the NESC.

Table 8 –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*

2.9.2 Reporting Functions

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

Table 9 – Reporting Functions of the NESC

Reports	Board and Sub Committees	Line Minister (MoE)	Ministry of Finance and the Economy
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	√	√	

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 and the Economy (Budget Division) and the Ministry of Planning and Sustainable 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 from the line Ministry for 2015/2016 was \$169,822,528.00 inclusive of \$11,695,378.00 for the proposed two new campuses to be established at La Horquetta and Siparia (*re: Stipend request totalled \$35,454,800.00 and Recurrent Request \$134,367,728.00*). The total releases for Recurrent and Stipend funding for period was \$99,872,806 (*re: Recurrent Funding release totalled \$85,073,059, and Stipend funding released was \$14,799,747*).

The total PSIP Request for funding for 2015/2016 was \$131,082,225.00 inclusive of \$45,300,000.00 for the proposed La Horquetta and Siparia campuses. However, the PSIP funds released in 2015/2016 was \$9,278,348.00 with no funds being released for the proposed new campuses of La Horquetta and Siparia.

3.2 INCOME

The **Interim** Income Statement for the year ended September 30, 2016 is shown below:

(Financial External Audit will commence in March 2017 for the 2015/2016 financial period)

INTERIM INCOME STATEMENT FOR THE YEAR ENDED SEPTEMBER 30, 2016

	September 30, 2016
Income	\$
Operating Contributions and donations GoRTT	*\$ 85,073,059
Atlantic LNG, Methanol Holdings & Other Operating Contributions	\$ 3,438,842
Capital Grants Released	\$ 14,202,081
Tuition Fees	\$ 31,233,340
Investment Income	\$ 1,652,058
Other Income	\$ <u>4,489,205</u>
Total Income	\$ <u>140,088,585</u>

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

**GoRTT Operating Contributions and Donations of \$85,073,059 listed in the above Interim Income Statement does not include stipend funding of \$14,799,747 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 10 for the GoRTT Recurrent and Stipend Funding Schedule for 2015/2016).*

3.3 RECURRENT EXPENDITURE:

Table 10 – Recurrent & Stipend Funding/Expenditure for the period 2015 - 2016

Sub-Head	Funds Allocated – TT\$	Actual Expenditure – TT\$	Variances TT\$
Personnel Expenditure	26,693,640	35,079,961	(8,386,321)
Goods, Services and Other Expenses	28,832,693	28,890,856	(58,163)
Stipends	12,053,227	12,053,227	-
Recurrent & Stipend Expenditure – NESC, Laventille, WAC-NEET & TechnoKids	67,579,560	76,024,044	(8,444,484)
PLIAP Recurrent	10,607,900	10,093,861	514,039
Drilling School Recurrent	3,720,000	3,595,330	124,670
WLodge Recurrent & Stipend	4,185,000	4,784,549	(599,549)
MYPART Recurrent & Stipend	13,780,346	14,031,594	(251,248)
Grand Total Recurrent & Stipend	99,872,806	108,529,378	(8,656,572)

Variances:

Stipend is a GoRTT initiative administered on their behalf by the NESC. It is not an NESC expenditure. Stipend expenditure included in the table is \$14,799,747 (see Table 10.1 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 (\$8,656,572) in 2015/2016 was covered by income derived through the recurrent contribution received from Atlantic LNG and Methanol Holding, rental income, withdrawal of investments funds, investments interest and Business Development Revenue

Table 10.1 – Recurrent & Stipend Funding For the Period 2015-2016

Location	Funds Released by GoRTT for Stipend	Funds Released by GoRTT for Contributions/Income	TOTAL GoRTT Funds Released for Recurrent & Stipend
NESC/Laventille/ WAC-NEET/ TechnoKids	\$12,053,227	\$ 55,526,333	\$ 67,579,560
Chaguanas Technology	\$ 1,361,880	\$ 2,823,120	\$ 4,185,000
Drilling Academy	-	\$ 3,720,000	\$ 3,720,000
MYPART	\$ 1,384,640	\$ 12,395,706	\$ 13,780,346
PLIAP	-	\$ 10,607,900	\$ 10,607,900
TOTAL	\$14,799,747	\$ 85,073,059	\$ 99,872,806

The releases for 2015/2016 for recurrent and stipend funding was \$99.872m whereas in the previous year it was \$90.768m which resulted in an overall net increase in the recurrent funding of \$9m for the organization.

