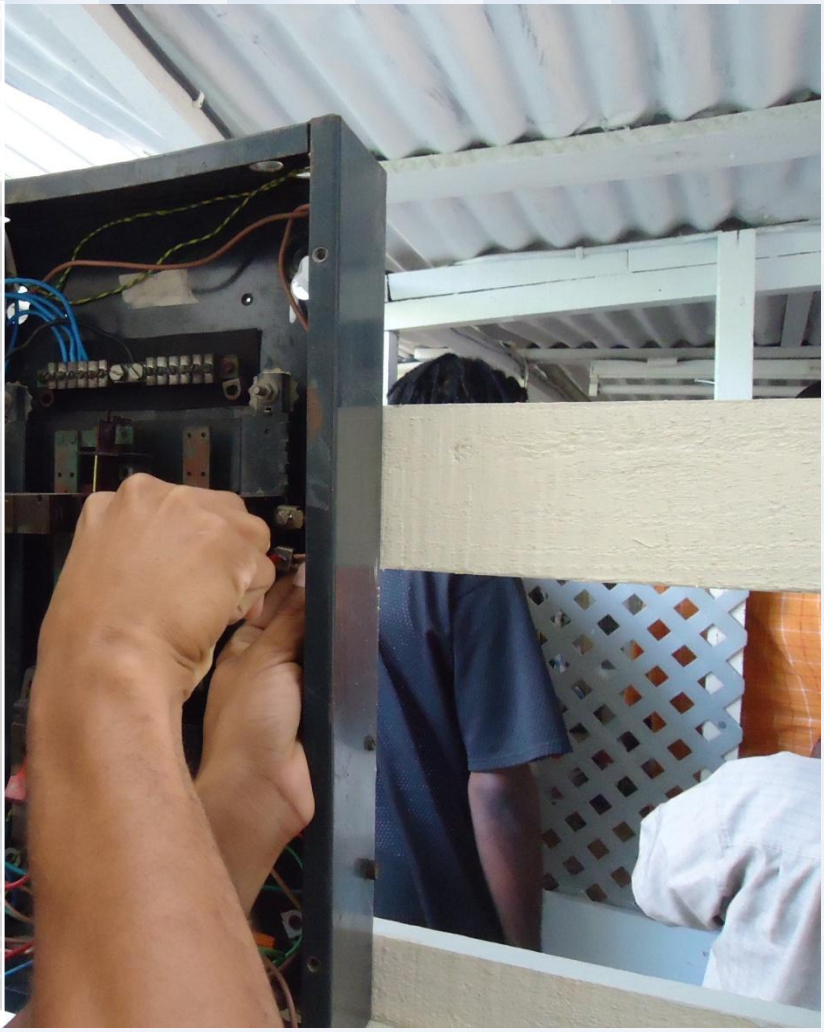
ANNUAL REPORT

2011

GRENADA COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING(GCTVET)



This Report highlights the operations and activities of the National Training Agency as undertaken during the year 2011.

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GRENADA COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

The GCTVET consists of eleven members, including four ex-officios. Members who served during the past year were:

Permanent Secretary - Ministry of Labour
Ms. Lana McPhail

Chief Education Officer - Ministry of Education
Ms. Pauline Finlay

Permanent Secretary - Ministry of Finance and Economic Development
Mr. Timothy Antoine

Chief Executive Officer of the NTA
Mr. Lincoln Morgan

Marine Services Representative
Mr. Jason Fletcher
Chairman (GCTVET)

Representative of the T.A Marryshow Community College
Mr. David Flemming
Deputy Chairman (GCTVET)

Representative of the Grenada Employers Federation
Mrs. Janice Francis

Representative of Non-Governmental Organisation (NGO) with interest in TVET
Sis. Margaret Yamaoh

Tourism Representative
Mr. Ian Dabreo

Construction Representative
Mrs. Julie Quinn

Fine Arts Representative
Mr. Ricardo Keens-Douglas

NATIONAL TRAINING AGENCY TEAM

Mr. Lincoln Morgan
Chief Executive Officer

Mrs. Frances Ruffin
Coordinator - Quality Assurance

Mr. Roderick Griffith
Coordinator - Standards and Planning

Mr. John Telesford
Coordinator - Training and Support

Mr. Shevon Licorish
Monitoring and Evaluation Officer

Mrs. Kay Julien-Gutu
Communications Officer

Ms. Patti Joseph
Executive Assistant

Ms. Rocksann Jeremiah
Clerk/Typist

Mr. Dax Telesford
Chauffeur/Office Attendant

Ms. Gemma Boca-Johnson
Cleaner

CHAIRMAN'S MESSAGE

If 2010, was the year that the National Training Agency took flight, then 2011 was the year, that it flew over the landscape mapping out a plan for the continued development and promotion of technical and vocational education and training (TVET) in Grenada. The world is witnessing an upsurge in interest in the vocational dimension of education, since vocational education is seen as the basic foundation for sustained economic growth. We, in Grenada must do all we can to ensure that the workforce is adequately prepared to meet the changing demands of a more competitive world and increasingly diverse national economy. Another consideration, is the local and regional concerns over the immobile and large pools of low-skilled, unemployed young people in our populations.

It is with this in mind, that the National Training Agency (NTA) has been charged with the mandate to oversee, design, monitor, coordinate and promote TVET to meet the skills development needs of Grenada. The NTA also has a responsibility to establish a system of national vocational qualifications, course entry requirements and job related qualifications, as well as, the responsibility to validate regional competency standards and qualifications and to develop new competency standards as needed with respect to TVET. Another key function is to ensure the application of quality assurance mechanisms to the TVET process towards the awarding of qualifications.

In 2011, The Agency took all the necessary steps to advance the development of TVET in Grenada and to fully implement the OECS (Grenada) Skills for Inclusive Growth Project, which is the Project designed to increase the employability and mobility of unemployed youths in the country through skills-training that is demand driven. The overall aim is to train and certify 1200 unemployed youths over a three-year period to meet industry needs . At the end of 2011, the NTA was well on its way to achieving this with the start of nine (9) training programmes in various occupational areas including Data Operations, Electrical Installation and General Cosmetology. Two Calls for Training Proposals were issued in 2011 with approximately thirty (30) proposals received from pre-qualified Training Providers.

More than 53 standards have been vetted by industry lead bodies and approved by the Grenada Council for Technical and Vocational Education and Training (GCTVET) for use in Competency-Based Education and Training programmes (CBET) leading to either a National Vocational Qualification (NVQ) or a Caribbean Vocational Qualification (CVQ).

Much of 2011, was spent putting the structures and operational systems in place to allow the NTA to conduct self-assessments in preparation for submission to the CARICOM Council for Human and Social Development (COHSOD) for Caribbean Vocational Qualification (CVQ) granting status. This involved vetting and approval of CANTA and COHSOD approved standards, the development of a Procedures Manual based on CANTA requirements and the development of Assessment Centre Approval criteria which was done through the production of a Centre Approval Guidelines document. The NTA is now taking steps to approve Training and Assessment Centres using these guidelines.

Great effort was spent engaging our three main stakeholders and other partners through workshops, seminars, meetings and recruitment drives where necessary in order to make them more familiar with Competency-Based Education and Training (CBET) model, NVQs/CVQs and the OECS Skills for Inclusive Growth Project. We are pleased so far, with the interest and enthusiasm shown in the national development of technical and vocational skills in Grenada. In the year ahead we plan to continue to work with these stakeholders to ensure that well-trained, dedicated, educated and skilled individuals, capable of taking their places in the productive workforce are produced; in order to stimulate growth, competitiveness and reduce vulnerabilities.

A strategic priority of the NTA at this time, is unemployed youth and persons engaged in skilled employment who are uncertified and often unskilled. Statistics have indicated that there are relatively high levels of unemployment and poverty in Grenada while at the same time employers have cited a shortage of skilled labour as the number one constraint to increasing competitiveness. To improve this situation, we at the National Training Agency, are working assiduously to implement the OECS (Grenada) Skills for Inclusive Growth Project. This Project aims to train 1200 unemployed youth in approximately four

industrial/economic sectors where there is demand for labour. The NTA is well on its way to achieving this target with 174 trainees enrolled in the first year. The NTA is expecting to enroll another 600 trainees in 2012, now that the initial start up training challenges have been identified and addressed by all stakeholders including the National Training Agency.

Despite the impact of the global recession and the general downturn in business operations nationally, the GCTVET and the NTA remains committed to the aforementioned mandate and to ensuring that a trained and certified cadre of individuals contribute significantly to enhancing the productivity of the labour force or are able to seek further training and qualification to become more highly-skilled. The emphasis therefore, in the new year will be on training, quality assurance and certification. It is imperative that a trainee, who undergoes a period of technical training and traineeship, complete the assessment process and receive the NVQ/CVQ. The Caribbean Vocational Qualification in particular, will allow for increased labour mobility and employability since certified persons will be able to move and work freely in CARICOM Member States.

Team effort and working as a unit to achieve our goals are the keys to the significant developmental steps we have made since the inception of the NTA and the commencement of the OECS (Grenada) Skills for Inclusive Growth Project in 2009. In this regard, I would like to commend the Members of the Council and the Executive Director and staff of the National Training Agency for their hard work, dedication and commitment to the tasks set before them and for their positive outlook and response to the challenges encountered in the process.

As Chairman, I look back on the past year and note with joy, that the NTA has achieved a greater profile within the national education and training landscape and I am happy with what we have achieved thus far. I am confident that the GCTVET and NTA will continue to strive forward to meet the changing employment needs of industry and enhance the lives many young Grenadians for a more sustainable future, while building the international competitiveness of our country.

