2014

National Training Agency Annual Report

Grenada National Training Agency

Version 1.0 - June 30, 2015

Table of Contents

List of Acronyms and Abbreviations iii
Grenada Council for Technical and Vocational Education and Training _____ 1
National Training Agency Team _____ 2
Chairman's Message _____ 3
GCTVET Membership and Meetings 4
Staffing 5
Implementation of the Strategic Plan 6
Challenges 8
Acknowledgement 8
Chief Executive Officer's Report _____ 10
Quality Assurance 10
CANTA Follow-up Review Re-Approval to Award CVQ 10
Quality Assurance Capacity Building 10
Center Approval 11
Occupational Standards 12
Approval of Occupational Standards 12
Curriculum Writing Workshop 14
Training and Certification 15
Assessment of Prior Learning (APL) 15
Institution-based Training 15
Enterprise-Based Training (EBT) 20
Collaboration with Ministry of Youth on New IMANI Programme 21
Community Based Training Programmes 21
CVQ in Schools 21
National Skills Competition 22
Career Development 22
Strategic Plan 2014-2016 22
Collaborative Arrangements 23
Study Visit by Belize Official 23

Table of Contents

Participation in the Skills for the Future Conference 23
Review of Regional NTAs for the Award of the CVQ 23
Market Access Rural Enterprise Development Programme 24
CARICOM Youth Skills Development Programme 25
UNESCO Online Consultation 26
American Boat and Yacht Council (ABYC) 26
The Caribbean Regional Communications Infrastructure Program (CARCIP) 27
Meeting with US Charge D'Affaires 27
Grenada Tourism Authority 27
Collaboration with TAMCC 28
GIDC Memorandum of Agreement 28
Meeting with CDB consultant with regards to Basic Needs Trust Fund (BNTF) 28
EBT Paper Presented to CDB Officials 28
Director of Juvenile Justice 29
Caribbean Association of National Training Agencies (CANTA) 29
CANTA Standards Committee 29
Review of Regional Occupational Standards 29
CANTA Standards Development Webinars 30
Attendance at CANTA Meeting 30
Participation in CARICOM/CANTA/CXC working group for reshaping the CVQ 31
CANTA Revision of the CVQ Design Criteria 31
Finance and Accounting 32
Development of an Accounting system for the NTA 32
Budget 2015 32
Audit 32
Appreciation 32
List of Occupational Standards Approved by the GCTVET ____ 34
2014: Year in Review ____ 40
Auditor's Report & Financial Statements ____ 42
GNTA Information ____ 44

Table of Contents

List of Acronyms and Abbreviations

ABYC	American Boat and Yacht Council
APL	Assessment of Prior Learning
BNTF	Basic Needs Trust Fund
CANTA	Caribbean Association of National Training Agencies
CARCIP	Caribbean Regional Communication Infrastructure Programme
CARICOM	Caribbean Community
CBET	Competence-based Education and Training
CDB	Caribbean Development Bank
C-EFE	CARICOM Education for Employment Project
CEO	Chief Executive Officer
COHSOD	Committee for Human and Social Development
CTCP	CARICOM Trade and Competitiveness Project
CVQ	Caribbean Vocational Qualification
CXC	Caribbean Examinations Council
EBT	Enterprise-based Training
GCTVET	Grenada Council for Technical and Vocational Education and Training
GIDC	Grenada Industrial Development Corporation
GNTA	Grenada National Training Agency
GTA	Grenada Tourism Authority
HMP	Her Majesty's Prison
ILO	International Labour Organization
MAREP	Market Access and Rural Enterprise Development Programme
MIS	Management Information System
MOE	Ministry of Education
NEWLO	New Life Organization
NGO	Non-governmental Organization
NVQ	National Vocational Qualification
OECS	Organization of Eastern Caribbean States
PCU	Project Coordinating Unit
SIGP	Skills for Inclusive Growth Project
TAMCC	T. A. Marryshow Community College
TVET	Technical and Vocational Education and Training
UNESCO	United Nations Educational, Scientific and Cultural Organization

Grenada Council for Technical and Vocational Education and Training

Members of the GCTVET who served during 2014 were as follows:

- Marine Sector Representative
  Mr. Jason Fletcher, Chairman
- Representative of the T.A. Marryshow Community College
  Mr. David Fleming, Deputy Chairman
- Permanent Secretary – Ministry of Labour
  Mrs. Sally Anne Bagwhan Logie
- Chief Education Officer – Ministry of Education
  Mrs. Andrea Phillip
  Ms. Patricia Felix (Ag.)
- Permanent Secretary – Ministry of Finance and Economic Development
  Mr. Timothy Antoine
  Mr. Mike Sylvester (Ag.)
- Chief Executive Officer – Grenada National Training Agency
  Mr. Lincoln Morgan
- Representative of the Grenada Employers Federation
  Mrs. Janice Francis
- Representative of Non-Governmental Organization (NGO) with interest in TVET
  Sr. Margaret Yamoah, Executive Director – NEWLO
- Representative of the Hospitality Sector
  Ms. Gerlinde Seupel
- Fine Arts Representative
  Mr. Richardo Keens-Douglas