The Workforce Assessment- NEET program was fully operational in 2014/2015 but funds to the value of \$4.4m only commenced in 2015/2016 and is included in the \$9m increase in funding received from the Ministry.

The MYPART and PLIAP programs received increased funding totalling \$3.3m. The other NESC campuses accounted for the additional \$1.3m thereby making up the total increase of \$9m.

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 NESC's Board approval. For that reason the funds allocated to NESC is 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 2015/2016 was \$9,278,348.00. NESC's actual expenditure totalled \$15,206,020.99. The table 11 summarizes NESC's PSIP expenditure for the period October 1, 2015 to September 30, 2016.

**Table 11 - NESC's Actual PSIP Expenditure versus Allocation
For the Period October 1, 2015 to September 30, 2016**

	Project Name	PSIP Allocation	Actual Funds Received from MoE	Actual Expenditure	Variances
J009	Relocation of NESC's Head Office and the Brechin Castle Technology Centre	2,000,000.00	-	303,945.96	(303,945.96)
J010	Pt. Fortin Tech. Centre - New Facilities and Upgrade of Existing Centre	1,000,000.00	1,000,000.00	811,812.80	188,187.20
J012	Ste. Madeleine Technology Centre	3,000,000.00	6,233,348.00	10,202,646.15	(3,969,298.15)
J018	Expansion of Skills and Technology Centre in Moruga	500,000.00	-	44,185.13	(44,185.13)
J019	Construction of a Drilling school	145,000.00	145,000.00	5,037.00	139,963.00
J020	Construction of Hall of Residence for Trainees	600,000.00	600,000.00	1,062,314.68	(462,314.68)
J021	Mayaro Skills and Technology Centre	500,000.00	-	230,980.71	(230,980.71)
J022	Establishment of Workforce Assessment Centre in NESC	500,000.00	500,000.00	-	500,000.00
J023	Upgrade of the NESC Laventille Skills & Technology Centre	500,000.00	300,000.00	-	300,000.00
J024	Upgrade of the NESC Skills & Technology Centre in Goldsborough, Tobago	500,000.00	500,000.00	2,195,083.56	(1,695,083.56)
J035	La Brea Technology Centre	-	-	136,859.00	(136,859.00)
J039	Expansion of Programme at Palo Seco Centre	-	-	62,784.00	(62,784.00)
J057	Chaguanas Technology Centre - WL	-	-	133,400.00	(133,400.00)
J070	Upgrade and Expansion of the MYPART Programme	-	-	16,972.00	(16,972.00)
	<u>TOTAL</u>	<u>9,245,000.00</u>	<u>9,278,348.00</u>	<u>15,206,020.99</u>	<u>(5,927,672.99)</u>

Note:

Included in Actual Expenditure is Commitments for Tobago, Ste. Madeleine and Point Fortin Campus

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

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.

4.0 HUMAN RESOURCES DEPARTMENTAL PLAN

4.1 ORGANIZATIONAL ESTABLISHMENT

The NESC has a total of four hundred and eighty-one (481) employees, four (4) executive management, thirty (30) managers, forty-five (45) supervisors, one hundred and seventeen (117) instructors and two hundred and eighty-five (285) general support staff.