CHIEF EXECUTIVE OFFICER'S REPORT

The year 2011 was one in which many significant milestones were achieved by the National Training Agency (NTA) as it sought to promote the establishment of a successful technical and vocational education and training system to meet Grenada's skills development needs. The NTA continued to make strides in the areas of building and strengthening of institutional capacity through planning, implementing and monitoring training while increasing the job-related competencies of unemployed youth. The overall aim was to improve the quality and value of training in Grenada. The NTA, as a fairly new entity, was not daunted by the challenges created by the changing economic and labour dynamics presented by the continuing global economic recession and the need to remain relevant to stakeholders (employers, trainees and training providers).

During the period under review, our small team of dedicated and committed staff demonstrated their ability with limited resources to rise above the challenges in order to ensure that the National Training Agency carried out its mandate to oversee, monitor, co-ordinate and promote the development of technical and vocational education and training to meet the skills needs of Grenada by training young Grenadians in a wide range of occupations. The NTA, also broke new ground by going beyond the OECS (Grenada) Skills for Inclusive Growth Project to launch the Assessment of Prior Learning to ensure the inclusive development of the entire workforce, not just unemployed youths.

However, the successful implementation and completion of the OECS (Grenada) Skills for Inclusive Growth Project remains a priority for the National Training Agency. The project aims to train for employment 1200 unemployed and vulnerable youth over a period of three years. Other priority areas include achieving Caribbean Vocational Qualification (CVQ) granting status which will make skilled workers more mobile and portable throughout the region to fill gaps in the labour force within CARICOM; the establishment Prior Learning Assessment and Recognition (PLAR) for skilled persons with years of experience; providing

assessment and training support to the Grenada Youth Empowerment and Training Programme (GYET); and the awarding of the National Vocational Qualifications (NVQs).

Since its inception, the National Training Agency has sought to build its stakeholder base and educational, public and private partnerships within the wider community. Continuous networking and cooperation with our stakeholders are key to the success and sustainability of the National Training Agency and its programmes. While it has been a challenging task to introduce change via the establishment of the national qualifications framework, and the new processes required for delivery and the awarding of a National Vocational Qualification (NVQ) and the Caribbean Vocational Qualification (CVQ), the NTA has forged many lasting employer and training provider partnerships both public and private. Of great significance, is the relationship and partnership between the National Training Agency and the Market Access and Rural Enterprise Development Programme (MAREP) and the National Training Agency and the Ministry of Youth Empowerment and Sports. The NTA works closely with the Ministry of Youth Empowerment to place trainees and with the youth coordinators and officers to recruit trainees for the OECS (Grenada) Skills for Inclusive Growth Project.

Significant strides have also been made in the national vetting and approval of CARICOM/COHSOD approved occupational standards by the GCTVET with a total of 53 standards now approved for use in training and certification towards the CVQ/NVQ. These standards were vetted by **Industry Lead Bodies** comprising representatives from employers, training providers, sector associations and industry experts from the relevant sector for each standard vetted. The majority of these standards were for Level I training as required by the OECS (Grenada) Skills for Inclusive Growth (SIGP). However, in keeping with the NTA's strategic objective to create a highly skilled workforce, and with the introduction of the Assessment of Prior Learning programme, more Level II and Level III standards were vetted in 2011 (See page 41).

With most of its quality assurance procedures and documents developed, the NTA focused in 2011, on the implementation and fine tuning of its quality assurance processes and assessment structures. These documents and manuals included the Quality Assurance

Manual, Assessment Guidelines, Moderation Guidelines, Centre Approval Document, Procedures Manual and Learner's Handbook. A major part of this process was also the work put into the development of a Management of Information System (MIS) to ensure adequate recording, monitoring and evaluation of the programmes of the National Training Agency.

The work of the NTA in the past two years has laid the foundation for the organization to become an excellent institution that will be the driving force for workforce development in Grenada as we seek to develop the competencies of our workers in line with regional and international standards. The NTA will continue to provide the quality leadership and innovation required to transform Grenada's training landscape and the economy as a whole. The OECS (Grenada) Skills for Inclusive Growth Project which targets at risk and unemployed youth, also supports the NTA in the development of a training model that will transform the training and certification of entry level workers as well as workers employed in all of the productive sectors in Grenada. This we believe will be a critical factor in increasing the productivity of the Grenadian workforce.

STAFFING AND HUMAN RESOURCE DEVELOPMENT

The National Training Agency is staffed by a complement of nine individuals headed by the Chief Executive Officer, Mr. Lincoln Morgan. There are three coordinators, all of whom were appointed in 2009 - Mr. John Telesford, Training Support, Mrs. Frances Ruffin, Quality Assurance and Mr. Roderick Griffith, Standards and Planning. In February and March 2010 respectively, Mr. Shevon Licorish was appointed as Monitoring and Evaluation Officer and Mrs. Kay Julien-Gutu as Communications Officer. Mr. Dax Telesford was hired as a driver for the Agency from June 1st, 2010. Other staff includes the Executive Assistant, Ms. Patti Joseph and Clerk/typist, Ms. Rocksan Jeremiah.

Mr. Shevon Licorish attended a seminar on Vocational Education Management for Developing Countries from May 27 2011 to June 16, 2011 in Ningbo, China. Participants at

the seminar included persons Grenada, Moldova, Nepal, Kyrgyzstan, Vietnam, Philippines, Myanmar, Ghana, Zimbabwe, Mozambique, Malawi, Liberia, Tanzania, Uganda, Ethiopia, Guyana, Ecuador, Zanzibar and Zambia.

The content of the seminar was aimed at helping trainees to better understand the Chinese national situation and its opening-up policy after the reform effort. The seminar content also dealt with the development of Chinese Vocational education, the vocational education management and school-running modes. The seminar also dwelled on the importance of the role of vocational education in the promoting of a nation's economy.

The seminar was sponsored by the Ministry of Commerce of the People's Republic of China and organized by the national leading vocational college; Ningbo Polytechnic.

THE QUALIFICATIONS FRAMEWORK

The Framework for the establishment of the Grenada Council for Technical and Vocational Education and Training and the National Training Agency was accepted by the Government of Grenada in 2008. This included the adoption of the CARICOM approved Regional Qualifications Framework, which forms the basis for the CVQ, as our National Qualifications Framework. The Qualifications Framework is a standardized system of qualifications for technical and vocational education and training which is presently being implemented by the National Training Agency, as part of the Technical and Vocational Education and Training (TVET) reform in Grenada. Theses standardized qualifications are based on competency standards set by employers and industry experts and the qualifications are being offered for TVET courses at different levels. The system gives recognition and credit for all learning of knowledge and skills. The new qualification framework will allow people at any stage in their life to have access to training and/or certification which is at the right level for them. The National Vocational Qualifications (NVQs) are available from Level 1 to Level 5.

STANDARDS DEVELOPMENT

The NTA has been working steadfastly since August 2009 in consultation with Industry Lead Bodies comprising industry experts, employers, training providers and professional bodies, to vet and approve CARICOM/COHSOD approved competency (occupational) standards. These standards clearly define the competencies which are required for effective workplace performance. To date, fifty-three standards have been vetted by the NTA and approved by the Grenada Council for Technical and Vocational Education and Training (GCTVET) to be used by training providers in the delivery of competency based education and training leading to the attainment of an NVQ/CVQ. Thirty-two (32) of these standards were for Level 1 training as required by the OECS (Grenada) Skills for Inclusive Growth Project, 15 for level 2 training and 6 for Level 3 training in a five-tier national qualifications framework.

A number of the standards are currently in use in the NTA's OECS (Grenada) Skills for Inclusive Growth Project; the Ministry of Youth Empowerment's "Grenada Youth Empowerment and Training Programme" (GYET); and in some institutions such as the New Life Organisation and the T.A Marryshow Community College as well as by individual training providers.

A number of Level II and Level III standards have been vetted particularly for use in the Assessment of Prior Learning pilot programme. These include the following:

Carpentry Level II
Metal Work Engineering Level II
Welding Level II
Electrical Installation Level II
Building & Construction - Construction Site Supervision Level III
Customer Service Level II
Motor Vehicle Engine Systems Level II

The National Training Agency will continue its standards development work in 2012 with more focus on Level II and Level III standards to cater to the demands of employers for unsupervised trained workers and to implement its service of Assessment of Prior Learning which seeks to assess persons who have years of experience but no certification or qualifications.

OECS (GRENADA) SKILLS FOR INCLUSIVE GROWTH PROJECT

The OECS (GRENADA) SKILLS FOR INCLUSIVE GROWTH PROJECT (OECS SIGP), is a project financed by the World Bank and the Government of Grenada and executed by the NTA. It is designed to increase the employability and mobility of unemployed youths in Grenada by exposing them to technical and life skills training that is demand-driven. The project, aims over a three-year period, to train approximately 1200 unemployed youths for employment within the tourism and hospitality, construction, information technology, agriculture and marine services sectors. Trainees deemed competent at the end of the training process will receive certification with an NVQ/CVQ qualification.

Seven New Training Programmes

Seven new training programmes started in 2011 under the OECS (Grenada) Skills for Inclusive Growth Project. A total of 134 trainees were registered and started training in the following areas:

- Data Operations Level 1
- Electrical Installation Level 1
- Food and Beverage Restaurant Service (Server) Level 1
- General Cosmetology Level 1
- General Office Administration Level 1

Training first started in mid-December 2010 with forty unemployed youth being given the opportunity to learn technical skills in two occupational areas - Food and Beverage Restaurant Service (Server) and Industrial Security Operations. Two of the current

programmes are taking place in Carriacou with a registration of 36 students. The training was launched in November 2011 following a recruitment and publicity drive on the island.