National Training Agency Team

Mr. Lincoln Morgan
Chief Executive Officer

Mrs. Frances Ruffin
Quality Assurance Coordinator

Mr. Roderick Griffith
Standards & Planning Coordinator

Mr. John Telesford
Training Support Coordinator

Ms. Gennesta Charles
Enterprise-based Training Officer

Mr. Shevon Licorish
Monitoring and Evaluation Officer

Ms. Janelle Salfarlie
Mrs. Sonia Japal-Aban
Accounts Officer

Ms. Patti Joseph
Executive Assistant

Ms. Rocksann Jeremiah
Clerk / Typist

Mr. Dax Telesford
Chauffeur / Office Attendant

Ms. Gemma Boca-Johnson
Cleaner

Mission

To enhance the employability of Grenada's workforce

Vision

A highly productive workforce improving Grenada's competitiveness.

Chairman's Message

The Grenada Council for Technical Education and Training was established by the GCTVET Act of 2009 and given a mandate to manage the operations of the National Training Agency in the execution of its functions as outlined in the Act. These functions generally relate to the provision of oversight for the development and implementation of a TVET system that will contribute to the building of a world class workforce in Grenada.

One of the factors that will contribute to the economic and social development of Grenada is our ability to meet the skills requirements of local and regional industry. It was with this in mind that we have adopted as our mission "the enhancement of the employability of Grenada's workforce" and as our vision "the creation of a highly productive workforce improving Grenada's competitiveness". We believe that this is achievable if we are able to forge alliances and partnerships with relevant stakeholders to build a vocational training and certification system that is responsive to the needs of local and regional industry while adhering to quality assurance policies and procedures that are in line with regional and international best practices.

As the Grenadian economy continues its slow recovery the rate of unemployment remains high, while a large segment of those that are employed are low skilled, low wage and uncertified workers. The strategic plan of the NTA outlines strategies for initial action to begin to address these issues. This includes the continued focus on facilitating the training and certification of unemployed youth through demand driven skills training programmes, the employment of an Enterprise-based Training Officer to provide leadership in the development of enterprise–based training and certification programmes and the implementation of the Assessment of Prior Learning Programme which provides opportunities for uncertified workers to be assessed and certified for skills that they already have.

A KEY CONTRIBUTING FACTOR TO THE ECONOMIC AND SOCIAL DEVELOPMENT OF GRENADA WILL BE OUR ABILITY TO MEET THE SKILLS REQUIREMENTS OF LOCAL AND REGIONAL INDUSTRY.

GCTVET Membership and Meetings

The membership of the GCTVET in 2014, in accordance with the Act, comprised of representatives of the Grenada Employers Federation, the Fine Arts Sector, the Marine Sector, the Tourism and Hospitality Sector, T. A. Marryshow Community College and the New Life Organization. Representatives from the Ministry for Economic Development, the Ministry of Labour, the Ministry of Education and Human Resource Development and the National Training Agency served as ex-officio members. The Council should have included a representative from the Construction Sector but this representative was not appointed.

It should be noted that the representation on the Council included employers, training providers and government but not workers. This is a significant omission since workers form one of the

critical stakeholder groups impacted by the work of the GCTVET/NTA. The GCTVET Act, however, does not include worker representation on the Council.

During the year under review the GCTVET convened eleven monthly meetings. The agenda for the meetings included a range of matters pertaining to the operations of the NTA in the development and implementation of the training and certification system and included the approval of twenty-nine occupational standards, approval of the certification of 134 candidates with CVQs and NVQs. The Council received and deliberated on 12 monthly written reports on the performance of the NTA outlining achievements and challenges related to the organization's core functions along with monthly financial reports.

EBT concept paper

The Council reviewed an Enterprise Based Training concept paper and approved it for development into a project for which the NTA will seek funding. The Council also reviewed and updated the fees charged by the NTA for services offered, approved a certificate replacement policy and started a process for reviewing the GCTVET Act.

Memorandum of Understanding with MAREP and with GIDC

Two agreements were approved for collaboration with stakeholders. The first was a memorandum of understanding with MAREP for the implementation of the skills training component of their project. The second was a memorandum of agreement with the GIDC for the conduct of a Marine Sector Survey to map all of the existing occupations in the sector.

ABYC Marine League membership

The Council approved the NTA becoming a member of the American Boat and Yachting Council (ABYC) Marine League of Schools. This provides access to all of the ABYC's standards for use as the basis for the development of our own standards for the certification of workers for the Marine sector. Additionally it provides opportunities for trainees and other candidates to earn dual certification by fulfilling both the NVQ and the ABYC certification requirements.