4.2 CATEGORIES OF EMPLOYEES

The following table shows the breakdown of employees at the NESC:

Table 12 - CATEGORIES OF EMPLOYEES

CATEGORY	EXECUTIVE	MANAGERS	SUPERVISORS	INSTRUCTORS	GENERAL / SUPPORT STAFF	TOTAL
NESC	4	21	41	94	154	314
MYPART	-	7	1	23	15	46
WA-NEET	-	1	2	-	28	31
PLIAP*	-	1	1	-	88	90
TOTAL	4	30	45	117	285	481
GRAND TOTAL (481)						

* 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 are the apprentices who are currently active within the various industries.

4.3 CAREER PATH SYSTEMS

NESC's Career progression is determined primarily on position availability along with meritocracy. The organization is systematically adjusting its performance evaluation, to be more structured to capture the continuous assessment of employees particularly with how 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 discussed 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 quarterly 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 to reach 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 in a way that 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 are 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 shall be regarded and treated as confidential.

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 to 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. Qualification
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

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 EAP Services Limited to give employees and their families access to confidential and professional help.

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 HR Officer or the HR Assistant advising of the need and once the arrangements have been made, the employee would be provided with the number to contact the EAP counsellor at Petrotrin to set up his/her appointment. The NESC would cover the cost for the first three (3) visits for the employee who would need to make his/her own arrangements for any additional visits required.

5.0 PROCUREMENT PROCEDURES

NESC recognizes procurement as a core function which contributes directly to the effectiveness and efficiency of departments and personnel. 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 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 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 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

Drilling Academy Field Trips to Tucker Engineering

On October 14, 2015, twenty-three (23) trainees of the NESC Drilling academy, accompanied by their instructor, visited the Tucker Energy Services Ltd. (TESL) San-Fernando Pumping Division. They were given the opportunity to see various triplex and duplex pumps, cementing equipment and coil tubing equipment. The tour was facilitated by Mr. Faraz Ali, Maintenance Planner and Scheduler at Tucker. On October 29, 2015, the trainees also visited Tucker Treating Chemicals in Chaguaramas.



Mayaro Residents Graduate from Repsol Limited

On February 17, 2016, a graduation ceremony was held at the NESC Mayaro Campus to recognize the success of thirty-nine (39) residents of the community, who completed customized courses in Building Construction Technology (BCT) and Entrepreneurial Skills. The training was borne out of a partnership arrangement between Repsol Limited and the NESC, a relationship which began in 2007.



Administrative Professionals Week



The NESC joined the international community in recognizing the contribution and dedication of Administrative Professionals during the week of April 25, 2016. On April 26, 2016 the Human Resource Department hosted a special day of activities for the administrative staff at the Ste. Madeleine Campus Auditorium. Sessions of personal reflection and self-evaluation were held and a workshop on Professional Development and Department was facilitated by Petrotrin's EAP Department.

Health, Safety, Security and Environment (HSSE) Day

April 29, 2016 was recognised internationally as World Day for Safety and Health at Work with this year's theme being "Workplace Stress: a Collective Challenge". Throughout the week April 25 – 29, the NESC observed the occasion - each Campus in its own unique manner. Activities included short programmes, information booths manned by relevant service providers, blood pressure and blood sugar testing and various forms of stress relief practices and methods.



NESC Participates In the United Way 'Day of Caring'



The NESC participated in the United Way Foundation's 'Day of Caring' recognized locally on May 22, 2016. The United Way Foundation is a non-profit agency which brings people together to help communities reach their full potential. The NESC assisted a single-parent household from Mayaro that needed major repairs to their home.

Members of the NESC's staff and student body from the Mayaro Campus volunteered their assistance in the renovating and refurbishing of the structure. The members of Head Office presented the mother of the family with a hamper containing non-perishable food items, snacks and school supplies donated by employees of the NESC. Although the official "Day of Caring" has ended, the NESC will remain partnered with the family to provide ongoing assistance.