The aim is to provide unemployed youth with employable skills in demand by local industry. Some trainees have now completed training and are in fulltime employment while others have started traineeship.

OVERALL DETAILING OF TRAINEE-ENROLLMENT AS OF DECEMBER, 2011

TOTAL NUMBER OF TRAINEES ENROLLED						
No.	TRAINING PROVIDER	OCCUPATIONAL AREA	Start Date	NUMBER AT START	NUMBER AT CURRENT	Drop Out
1+	TAMCC	FOOD & EBEVERAGE: SERVER	24-Nov-2011	20	14	1
2+	TAMCC	DATA OPERATIONS	17-Nov-2011	17	12	0
3+	TAMCC	GENERAL OFFICE ADMINISTRATION	24-Nov-2011	17	15	0
4+	GREYS TYPING SCHOOL	DATA OPERATIONS	13-Sept-2011	20	18	2
5+	TELFA CHARLES	ELECTRICAL INSTALLATION	20-Sept-2011	20	19	1
6+	CHALENE SCHOOL OF COSMETOLOGY	GENERAL COSMETOLOGY	8-Nov-2011	20	20	0
7+	STEPHEN JEROME	FOOD & EBEVERAGE: SERVER	19-Aug-2011	20	12	8
	TOTALS			**134**	**110**	**12**

+Second call for proposals

Capacity Building

During the period of Review, nineteen Occupational Standards were vetted and 20 approved for the construction, information technology, agriculture and hospitality and tourism sectors which are targeted in the first and second cycles of the Project. Audits-audits were also conducted on the facilities of individuals and institutions which were pre-qualified by the NTA to deliver training under the OECS (Grenada) Skills for Inclusive Growth Project. A total of fifteen training providers were pre-qualified.

The NTA's Quality Assurance Department also provided guidance and support to training providers in the widespread use of best practices and occupational standards as it pertains to TVET. Assistance was offered in such areas as Quality Management Systems, Staff and Physical Resources, Delivery and Assessment. The NTA also delivered training for assessors, internal and external verifiers, facility auditors and instructors. In 2011, 22 assessors, 18 internal verifiers, 18 external verifiers, 18 facility auditors and 18 TVET instructors and 15 Business Mentors received training through the National Training Agency.

Audits were also conducted on the facilities of individuals and institutions which were pre-qualified by the NTA to deliver training under the OECS (Grenada) Skills for Inclusive Growth Project. At least forty-five audits of training facilities were also conducted in 17 occupational areas including Motor Vehicle Engine Systems, Commercial Food Preparation, Graphic Arts, Agro-food Processing, Garment Production, Community Tourism, Furniture Making and General Cosmetology.

Forty-five potential training providers were pre-qualified by the NTA to submit proposals for training while 36 employers indicated interest in providing traineeships.

Training/Workshops

As part of the process to familiarize instructors, training providers, trainees and employers with the Project, orientation sessions and workshops were held through-out the year. These Workshops and sessions dealt with topics such as competency-based education and

training (CBET), occupational standards and their development, CVQs/NVQs, the mandate and services of the NTA, the components of the OECS (Grenada) Skills for Inclusive Growth Project; Proposal writing.

The NTA team visited Carriacou in April 2011 and again in November as part of the drive to inform stakeholders and the public about the NTA's role in training in the technical and vocational areas and to recruit trainees, training providers and employers into the programme. From January 2011 to March 2011 training was held for instructors, assessors, verifiers, auditors and mentors. Later, in the year another round of training was held. Thirty-six training providers were exposed to a Proposal Writing Workshop in Grenada on 10th November and again 21 persons received training in Carriacou on 25th November, 2011.

Additional meetings and sessions were held with the staff of the Ministries of Education and Youth Empowerment with which the NTA is working closely with to achieve the objectives of the project. The Ministry of Youth Empowerment lent support to the NTA during the application and registration process by making its offices and youth officers available to assist in the process.

The NTA also neared conclusion on finalizing an arrangement for closer collaboration between the Ministry and the NTA for the placement of trainees during the traineeship component of the OECS (Grenada) Skills for Inclusive Growth Project in which trainees are placed with an employer for a period of three months to gain on-the-job experience.

First Call for Training Proposals

Trainees in the two programmes under the First Call for Training Proposals completed their technical training around April/May 2011. In the Industrial Security Programme, seven (7) out of the sixteen (16) trainees started the Traineeship component. Five of these trainees completed the Traineeship period by the end of August, 2011. Nine trainees remained

unmatched. The challenge faced was an employer preference for male trainees, whereas the unmatched trainees were all females. The training provider continues to seek other alternative placements for these trainees. Meanwhile, only three (3) out of fifteen (15) trainees started the Traineeship period under the Food and Beverage Restaurant Service Programme. One of these trainees gained fulltime employment at the end of the Traineeship period. The issue of placement with employers appeared to be related to downtime or slow season in the Tourism industry, and the slow down in business whereby some employers were cutting or rotating staff.

Second Call for Training Proposals

Of the seventeen (17) Training Proposals which were received under the Second Call for Training Proposals, 10 received "No Objections" from the World Bank to deliver training. The call included the request for submissions in the area of Information Technology. In 2011, training began in seven (7) of these programmes, namely:

SECOND CYCLE OF TRAINING

No.	TRAINING PROVIDER	OCCUPATIONAL AREA	Start Date	NUMBER AT START	NUMBER AT CURRENT	Drop Out
1	TAMCC	FOOD & BEVERAGE: SERVER	24-Nov-2011	20	14	6
2	TAMCC	DATA OPERATIONS	17-Nov-2011	17	12	5
3	TAMCC	GENERAL OFFICE ADMINISTRATION	24-Nov-2011	17	15	2
4	GREYS TYPING SCHOOL	DATA OPERATIONS	13-Sept-2011	20	18	2
5	TELFA CHARLES	ELECTRICAL INSTALLATION	20-Sept-2011	20	19	1
6	CHALENE SCHOOL OF COSMETOLOGY	GENERAL COSMETOLOGY	8-Nov-2011	20	20	0
7	STEPHEN JEROME	FOOD & BEVERAGE: SERVER	19-Aug-2011	20	12	8

Two of the training programmes, Food and Beverage Restaurant Service (Server) and General Office Administration are taking place in Carriacou under the umbrella of the T.A Marryshow Community College. The total registration in Carriacou at the start was 37 trainees.

Third Call for Training Proposals

The National Training Agency (NTA) issued its Third Call for Training Proposals on Tuesday November 1st, 2011. Thirty training providers were invited to submit training proposals under the Call in 23 different occupational areas. The Third Call for Training Proposals is a continuation of National Training Agency's mandate to train 1200 unemployed youths between the ages of eighteen and thirty over a period of three years under the OECS (Grenada) Skills for Inclusive Growth Project. Fourteen (10) training proposals were received and opened at the end of the Call on December 2nd, 2011. Four more proposals were received prior to the end of the year following the World Bank decision to allow proposals to be received on a rolling basis outside of the Calls. Two Proposal Writing Workshops were held as part of preparation for the submission of Training Proposals, one on the 10th November, 2011 in St. George's, Grenada and the other in Hillsborough, Carriacou on the 25th November, 2011. An Employers' Orientation also formed part of the Carriacou visit.

Training Fellowships

As part of the capacity building component of the OECS (Grenada) Skills for Inclusive Growth Project, funding is provided for the training of at least five persons at the Masters' Degree level in Technical Education. The intention is to provide instructors in the areas of project focus who can be educational leaders in their disciplines and provide training at higher levels within their sectors. Four persons have been approved for training fellowships at the Master's Degree level in technical education in the areas of Construction Management, Tourism and Hospitality Management, Food Science Technology and Workforce Development.

CARIBBEAN VOCATIONAL QUALIFICATION READINESS

The National Vocational Qualification (NVQ) is complemented by the Caribbean Vocation Qualification (CVQ) which is based on the five-tier regional framework for TVET accepted by CARICOM to facilitate the mobility of the workforce. The proposal for the free movement of certified skilled workers as one of the protocols of the CSME and mandate from the CARICOM Council on Human and Social Development (COSHOD) has prompted the Caribbean Association of National Training Agencies (CANTA) to develop a mechanism for the establishment of a regional certification scheme to award the Caribbean Vocational Qualification (CVQ).

It represents the achievement of a set of competencies which define core work practices in an occupational area. The CVQ which subscribes to a standards-driven, outcomes-based (competency) approach to training, facilitates lifelong learning and articulation to take place from one level to the next and enables the portability of skills across CARICOM countries.

This means that Grenada must focus on the provision of standards-driven, competency-based training, assessment and certification for the work force. The country is also expected to adhere to the Regional Qualifications Framework with five levels of certification.

The NTA has worked assiduously to create the structures in preparation for the granting of Caribbean Vocational Qualifications (CVQs) by making sure all best practices and quality assurance mechanisms required by the Council for Human and Social Development (COHSOD) of CARICOM for the award of CVQ certificates are in place. Much time was spent developing and documenting policies and procedures for quality assurance including a Quality Assurance Manual, Assessment Guidelines, Centre Approval Guidelines, Learners' Handbook and NTA Procedures Manual. These documents are meant to provide resource support to learners, training providers, assessors, auditors and verifiers.

QUALITY ASSURANCE

The NTA's Quality Assurance Department also provided guidance and support to training providers in the widespread use of best practices and occupational standards as it pertains

to TVET. Assistance was offered in such areas as Quality Management Systems, Staff and Physical Resources, Delivery and Assessment. The NTA conducted its first training of Instructors Workshop for NEWLO Instructors. This was facilitated by the Master Trainers who are currently in training for Level 4 Certification in Training and Assessment.