Visiting Team from Turks and Caicos

On October 21, 2015, the NESC, through NTA, hosted a group of educators from Turks and Caicos in Trinidad and Tobago as part of a study tour. The objective of their visit to this country was to discuss strategies for expansion of TVET Training throughout their secondary and post – secondary education system. Management and instructing staff responded to a number of questions, and shared the company's experiences with the visitors who were given a tour of the Point Lisas Campus.

Visit from delegation from Dominica

On May 1, 2016, a delegation from Dominica visited the NESC, as part of a visit to Trinidad and Tobago to get a first-hand look at TVET Training. The objective was to determine whether or not areas of training organization, execution and certification can be implemented in Dominica's Secondary Schools.

Industrial Electrical Installation (IEI) Trainees Visit Petrotrin's Guayaguayare Operations

On June 24, 2016, the instructors and students of the Mayaro Campus' IEI 2015/2016 class were invited to visit the Petrotrin beach field Guayaguayare operations, for a tour of the electrical department. The tour provided an insight into the functions of electrical distribution systems of the oil production wells, lighting of the plant, transformers used in production, motors for drive systems, along with many other electrical related processes in the oil field. The trainees also visited a pump jack to gain first-hand experience in observing the process by which crude oil is extracted from the earth.



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

New batch of (MYPART) Cadets

On October 3, 2015, the MYPART welcomed forty-eight (48) new cadets. Twenty-four (24) young men were assigned to each of the two operational camps at Chatham and Persto Praesto. These Cadets were the 3rd batch of cadets enrolled in the programme since its transfer from the Ministry of National Security to the NESC in 2012.



On January 16, 2016, the Military- led Youth Programme of Apprenticeship and Re-orientation Training (MYPART) hosted a 'Passing Out' Ceremony to recognize those cadets who successfully completed the three (3) month Induction Period. Awards were presented to outstanding cadets



Summary of MYPART Activities

The MYPART hosts several internal activities and competitions each year. Cadets are encouraged to participate in Community and National Events. The following are highlights of some of the MYPART activities for the year 2015 - 2016.

MYPART Cadets Participate in Regional Corporation's Inter-Faith Service

On November 1, 2015, twenty-three (23) MYPART Cadets, accompanied by Instructor, Mr. Neil Lezama and Social Worker, Mrs Rosanna Forbes, participated in a parade and Inter Faith service hosted by the San Juan/Laventille Regional Corporation in commemoration of the Corporation's 23rd Annual Region Experience.



Detachments from the Trinidad and Tobago Police Service, the Fire Service, the Cadet Force, the Trinidad and Tobago Girls Guide and the Trinidad and Tobago Red Cross also participated in the events.

MYPART Ironman Contest

On March 11, 2016, the Cadets of the Chatham and Persto Praesto Academies competed in an Ironman Competition to test their physical fitness and leadership skills and to encourage friendly rivalry amongst the young men. Two teams of Cadets from each academy participated in obstacle races and a tug-of-war competition.



MYPART Concert

On May 20, 2016 the MYPART Unit of the NESC hosted a concert called "Flavas of MYPART" to showcase the talent of the cadets of the Chatham and Persto Praesto Camps.



MYPART Graduation and Inter-Faith Service

On July 12, 2016 the Military- led Youth Programme of Apprenticeship and Re-orientation Training (MYPART) hosted a private Graduation ceremony. Sixteen (16) cadets were presented with MYPART certificates for the completion of the full three year programme.

On July 17, 2016 an Inter Faith service was held at NESC's Point Lisas Campus including religious officials representing the Christian, Muslim and Hindu faith.



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

The National Energy Skills Center Employees' Charity Fund (NECF) is a charitable fund spearheaded by Mrs. Aline Jones-Mclean, Vice President Finance. The fund was established on May 20, 2009 and was developed to assist the underprivileged individuals within communities including employees and students.