ASSESSMENT OF PRIOR LEARNING (APL)

Another major thrust of the NTA in 2011 was the development of procedures and structures to begin the Assessment of Prior Learning (APL). A pilot Project for the Assessment of Prior Learning for a number of areas including welding, small engine repairs, plumbing and carpentry was launched on November 11, 2011. Thirty-three (33) persons have applied for the APL programme, with twenty-three (23) being selected for the Pilot Project. The selection for participation in the Pilot Project is based on the existence of and availability of occupational standards to conduct assessments in the particular occupational areas. APL is the assessment of previously uncertified persons with experience and prior learning and is geared towards persons who are employed and already involved in industry. It involves the assessment of competencies currently held, regardless of how or where the learning occurred, so that they may be counted towards the achievement of NVQ/CVQ certification.

CERTIFICATION

First NVQ Certifications

The National Training Agency certified its first cohort of candidates in July 2011. The certification was awarded to 16 candidates who were enrolled in the Parenting Facilitation Level 3 Programme at the T.A Marryshow Community College.

WORLD BANK MISSIONS

World Bank supervision missions were hosted by the NTA from April 1st - 6th and October 11th - 14th 2011. The teams from the Bank held meetings with the staff of the NTA, Project Coordination Unit, the GCTVET, employers, training providers, SIGP trainees and other stakeholders including Education Minister, Senator Franka Alexis-Bernadine, Permanent

Secretary in the Ministry of Finance, Timothy Antoine and other government officials. The team Leader on both occasions was Angela Demas. A new team leader in the person of Erik Bloom was introduced in October 2011. The Bank was generally pleased with the progress of the NTA and the mission provided useful guidance with regards to the first call for proposals, quality assurance, training of assessors, the registration and matching of trainees, the MIS process, standards development, communications and monitoring and evaluation.

The team also took time to visit training programmes such as Industrial Security Operations, Data Operations, Electrical Installation and Food and Beverage Restaurant Service to see training and assessments in progress, and to interact with training providers and trainees while observing the various CBET processes.

The World Bank also examined the challenges faced in implementing the programme with regard to recruitment and traineeship placements and agreed to the implementation of recommendations made including modification of the youth eligibility requirements to include persons with a maximum of four (4) CSEC (Caribbean Secondary Education Certificate) passes. The previous criteria required three CSECS or less. The call by stakeholders, was that while the Project targeted the most disadvantaged youths in Grenada, this criteria was too restrictive and that potential trainees who are vulnerable were being excluded from the opportunity to receive training. The World Bank also agreed for the NTA to coordinate with the Ministry of Youth Empowerment and Sports to facilitate the placement of trainees for the traineeship, as well as the recruitment of youth for unmatched training programmes.

REGIONAL COLLABORATION

Grenada Hosts CANTA Meeting

The National Training Agency (NTA) of Grenada hosted for the very first time in Grenada, a very successful meeting of the Caribbean Association of National Training Agencies (CANTA) from Thursday 17th March to Friday 18th March, 2011 at the South Conference Room of the National Stadium. The focus of the meeting was the promotion and advancement of Technical and Vocational Education and Training (TVET) within CARICOM member states. Participants came from Belize, Suriname, Jamaica, Dominica, Barbados, St. Vincent and the Grenadines, Trinidad and Tobago and Grenada. Other delegates included representatives from the Caribbean Examinations Council (CXC), the CARICOM Secretariat, the International Labour Organisation (ILO), and the Association of Canadian Community Colleges.

Grenada attended another meeting of CANTA held in Trinidad in December 2011 in which it was reported that COHSOD had approved the recommendation regarding the procedures for new NTAsto grant the CVQ.

Thirty-nine new standards were also circulated to member countries for review by Industry Lead Bodies prior to being reviewed by the CANTA Standards Sub-Committee before submission to COHSOD.

CARICOM "Education for Employment" Project (C-EFE)

The National Training Agency hosted a roundtable discussion in which team members of the Inception Missions to the Caribbean by the Association of Canadian Community Colleges (ACCC) for the CIDA funded CARICOM "Education for Employment" Project got an opportunity to meet with stakeholders.

The purpose of the meeting was to present the CIDA funded CARICOM "Education for Employment" Project (C-EFE) which has been approved for implementation in several CARICOM states and which will support the development of Technical and Vocational Education and Training (TVET) in Grenada.

The Canadian team was led by Ms. Brenda Cook (Senior Technical Advisor/Regional Coordinator OECS, and Trinidad and Tobago). She was accompanied by Ms. Elsa Sumido (Senior Programme Officer, International Partnerships, ACCC).

The first three priority sectors identified for development of new programmes under the CIDA-funded CEFE are Agriculture, Renewable Energy and Mining. A total of sixteen new programmes will be developed through partnerships involving regional tertiary institutions and Canadian colleges over the life of the project.

UWI Consultant visits

University of the West Indies Consultant, Dr. Mark Kirton and his assistant, Ms. Zara Alleyne engaged officers of the National Training Agency in discussions over the issue of Public Sector training during an exploratory visit to Grenada at the end of May 2011.

The Consultant was in Grenada to meet with various Government Officials and Agencies, trade unions and other stakeholders to examine need for Public Sector training and the establishment of a Public Sector Training Institute in Grenada. The feasibility study had been commissioned by the Commonwealth Secretariat which is seeking to assess whether a separate institution is needed to train the public sector and how this can be done.

STUDY TOUR

Plans are in the development stage for an international Study Tour. The countries identified for the tour were New Zealand and the Phillipines. A four member team from the NTA is expected to participate along with a member of the GCTVET. The study of a highly developed TVET system that is recognized internationally as a model of excellence will build on the knowledge, experience and networking linkages already achieved and create a sound platform from which to build a TVET system in Grenada that will meet the workforce development needs locally and regionally.

MANAGEMENT INFORMATION SYSTEM

The National Training Agency has been collaborating with the St. Lucia TVET body to develop and build jointly a TVET Management Information System (MIS). Attempts continued in 2011 to procure a consultant. In the meantime, the Monitoring and Evaluation Officer has created templates to continue to effectively record, monitor and store information and data to adequately evaluate the progress of the OECS (Grenada) Skills for Inclusive Growth Project and other NTA operations.

OUTREACH TO STAKEHOLDERS

During the period of review, several issues of the NTA newsletter titled, "Skills Training for Success" were produced and distributed to all stakeholders of the NTA using distribution points including via email. Production of a monthly article for the Barnacle newspaper was started in February and continues. This publication is mainly targeted at business and therefore stakeholder group targeted by the articles are employers.

Seven brochures highlighting various aspects of the work of the NTA and the OECS SIGP were also produced and distributed at meetings, workshops and to potential training providers, employers and trainees at orientations or upon enquiry.

The local media was widely used to promote the NTA and the Project. This included invitations to media to attend events, news releases, television news and programme interviews including programmes on Community Channel 6, GIS "Spice Mornings" and GBN's "GBN Mornings" and MTV news. Local radio was also used to advertise and promote activities and events including the WEE FM morning programme, and "Sundays with George Grant". The NTA got extensive news coverage on all the local media outlets including the weekly newspapers.

The NTA website continues to be a source of current, up-to date information. Documents, forms and approved occupational standards are posted and can be downloaded by the

general public. It is regularly updated with news stories, photos, occupational standards and other information. Downloads key to the GSIP are also possible.

The NTA presented an information booth at the Grenville Secondary School Career Fair in July and again during the Human Resource Department Expo and Career Fair in October 2011 at the National Stadium.

Several Community recruitment drives targeted at males and for specific programmes in specific locales were also undertaken both on mainland Grenada and in Carriacou.

APPRECIATION

I take this opportunity to thank the Chairman and other members of the Grenada Council for Technical and Vocational Education and Training (GCTVET) for the guidance provided to the NTA over the past year and their unwavering commitment to the development and promotion of TVET in Grenada. To the small staff, of the NTA, I also offer my thanks for all that we achieved in a short three years of existence. Without the dedication, support and vision of staff involved in the promotion of TVET and the implementation of the OECS (Grenada) Skills for Inclusive Growth Project, we would not have accomplished all that we have achieved in 2011. I want to encourage them to continue to give dedicated service to the nation of Grenada, which will not only benefit Grenada's unemployed youth by opening doors for career opportunities but also contribute to the upliftment of the general population through workforce development.

COORDINATORS' REPORTS - QUALITY ASSURANCE

The Quality Assurance Co-ordinator conducted various activities during the period January – December 2011. Activities included the auditing of potential training facilities, presentations at workshops, preparation of quality assurance documents, quality assurance training workshops, evaluation of training proposals, evaluation of universities for Masters Degree Scholarships, evaluation of pre-qualification application forms, and visits to employers and training providers.

Facility Audits

Forty five facility audits were undertaken during the period. The table below shows the occupational areas and the number of audits done in each area:

Occupational Area	No. of audits
1. Motor Vehicle Repairs	2
2. Computer Graphics	1
3. Data Operations	8
4. General Office Administration	6
5. Accounting Clerk	1
6. Commercial Food Preparation	4
7. Food & Beverage Restaurant –Service(Server)	2
8. Agro Food Processing	1
9. Garment Production	2
10. General Cosmetology	3
11. TV & Video Production	1
12. Community Tourism	1
13. Electrical Installation	3
14. General Construction	4
15. Masonry	1
16. Carpentry	2
17. Furniture making	2
18. Floral arrangement	1

Presentations

1. Presentation on CBET Methodology and Assessment in CBET at the Proposal writing workshop for Training Providers on November 10th 2011 in Grenada and on November 25th 2011 in Carriacou.
2. Presentation on the 'Assessment Process' at the **Assessment of Prior Learning (APL**) orientation session on November 11th 2011. This programme is for experienced workers seeking certification.