Initially, the NECF membership consisted of fifty-three (53) members however, presently the NECF has now expanded to ninety-two (92) contributing members consisting of nine (9) committee members and eighty-three (83) team members. On April 21, 2016, the NECF held internal elections which resulted in Bishop Jankee Raghunanan (Campus Manager, Palo Seco) being elected as Chairman and Mr. Anthony Nobbee (MYPART Camp Manager, Mausica) as Vice Chairman.

The NECF has remained committed to providing support to the underprivileged of society through provision of medical, educational and financial assistance.

For the period October 2015 to September 2016 the NECF continued to achieve and uphold its core objectives through several initiatives and were successful in the following causes:

- In October 2015, the NECF engaged the NESC staff and trainees in the donations of school texts that were donated to the Wesleyann Children's Home.
- In December 2015, the NECF launched a food drive engaging NESC staff and trainees to contribute food and other grocery items to be donated to needy families. The initiative was very successful resulting in twelve hampers being packaged and distributed.
- In March 2016, the NECF made a financial contribution towards a surgical procedure.
- In June 2016, the NECF was alerted to the tremendous financial plight of a single-parent of two with no source of income. The NECF was able to provide support through the donations of food items.

As the NECF moves forward to 2016/2017, its aim grows stronger to bring hope, inspiration and positive change for the success of humanity.

6.3 SUMMARY OF NESC'S TEAM BUILDING INTERNAL ACTIVITIES:

- Campus Tours "Know Your Campuses Initiative - October – November 2015
- Cancer Fundraiser & Walk – October 16, 2015
- Diwali Observances at NESC – November 11, 2015
- HIV Testing at Point Lisas Campus – November 20, 2015
- Christmas Lunch – December 11, 2015
- Trainees Treats – December 18, 2015
- Employees Children's Christmas Party – December 20, 2015
- Zika Awareness clean up (Tobago Campus) – March 11, 14 & 16, 2016
- Cricket Match (Point Lisas Campus) – March 23, 2016
- Moruga Campus Marathon and Sports day – March 24, 2016
- Easter Breakfast, Head Office – March 23, 2016
- Mayaro Campus Cricket and Marathon – April 8, 2016
- NESC takes part in Chamber of Commerce 5K – April 9, 2016
- Indian Arrival Day Celebrations – May 25, 2016

6.4 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 Generation Unlimited
- ❖ Trinidad and Tobago Air Guard
- ❖ University of the West Indies
- ❖ University of Trinidad and Tobago
- ❖ Weldfab

7.0 CONCLUSION

The NESC reviewed its vision statement in 2015 - 2016 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). The 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, is based on fulfilling the projected demands for certified craftsman, arising out of the growth in the energy sector and consequently, the construction and related industries. The organisation is committed to the development of human capital and meeting the needs of all stakeholders involved. Curricula have been established and implemented to incorporate advanced level skills training, training facilities were improved throughout Trinidad and Tobago, and the NESC has provided support to its qualified and experienced staff who strive to fulfil the mandate of the foundation and to satisfy all stakeholders.

Our core values- **Commitment, Respect, Excellence, Discipline, Integrity and Teamwork (C R E D I T)** guide the organization's internal conduct as well as its relationship with the external stakeholders. These values underline the way we work in order to achieve our vision and mission and are essential in the relationship with our students in order provide holistic development of trainees and apprentices through student leadership programs, professional sharing and peer discussion. These initiatives are intended to empower the trainees and actively seek to place them into sustainable jobs in industry.

The NESC has always operated in a manner that focuses on the continuous development and enhancement of the programmes offered. This has been achieved, through the engagement of the industry leaders and is supported by committed faculty, management, staff and trainees.

The vision of the organization as supported by our core values has as its objective the enhancement of the quality of life of all citizens through increased access to quality post-secondary education. This continues to be the focus of the NESC's mandate.



Corner Rivulet and Southern Main Roads
Point Lisas, Couva.
Telephone : 1-868-636-8315 Ext 320
Fax # : 1-868-636-8542
info@nesc.edu.tt
nesc.edu.tt