Quality Assurance Documents

Much time was devoted to the completion version 1.0 of the following Quality Assurance documents:

- Quality Assurance Manual
- Centre Approval Guidelines
- Assessment Guidelines
- Learners Handbook

Quality Assurance Training

Organised training workshops which were facilitated by trainers of Dunn, Pierre, Barnett & Associates Ltd. (**DBA)** for persons in the categories listed below:

Instructors (18)—January 31st – February 4th 2011

Assessors (22) – February 14th - 25th 2011

Internal Verifiers (18)
External Verifiers (18) } March 14th - 18th 2011
Facility Auditors (18)

Master Trainers (4) -- March 21st - 23rd 2011

Other Quality Assurance activities

1. Assessors conducted assessment activities for Food & Beverage Restaurant Service (Server), Industrial Security Operations and Data Operations.
2. Quality Assurance provided guidance to the Assessors involved in the Ministry of Youth Empowerment's General Agriculture programme.
3. Quality Assurance organised for External Verifiers to conduct verification activities for **16** candidates who completed the Parenting Facilitation Level 3 programme at the T.A Marryshow Community College (T.A.M.C.C). All **16** candidates were awarded National Vocational Qualifications (NVQs).
4. Quality Assurance organised for an External Verifier to conduct verification of assessment for T.A.M.C.C'S Livestock Rearing programme.

Other activities

1. The Quality Assurance Officer (QAO) attended meetings with the Ministry of Youth Empowerment to discuss training and traineeship for youth.
2. Meetings were held with Training Providers to discuss instruction and assessment
3. The QAO prepared Terms of Reference (TOR) and contracts for External Verifiers
4. The QAO prepared work plan and budget for Quality Assurance Department
5. The QAO accompanied the Communications Officer to Carriacou in order to advertise and seek applicants for the two training programmes which were approved for Carriacou.
6. Structures were put in place to get the persons who were trained by NEWLO for the Ministry of Youth Empowerment to be certified.
7. A presentation was delivered on CBET Methodology and Assessment in CBET to Instructors at NEWLO in December. This was done as part of the Instructor training workshop which the Master Trainers were doing as part of their training.

COORDINATORS' REPORTS - STANDARDS AND PLANNING

The Department was actively involved in the establishment and vetting of Occupational Standards for two programmes - the OECS (Grenada) Skills for Inclusive Growth Project and the Assessment of Prior Learning (APL) Pilot Project, for persons with significant experience and prior knowledge in various occupational areas.

Industry Lead Bodies

Approximately sixteen (16) industry lead bodies were set up to review and vet regional standards for occupational areas represented within the Construction, Tourism and Hospitality Agriculture and Information Technology sectors (see Appendix for the list of Industry Lead Bodies established in 2011). Fifty-five (55) industry lead bodies have met and vetted occupational standards since the inception of the NTA in 2009 to December 2011. Industry bodies are technical, consultative entities comprised primarily of employers, sector associations, industry experts educators and other individuals with expertise and interest in particular occupational disciplines.

During the year under review, the NTA broadened its industry lead bodies to vet an increasing number of Level 2 and Level 3 Occupational Standards specifically to accommodate the Assessment of Prior Learning (APL) Pilot programme which is expected to provide experienced and skilled persons with certification which will improve their credibility, employability and marketability.

As a result, Industry lead bodies were formed to vet standards for Level 2 Construction Site Supervision, Metal Work Engineering, Motor Vehicle Engine Systems, Carpentry, Welding and Electrical Installation. Other industry lead bodies were formed for Motor Vehicle Body Repairs (Cars and Light Trucks), Property and Facilities Maintenance (Building Maintenance), Customer Service, Furniture Making, General Construction, Hospitality Services, Plumbing, Accounting Clerk and Occupational Health and Safety. This was not only in preparation for APL, but also to facilitate the further training of OECS (Grenada) Skills for Inclusive Growth

trainees; T.A. Marryshow Community College candidates as well as specific training requirements of the business sector.

Distribution of Standards

All Standards approved by the GCTVET have been posted to the NTA website, http//www.grenadanta.gd. These standards can be downloaded by persons viewing the website. Progress is also been made to publish bound copies of the approved standards for distribution to training providers, employers, assessment of prior learning candidates and other stakeholders .

Labour Market Review

Over the period under review, the Coordinator conducted a Labour Market Review in selected areas to complement the NTA Plans. This was done through engagement with employers. As a result, areas for training were identified such as Crop Production, Livestock Rearing, and Graphic Arts. The Coordinator was able to prepare and submit a comprehensive list of concepts and definitions on Labour Market Information. The Coordinator also attended a Labour Market Information Workshop in Trinidad and Tobago which looked at the methods and practices in developing occupational standards. The Workshop was sponsored by the Colombian Government.

Other Activities

Additionally, the Coordinator assisted in identifying training providers in various areas throughout Grenada as well as identifying employers for the traineeship component and the monitoring of the placement of trainees with employers. The Coordinator also set up systems to deal with the more efficient networking of stakeholders. This was done through the holding of a series of meetings with various stakeholders, lead bodies, and other interest groups.

The Coordinator also held meetings with the Marine and Agriculture sectors to identify areas for standard development and to develop standards for those areas.

COORDINATORS' REPORTS - TRAINING SUPPORT

During the period under review, seventeen (17) applications were received by the NTA from potential training providers. Sixteen (16) of these were pre-qualified as training providers for the OECS (Grenada) Skills for Inclusive Growth Project. At the end of December 2011 a total of seventy-three (73) application had been received by the NTA since the start of the Project with sixty-six (63), after evaluation, being pre-qualified to deliver training. A vast majority of these training providers, forty-nine (49) individuals and firms are based in St. George's, six (6) are based in St. Andrew, three (3) in St. David, two (2) in St. John, two (2) in Carriacou, and one overseas training provider. In addition, numerous employers both private and public are in partnership with the NTA and training providers by signing onto training proposals to provide mentoring and traineeship opportunities for trainees under the OECS (Grenada) Skills for Inclusive Growth Project. Formally, thirty-two (34) employers are registered with the National Training Agency.

Workshops

During the period of Review, the National Training Agency was involved in processing trainees, training employers for both the Second and Third Calls for Proposals. In this regard, an Employers Mentorship Workshop was held in April 2011 for employers partnering with training providers to provide traineeship placements under the Second Call and Third Calls for Training Proposals. Fifteen employers and their representatives participated in this workshop. The facilitator was Ms. Arlene Marcelle. Two other workshops were held later in the year in the month of November for training providers in Grenada and Carriacou. The Workshops dealt with Proposal Writing and exposed the participants to the acceptable structure and documents involved in submitting a winning training proposal. Thirty-five training providers and potential training providers participated in the Grenada workshop while twenty persons in Carriacou participated in the

workshop there which also included a segment to orient Employers involved in the traineeship component of the project.

Application and Matching of Trainees

The application, matching and registration of trainees continued throughout the year on a rolling basis. Although several recruitment drives were held in various communities including Carriacou and which involved radio advertisements, television interviews, on-the bloc recruiting and house-to-house visits. A recruitment drive began in earnest for five programmes in the Second Call in April 2011. As part of the process, applicants were screened during Counselling sessions held at the Westerhall Secondary School, St. Andrews Anglican Secondary School and the Grenada Boys Secondary School. Several other Counselling Sessions were held at the NTA's Office and at the T.A Marryshow Community College campus in Carriacou. The Counselling Sessions were led by Counsellor in the Ministry of Education and Human Resources, Pearson Stroude and a team of other counsellors also employed by the Ministry of Education.

The Coordinator also spearheaded the Orientation Sessions which were held to mark the start of training for seven training programmes throughout the state including two programmes in Carriacou.

Assessment of Prior Learning

The procedures for Assessment of Prior Learning was approved by the GCTVET and has been included in the NTA Procedures Manual. Twenty-three persons representing various occupations will be the first to be assessed through the National Training Agency (NTA) for their prior learning and skills. These persons are part of a pilot programme being undertaken by the NTA to assess the competencies of and certify, individuals who have been working in skilled and vocational areas over a period of time, regardless of where or how the learning occurred, so that they may be counted towards the achievement of a National Vocation Qualification/Caribbean Vocational Qualification.

An Assessment of Prior Learning (APL) Orientation was held in Mid-November 2011 to familiarize the first candidates on the processes and procedures leading to certification.

The T.A Marryshow Community College is partnering with the National Training Agency to carry out the assessments under the APL programme. Candidates will be required to register with both the NTA and the T.A Marryshow Community College.

Second round of training

No.	TRAINING PROVIDER	OCCUPATIONAL AREA	Start Date	NUMBER AT START
1	TAMCC	FOOD & EBEVERAGE: SERVER	24-Nov-2011	20
2	TAMCC	DATA OPERATIONS	17-Nov-2011	17
3	TAMCC	GENERAL OFFICE ADMINISTRATION	24-Nov-2011	17
4	GREYS TYPING SCHOOL	DATA OPERATIONS	13-Sept-2011	20
5	TELFA CHARLES	ELECTRICAL INSTALLATION	20-Sept-2011	20
6	CHALENE SCHOOL OF COSMETOLOGY	GENERAL COSMETOLOGY	8-Nov-2011	20
7	STEPHEN JEROME	FOOD & EBEVERAGE: SERVER	19-Aug-2011	20
8	TAMCC	Furniture Making	12-Mar-2012	18
9	GREYS TYPING SCHOOL	DATA OPERATIONS (B2)	22-Feb-2012	20
10	GREYS TYPING SCHOOL	GENERAL OFFICE ADMINISTRATION	28-Feb-2012	20

2011 IN SUMMARY

JANUARY

Technical training begins under training programmes in the First Call

31st – One week of training for TVET Instructors begins

NTA conducts self-assessment in preparation for CVQ granting status

FEBRUARY

1st – 4th - Training for TVET Instructors

14th-25th – Assessor Training

Invitations issued for persons to apply for Master's degree fellowships

MARCH

14th-25th – Verifiers, Facility Auditors, Master Assessors Training

17th-18th – Grenada hosts first CANTA Meeting

Assessments begin for the Industrial Security Operations programme (GSIGP)

Assessments begin for General Agriculture Level II (TAMCC Mirabeau –GYET)

APRIL

1st – 6th – World Bank Mission visits

6th-7th – Employer Mentorship Workshop

Matching of trainees for five programmes under the Second Call for Training Proposals

13th – 15th – Recruitment and GSIP Promotion Drive in Carriacou

Assessments begin for Food and Beverage Restaurant Service (Server) – (GSIGP)

20th – Meeting with the Marine Sector

MAY

5th, 6th, 9th – Interviews and Counselling sessions with potential trainees

10th - NTA Meets with Darvey Community Builders in St. Patrick's

12th - GCTVET Strategic Planning Meeting

Traineeship component starts under First Call for Training Proposals

27th - Monitoring and Evaluation Officer attends two-week TVET Management course in China

Community Recruitment of trainees for the Second Call for Training Proposals

JUNE

Interview and Counselling sessions for potential trainees in Carriacou

Interviews conducted with applicants for Masters' Degree fellowships

Meeting with UWI consultant on Public Service Training

Community Recruitment of trainees for the Second Call for Training Proposals

6th - NTA Participates in Grenville Secondary School Career Fair

Eight occupational standards approved by the GCTVET

JULY

NTA begins accepting applications for the Assessment of Prior Learning

Certification of first 16 persons with a National Vocational Qualification in Parenting Facilitation Level III (TAMCC)

AUGUST

19th – Orientation session for first trainees under the Second Call for Training Proposals (Food and Beverage Restaurant Service (Server) – Stephen Jerome)

NTA develops a Procedures Manual

Vetting of Standards for Assessment of Prior Learning (APL) begins

Meeting with the PS Human Resource Development

Meeting with TAMCC towards getting the college to Approved Assessment Centre status

NTA visits four MAREP centres in the North of the country

Visit to TAMCC St. Patrick's campus

Formal offers made to three top ranked Masters Degree candidates

SEPTEMBER

NTA Budget preparation

13th - Orientation Session held for start of Data Operations programme (Grey's Typing and Computer Services)

19th - Presentation to Public Service Commission

20th - Orientation Session held for Electrical Installation training programme (Telfa's Electrical)

OCTOBER

7th - C-EFE Project Team Roundtable discussion

11th – 14th – World Bank Mission visits

19th - NTA participates in Human Resource Development Expo and Career Fair at National Stadium

NTA Assessment Guidelines approved by the GCTVET

NOVEMBER

1st – Third Call for Training proposals issued by the NTA

8th- Orientation Session for General Cosmetology programme (GSIGP) Chalene's School of Cosmetology

10th – Proposal Writing Workshop

11th – Launch of Assessment of Prior Learning Pilot Programme

17th - Orientation Data Operations (GSIGP) TAMCC- Westerhall

23rd – Recruitment Drive/ Interview and Counselling session for trainees in Carriacou

24th – Orientation Session for two training programmes in Carriacou (TAMCC)

25th – Employers Orientation and Proposal Writing Workshop in Carriacou

Twelve occupational standards approved by the GCTVET

DECEMBER

2nd – Opening of Training Proposals received in Third Call for Training Proposals (10 proposals received)

7th -8th - CEO of NTA attends CANTA meeting in Trinidad and Tobago

NATIONAL TRAINING AGENCY PROGRAMME OF ACTIVITIES FOR FIRST SIX MONTHS 2012

MONTH	EVENT/ACTIVITY	DESCRIPTION
JANUARY		
	Technical Evaluation Committees meets to examine proposals in Third Call	Proposals to be evaluated and reports submitted to to NTA
	Traineeship begins under Second Call	Data Operations, Electrical Installation and Food and Beverage trainees prepare to go for on-the-job training
	Trainee Interviews and Counselling	Interviews in preparation for Second & Third Call training
FEBRUARY		
	Submission of Technical Evaluation Reports to GCTVET for approval	
	Conclusion of Third Call for training proposals	Selection of winning training proposals
	Recruitment Campaign	"Community" campaign to target males 18-30 for the OECS (Grenada) Skills for Inclusive Growth Project
	Matching of trainees with Programmes	Prospective trainees screened, counselled and matched to most suitable training programme
	Contracts signed with training providers for training in Second and Third Calls	
	Quality Assurance Manual presented to stakeholders	Stakeholders examine the document with a view to ensuring its successful implementation
	NTA signs Memorandum of Understanding with Ministry of Youth Empowerment and Sports	MOU to improve collaboration between both parties for the traineeship component of the GSIGP
	Assessments for Second Call programmes	Trainees begin CBET assessments
	Open Houses	Events to allow employers to meet and interact with Trainees
MARCH	Employers Mentorship Workshop	Training for mentors at the workplace
	Training Orientations	Start of Training under Third Call for Training Proposals

	Implementation of Assessment of Prior Learning (APL)	Standards for APL printed
	Recruitment Campaign	"Community" campaign to target males 18-30 for the OECS (Grenada) Skills for Inclusive Growth Project
	Matching of trainees with Programmes	Prospective trainees screened, counselled and matched to most suitable training programme
	Assessments for Second Call programmes	Trainees begin CBET assessments
APRIL	Print Occupational Standards	Make Occupational Standards available to Training Providers and the public
	Recruitment Campaign	Recruitment drive in Carriacou for both trainees and Potential training providers
	Training Orientation	Orientation exercise in Carriacou
	Submission of evidence for CVQ granting status	Preparation of documents to submit to COHSOD
MAY	Corporate Strategic Plan approved	Plan to guide operations of NTA approved by GCTVET
	Open Houses	Events to allow employers to meet and interact with Trainees
	Training Orientations	Start of Training under Third Call for Training Proposals
	NTA Documentary	Media documentary reflecting the positive aspects of the GSIGP
JUNE	Awarding of NVQs	NTA submits requests to GCTVET for Awarding of certificates to SIGP trainees
	NTA Study Tour	OECS Study Tour to Singapore/New Zealand

OECS (GRENADA) SKILLS FOR INCLUSIVE GROWTH PROJECT
IMPLEMENTATION PROGRESS CHART

NO.	TASK/ACTIVITY	RESPONSIBILITY	START DATE	STATUS
1	Project Launch	MOE	May 2009	Done
2	Project Orientation Workshop	MOE	May 2009	Done
3	Establishment of NTA		May 2009	Done
4	Acquisition of Standards	GCTVET	July-Nov 2009	Done
4.1	Purchase of Competency Standards	GCTVET	Jul-Nov 2009	Done
4.2	Purchase of Curriculum Materials	GCTVET	January 2010	Done
4.3	Purchase of Facility Standards	GCTVET	January 2010	Done
4.4	Purchase of Learner Guides	GCTVET	January 2010	Done
5	Validation of Standards by Lead Industry Groups	NTA	August 2009	Done
5.1	GCTVET to establish industry Groups	GCTVET	August 2009	Done
5.2	Consultant to train/orient industry groups	NTA	August 2009	
5.3	Meetings of Industry Teams	NTA	August 2009	Ongoing
5.4	GCTVET approves Standards	GCTVET	January 2010	Ongoing
5.5	Printing of validated standards	GCTVET		Pending
6	Promotion of competency-based training among stakeholders	NTA	Jan-Feb 2010	Done
6.1	Workshop for Ministry of Education Officials and training providers	NTA	January 2010	Done
6.2	Workshop for Sector Associations, Employers and Trade Unions	NTA	March 2010	Done
6.3	Meetings with youths	NTA	February 2010	Done
7	Development of Life Skills Training Module	NTA	January 2010	Done
8	Mobilisation and Registration of Employers	NTA/Communications	March 2010	Ongoing
9	Mentorship Training for Employers	NTA	February 2011	Ongoing
10	Mobilisation and registration of Training Providers	NTA/Communications	October 2009	Ongoing
11	Training in Proposal Writing for Training Providers	NTA	March 2010/September 2010	Done
12	Training of Assessors	NTA	March 2011	Ongoing
13	Calls for Proposals from training providers	NTA/Communications	March 2010/Sept 2010	Done
13.1	Training providers submit	Training Providers	May	Done

	proposals		2010/Nov2010	
13.2	TEC evaluates proposals and recommends to GCTVET	TEC	July2010/Jan2011	Done
13.3	GCTVET selects successful proposals	GCTVET	July2010/Jan2010	Done
13.4	NTA contracts Training Provider and Employer to deliver training	NTA	Nov 2010/...	Ongoing
14	Mobilisation of Youth for Training	NTA/Communications	April 2010	Done
15	Orientation and Training of Guidance Counsellors	NTA	May/June 2010	Done
16	Delivery of Training by Training Provider	NTA	November 2010	Done
16.1	Start of Life Skills Modules	Training Provider	November 2010	Done
16.2	Start of Technical Training	Training Provider	January 2011	Ongoing
16.3	Start of Traineeship	Training Provider	March 2011	Ongoing
16.4	Assessment of trainees by assessors	NTA	March 2011	Ongoing
16.5	Verification of assessments by verifiers	NTA	August 2011	Ongoing
16.6	Certification of trainee	NTA		Pending
16.7	Graduation Ceremony	NTA		Pending
17	Additional Promotional and Communications Support	NTA/Communications	2011	Ongoing
18	Monitoring and Evaluation Activities	NTA/M&E	2011	Ongoing

LIST OF 53 STANDARDS APPROVED BY THE GCTVET 2010-2011

1. Agro Processing Level 1
2. Carpentry Level 1
3. Commercial Food Preparation Level 1
4. Community Tourism Level 1
5. Cricket Pitch and Field Maintenance Level 1
6. Data Operations Level 1
7. Early Childhood Development Level 1
8. Electrical Installation Level 1
9. Fabric Design Level 1
10. Floral Arrangement Level 1
11. Food and Beverage - Bar Service (Portering) Level 1
12. Food and Beverage - Restaurant Service (Server) Level 1
13. Furniture Finishing Level 1
14. Furniture Making Level 1
15. Garment Production Level 1
16. General Construction Level 1
17. General Cosmetology Level 1
18. General Office Administration (Office Clerk) Level 1
19. Housekeeping - Room Attendant Level 1
20. Industrial Security Operations Level 1
21. Masonry Level 1
22. Motor Vehicle Body Repairs (cars and light trucks) Level 1
23. Motor Vehicle Engine Systems Level 1
24. Photography Level 1
25. Plumbing Level 1
26. Printing and Graphic Arts Level 1
27. Property and Facilities Maintenance (Building Maintenance) Level 1
28. Small Appliance Repairs Level 1
29. Small Engine Repairs Level 1
30. Technical Assistance in TV and Video Production Level 1

31. Welding Level 1
32. Youth Development Work Level 1
33. Air Conditioning and Refrigeration Level 2
34. Apiculture Level 2
35. Carpentry Level 2
36. Customer Service Level 2
37. Data Operations Level 2
38. Early Childhood Development Level 2
39. Electrical Installation Level 2
40. Furniture Making Level 2
41. General Construction Level 2
42. Hospitality Services (Villa and other properties) Level 2
43. Metal Work Engineering Level 2
44. Motor Vehicle Engine Systems Level 2
45. Plumbing Level 2
46. Welding Level 2
47. Youth Development Work Level 2
48. Air Conditioning and Refrigeration Level 3
49. Building and Construction - Construction Site Supervision Level 3
50. Electrical Installation Level 3
51. Occupational Health and Safety Level 3
52. Parenting Facilitation Level 3
53. Plumbing Level 3

EMPLOYERS REGISTERED WITH THE NATIONAL TRAINING AGENCY

NAME	ADDRESS
1. Belmont Plantation Company	Belmont Estate, Belmont, St. Patrick's
2. Cable & Wireless Grenada Ltd (LIME)	Mt. Hartman, St. George's
3. Coconut Beach Ltd.	Grand Anse, St. George's
4. Coyaba Beach Resort	Morne Rouge, St. George's
5. CUT.I.E Inc.	La Borie, St. George's
6. Electrotec Services Grenada Ltd	Dixie Road, Springs, St. George's
7. Franklin Roberts (Paddy's Enterprises)	Hillsborough, Carriacou
8. Gem Holiday Beach Resort	Morne Rouge, St. George's
9. Grenada Security Services Ltd.	H.A Blaize Street, St. George's
10. Hotel Laurena	Hillsborough, Carriacou
11. Jean Baptiste Bocquel (Lazy Turtle Restaurant)	Hermitage, Carriacou
12. Joseph John & Associates Ltd	Grand Anse, St. George's
13. Leisha Williamson	Archibald Avenue, St. George's
14. Leonard Julien	Woodlands, St. George's
15. Kim Francis	Mt. Parnassus, St. George's
16. Mandley Phillip	Green Street, St. George's
17. Ministry of Carriacou and Petite Martinique Affairs	Beausejour, Carriacou
18. Ministry of Youth Empowerment & Sports	Tanteen, St. George's
19. Mount Cinnamon Hotel and Resort	Morne Rouge, St. George's
20. NG Electrical & A/C Services	Golf Course, St. George's
21. Nixon's Electrical Service Co. Ltd	Scott Street, St. George's
22. Petite Anse Hotel/Phillip Clift	Mt. Alexander, St. Patrick's
23. Quinn Co. Ltd	True Blue, St. George's
24. Raphael Sylvester	La Sagesse, St. David's
25. Rickey Mark	Marli, St. Patrick's
26. Samuel Peters	Mt. Moritz, St. George's
27. Shirley R. Steill (Carriacou Grand View)	Beausejour, Carriacou
28. Sky Construction Limited	Morris Street, Hillsborough, Carriacou
29. Spice Basket Ltd.	Beaulieu, St. George's
30. Standford Simon	Lucas Street, St. George's
31. Telfa Charles Electrical	Frequente, St. George's
32. Wayne Bullen	Main Street, Hillsborough, Carriacou

PREQUALIFIED TRAINING PROVIDERS

NAME	OCCUPATIONAL AREA
Andraé Belfon	General Construction
Ameltek Inc.	Computer Graphic Arts
Anestine Weekes Alexander	General Office Administration
Boca Secondary School	General Construction, Carpentry
CAMS' Institute for Media & Communication Studies	Media and Communications
Cathy-Ann Stewart	Youth Development Work
Celia Ann Fletcher	Fabric Design
Chalene's School of Cosmetology	General Cosmetology
Claude Carlos Williams	General Construction
Coddinton Jeffrey	Open Water Diving
Dean Jules	Cricket Pitch and Field Maintenance
Deborah A. Gilchrist	Commercial Food Preparation
Eric Benjamin	Motor Vehicle Engine Systems
Eyon Tobin	Carpentry, Furniture Making
Fedon Anthony	General Construction
Fredel Halley	General Office Administration
Glenn Dominique	General Construction
Grenada National Organisation of Women	Customer Service, Community Leadership
Grenada University of Science and Technology	Data Operations
Grey's Typing & Computer Services	Data Operations, General Office Administration
Heather Bain	General Office Administration
Her Majesty's Prison	General Construction, Floral Arrangement
Hildebrand James	TV and Video Production
Ian. A Lambert	Agro Food Processing
Jacquelyn Manbodh	Food and Beverage Restaurant Service (Server)

List of Pre-Qualified Training Providers...

Jacqueline I. Mitchell	Floral Arrangement
Jade Whyte	Data Operations
Kim Francis	Fabric Design, Garment Production
Kool System	Data Operations, Computer Graphic Arts
La Sagesse Natural Works	Community Tourism, Food and Beverage Restaurant Service (Server)
Leonie Mitchell Henry	Garment Production
Lindon Sookram	Air Conditioning and Refrigeration
Lindonné Glasgow	Youth Development Work
MAC Solutions	Data Operations, Information Technology
Maximum Glow Nail Salon & Beauty Supplies	General Cosmetology
Michael Richard Davidson	Lifeguard Operations
New Life Organisation (NEWLO)	Data Operations, General Office Administration
Rodney Baptiste	Industrial Security Operations
Rodney Mc Intyre	Data Operations, Information Technology
Rosemarie Charles	General Beauty Therapy
Ruth Joseph	Garment Production
St. Andrews Anglican Secondary	Commercial Food Preparation, Housekeeping
Siemone Lorainey	Fabric Design, Garment Production
Sky Construction	General Construction, Masonry
Spice Basket Ltd.	Theatre Arts
Stephen Jerome	Food and Beverage Restaurant Service (Server)
Tech World	Data Operations, General Office Administration
T.A Marryshow Community College	Furniture Making, Data Operations, Food and Beverage Restaurant Service (Server), General Office Administration,

	Garment Production
Telfa L. Charles	Electrical Installation, Small Appliance Repairs
3J Cares (Jennifer Theodore)	Customer Service
Valentine Pascal	Commercial Food Preparation
Valerie Gordon	Youth Development Work
Wilma Forteau	General Cosmetology

INDUSTRY LEAD BODIES

NAME	ORGANIZATION /ADDRESS
Accounting Clerk Level 2	
Beverley Grey	Grey's Typing and Computer Services
Kathleen Doyle	Deyna's Tasty Foods
Nailah James	Ministry of Youth Empowerment
Lisa Francis-Charles	T.A Marryshow Community College
Cathy Murray	T.A Marryshow Community College
Kelly Francis	Grenada Red Cross Society
Carmel Gibbs	National Insurance Scheme
Shinelle Andrews	Vat Unit, Ministry of Finance
Building and Construction - Construction Site Supervision Level 3	
Deborah King-Murray	Creative Designs
Mike Quinn	Quinn Company Ltd
John Adams	Consulting and Research Engineering (C.O.R.E)
Whynn Cox	Crystal Engineering Consultant
Benedict Clyne	Joseph John and Associates
Timothy Bubb	SAFED
Peter Joseph	T.A Marryshow Community College
Carpentry Level 2	
Dominic Cuffie	Jams Co-operative
Kingsley Charles	New Life Organisation (NEWLO)
Peter Joseph	T.A Marryshow Community College
Eyon Tobin	Leverage Tutors & Building Construction
Benedict Clyne	Joseph John and Associates
Andre Scull	T.A Marryshow Community College
Cyril Joseph	Ministry of Education and Human Resource Development
Crop Production & Livestock Rearing Level 1	
David Barimah	Her Majesty's Prisons
Gilda Benjamin	T.A Marryshow Community College
Matthew Bobb	Marketing and national Importing Board
Patrick Louison	Ministry of Agriculture
Allison Haynes	Ministry of Agriculture
Gabriel Clarke	Ministry of Youth Empowerment & Sports
Edward Ramgoolan	Her Majesty's Prisons
Selwyn Francis	Her Majesty's Prisons
Michael Church	Ministry of Agriculture
Finbar Charles	Her Majesty's Prisons
Peniel Mwasha, Consultant	Ministry of Agriculture
Customer Service Level 2	
Jennifer Theodore	Cares
Francis Robertson	Ministry of Tourism

Asif Jasat	Grenada Electricity Services Ltd
Minerva Gaskin	Island Catering
Michaele Hercules	Grenada Board of Tourism
Pancy Cross	Grenada Hotel & Tourism Association
Electrical Installation Level 2	
Nailah James	Ministry of Youth Empowerment & Sports
Denis Alexis	AC DC Electric
Jeffery Peters	AC DC Electric
Anthony Ross	Ministry of Works
Telfa Charles	Telfa's Electrical Learning Center
Mandley Phillip	MP Electrical Services
Anthony Paul	Private Enterprise
John Adams, Engineer	Consulting and Research Engineering (C.O.R.E)
Electrical Installation Level 3	
Andre Patterson	Electrotec Services
Telfa Charles	Telfa's Electrical
Benedict Clyne	Joseph John and Associates
Patricia Benjamin	T. A.M.C.C
Anthony Ross	Ministry of Works
Mandley Phillip	MPs Electrical Services
Denis Alexis	ACDC Electric
Barry Nixon	Nixon's Electrical Services
Furniture Making Level 2	
Peter Joseph	T.A Marryshow Community College
Eyon Tobin	Leverage Tutors/Building Construction
Patrick Francis	Jams Co-operative
Dominic Cuffie	Jams Co-operative
Benedict Clyne	Joseph John & Associates
Olive Francis	Ali's Foam & Furniture
Andre Scull	Belmont, St. George's
General Construction Level 2	
Kathleen Andrew	Ministry of Youth Empowerment & Sports
Eyon Tobin	Leverage Tutors/Building Construction
David Paterson	T.A Marryshow Community College
Benedict Clyne	Joseph John & Associates
Whynne Cox	Crystal Engineering Consultant
John Adams	Consulting and Research Engineering (C.O.R.E)
Peter Joseph	T.A Marryshow Community College
Hospitality Services (Villa and other Properties) Level 2	
Gertrude Duncan-Modeste	Grenada Board of Tourism
Nailah James	Ministry of Youth Empowerment and Sports
Diana Hercules	Deyna's City Inn
Carl Howell	T.A Marryshow Community College
Susan Cadore	Grenada Board of Tourism
Rhona Sylvester	Flamboyant Hotel

Justin Cyrus	True Blue Bay Resort
Metal Work Engineering Level 2	
Martin Williams	T.A.M.C.C
Raphael Johnson	T.A.M.C.C
Kenneth Noel	T.A.M.C.C
Leonard George	Grenada Auto Speed
Francis Hagley	F & G Metal Fabrication
Martin Vincent	Minute Man Machine Shop
Flavian Antoine	Retired Mechanical Engineer
Theron Herbert	Tech Metal Work
Ruth-Ann Walker	Raw Enterprise
Motor Vehicle Air-Conditioning Systems Level 1	
Nicholas Joseph	BL International
Leon Celestine	Leon's Automotive Repairs
Emmanuel Bain	Rinkle Refrigeration Services
James Griffith	James Refrigeration
Richard Lessey	Flats Auto
Michael Cadore	Pro-Tech Engineering
Curtis Ross	3'O 's Supplies
Motor Vehicle Body Repairs (Cars and Light Trucks Level 1	
Eric Benjamin	Green's Auto
Michael Lewis	Jonas Browne and Hubbards
Dola Mc Burnie	Quality Services
George Rapier	Glean's Garage
Nailah James	Ministry of Youth Empowerment and Sports
Roystan La Hee	Huggins Automotive Division
Phillip David	Sun Motors
Motor Vehicle Engine Systems Level 2	
Raphael Johnson	T.A.M.C.C
Volney Chasteau	T.A.M.C.C
Candell Francis	Marian, St. George's
Leonard George	Grenada Auto Speed
Michael Lewis	Jonas Browne & Hubbards
Eric Benjamin	Green's Auto
Eric Bridgeman	T.A.M.C.C
Dola Mc Burnie	Quality Services
Roystan La Hee	Huggins Automotive Division
Occupational Health and Safety Level 3	
Dennya Pierre	T.A.M.C.C
Khary Delves	GRENLEC
Gary Louison	Lime
Julie Quinn	Quinn Co. Ltd
Joseph M. Mitchell	Joseph Browne & Hubbards
Maryann Augustine	NEWLO
Deborah King-Murray	Creative Designs

David Lewis	NAWASA
Plumbing Level 2	
David Lewis	NAWASA
Derek Augustine	T.A.M.C.C
Andre Paterson	Electrotec Services
Sebastian Joseph	T.A.M.C.C
Alphonsus Daniel	Daniel & Daniel Engineering
Theron Herbert	Tech Metal Work
Property and Facilities Maintenance (Building Maintenance) Level 1	
Kathleen Andrew	Ministry of Youth Empowerment and Sports
Peter Joseph	T.A.M.C.C
Eyon Tobin	Leverage Tutors/Building Construction
John Adams	Consulting and Research Engineering
Telfa Charles	Telfa's Electrical
Benedict Clyne	Joseph John and Associates
Small Engine Repairs Level 1	
Elvis Duncan	NEWLO
Robert Miller	Anro Industry
Volvey Chateau	TAMCC
Flavian Antoine	Former Lecturer, TAMCC
Telfa Charles	Telfa's Electrical
George Rapier	Glean's Garage
Mandley Phillip	MP's Electrical
Welding Level 2	
Theron Herbert	Tech Metal Work
Martin Vincent	Minute Man Machine Shop
Leonard George	Grenada Auto Speed
Francis Hagley	F & G Metal Fabrication
Steven Lewis	Springs, St. George's

TECHNICAL EVALUATION COMMITTEES 2011

The Technical Evaluation Committees are established and responsible for evaluating training proposals submitted by training providers and employers based upon a transparent and objective set of criteria. The proposals must be evaluated by a three-man Committee representing each sector and consisting of (i} an independent technical expert from the sector (ii) a representative from the National Training Agency with expertise in the standards for the sector and (iii) a training/HR specialist.

The Committees approved by the GCTVET in 2011 include the following:

Youth Development Work

Frances Ruffin - NTA
Pearson Stroude - Industry
Kevin Andall - Industry
Claude Dougles - Pedagogy

Hospitality (Food & Beverage)

Frances Ruffin - NTA
Naline Joseph - Pedagogy
Sebbe Greenidge - Pedagogy
Ulrich Kuhn - Industry - Industry
Eudine Robertson - Industry

Beauty Services

Frances Ruffin - NTA
Zillah Brathwaite - Industry
Aliana Mitchell-Gill - Industry
Thecla Phillip - Pedagogy

Agriculture

Roderick Griffith - NTA
Gabriel Clarke - Pedagogy
Daniel Paterson - Pedagogy
Vincent Morain - Pedagogy
Hansen Raeburn - Industry
Moran Mitchell - Industry
Matthew Bubb - Industry

Garment Production

Frances Ruffin - NTA

Fiona Clyne - Pedagogy

Annette St. Louis - Industry

General Office Administration

Frances Ruffin - NTA

Kellisha Granger - Pedagogy

Yolande La Barrie - Pedagogy

Claudia Alexis - Industry

Automotive Technology

Roderick Griffith - NTA

George Rapier - Industry

Michael Lewis - Industry

Phillip David - Industry

Roystan La Hee - Industry

V. Chateau - Pedagogy

TV and Video Production

Lincoln Morgan - NTA

Mike Alexis - Industry

Anderson Quarless - Industry

Cippy Gibbs - Industry

Urias Peters - Pedagogy

Community Tourism & Tour Guiding

Frances Ruffin - NTA

Gertrude Duncan - Industry

Michael Jessamy - Industry

Expert from Huggins Tours - Industry

Lima Frederick - Pedagogy

Industrial Security Operations

Frances Ruffin - NTA

Roy Raymond - Industry

Nestor Ogilvie - Industry

James Clarkson - Pedagogy

Information Technology

Lincoln Morgan - NTA

Garvin Glasgow - Industry

Gary Louison - Industry

Chris Chufook (ModOne) - Industry

Michael Roberts - Pedagogy

Leo Cato - Pedagogy

Cricket Pitch and Field Maintenance

Roderick Griffith - NTA

Claudius George - Industry

Michael Smith - Industry

Raeburn Nelson - Industry

Conrad Francis - Industry

Bruce Swan - Pedagogy

Construction

Roderick Griffith - NTA

Whyme Cox - Industry

John Adams - Industry

Deborah King-Murray - Industry

Henry Frederick - Industry

David Lewis - Industry (Plumbing)

Martin Mitchell - Pedagogy

Bartholomew Grant - Pedagogy

Small Appliances

Roderick Griffith - NTA

Michael Mitchell - Industry

Robert Miller - Industry

Mandley Phillip - Industry

V. Chasteau - Pedagogy

NATIONAL TRAINING AGENCY PHOTO GALLERY

Food and Beverage Restaurant Service Assessment

APL Orientation

Cosmetology Orientation

Opening of Training Proposals

Trainee Counselling and Interviews

Food and Beverage Open House

HRD Career in October 2011

NTA at Grenville Secondary Career Fair

Community Outreach in New Hampshire

Assessment of Industrial Security Trainees

Participants at CANTA Meeting in March 2011

CEFE Stakeholder Meeting in Grenada

Trainee applicants completing Literacy Assessment

Trainee Counselling Sessions in St. Andrew

Electrical Installation Trainees

World Bank Officials visit Training Centre

Electrical Installation trainees at work

World Bank Mission meets with NTA Staff

NOTES