> MEBMERSHIP IN THE ABYC MARINE LEAGUE WILL FACILITATE THE DEVELOPMENT OF TRAINING AND CERTIFICATION PROGRAMMES FOR THE MARINE SECTOR.

Launch of 2014-2016 Strategic Development Plan

In July 2014 the Strategic Development Plan 2014-2016 for the NTA was formally launched. The implementation of actions in the plan started in 2014 and was incorporated into the work plan and budget for that year. The Council also approved the NTA's work-plan and budget for 2015 towards the middle of 2014 and this catered to the continuation of the implementation of the strategic development plan.

Staffing

Establishment of HR Committee

The members of staff of the NTA are all on short term contracts with the majority having had a series of consecutive short term contracts. To address this issue the Council established an HR Committee charged with the responsibility of developing a draft Human Resources Policy for the NTA for submission to the Council for approval. The work of this Committee is expected to be concluded in early 2015. The Council is also exploring options for the provision of medical and pension benefits for its staff in the future.

Enterprise-based Training Programme

An important aspect of the NTA's strategic direction in 2014-2016 involved increasing the organization's efforts to develop the skills and competencies of employed persons. In order to provide effective Leadership in achieving this goal the Council employed an Enterprise Based Training Officer with a graduate degree in Workforce Education and Development. The EBT Officer's role includes working with employers to identify training needs developing training programmes to address the identified needs and contribute towards improving worker productivity.

Accounting policy and procedures manual

A critical achievement of the NTA in 2014 was the start of the receipt of a monthly government subvention for the operations of the Agency. In order to facilitate the transition from being funded under the SIGP with the PCU handling all financial transactions to the NTA handling its own funds, an Accounts Officer was employed by the Council. The role of the Accounts Officer include responsibility for development of draft Accounting policies and procedures in collaboration with the CEO, and the conduct of financial transactions of the NTA in keeping with those policies and procedures. An accounting Policy and Procedures Manual was developed and was reviewed and approved by the Council.

The Council approved five contract renewals in 2014. This included contracts for the Coordinator for Training Support, Coordinator for Standards and Planning, Coordinator for Quality Assurance, Monitoring and Evaluation Officer, Executive Assistant and Clerk/typist. All contracts were renewed for a period of two years.

There were two staff resignations during the reporting period. The Accounts Officer and the Coordinator for Training Support submitted resignations to take up positions at other organizations locally. Both positions were filled following the established procedures of the Council. There was no cause for the Council to initiate disciplinary action against any staff in 2014.

Implementation of the Strategic Plan

In 2013 the NTA developed a strategic plan to chart the way forward from 2014 to 2016. The implementation of the plan started in 2014 with some of the strategies and actions being incorporated into the NTA's 2014 work-plan and budget. The following is an update on the progress made towards achievement of the seven strategic objectives of the plan.

Government of Grenada support for NTA funding

Implementation of service fees

Objective 1: NTA's core funding is assured. The NTA's budget was submitted to the Ministry of Education and Human Resource Development and Cabinet approved a monthly subvention for the operations of the NTA. An Accounts Officer was hired and accounting policy and procedures manual developed and approved by the Council. Additionally, the NTA has implemented service fees as a means of increasing its revenue generation capacity and reducing its dependence on Government for financial sustainability. The NTA has also signed an MOU with MAREP for coordinating the delivery of training and certification of 600 youth and has held discussions with CARCIP with regards to providing support for the implementation of its training component. A fee is charged for the provision of these services.

Discussions were held with representatives of the CDB with regards to supporting the implementation of three objectives in the 2014-16 strategic plan.

Objective 2: Awareness of Workforce Development is increased. The NTA has hired an Enterprise Based Training Officer to be responsible for working directly with employers to develop training and certification programme for employed persons. The work of this officer will include implementing some of the activities related to this objective. Additionally this is one of the areas proposed for support by the CDB project.

Objective 3: Financial sustainability of workforce development is achieved. This objective proposes the establishment of an Enterprise Training Fund to support workforce development activities in Grenada. The CDB project, if approved, will provide funding for a consultant to develop the proposals for the establishment of the fund for submission to government for approval.

Objective 4: Public perception of TVET is enhanced. This objective requires the development and implementation of communication strategies to rebrand TVET and to allay the fears of students, parents, teachers and employers about the benefits and scalability of TVET. This is also targeted by the proposed CDB project.

Objective 5: Occupational standards and certification capacity expanded. Twenty nine occupational standards were approved by the GCTVET for training and certification in Grenada in 2014 (2 at Level 1, 15 at Level 2, 11 at Level 3 and 1 at Level 4) taking the total number of approved standards to 103. One hundred and thirty four persons were certified falling short of the target of 500. This was in part due to the lower than expected numbers of persons from the New Imani programme enrolled in the Direct Skills Component and the delayed start of the MAREP training programme. The numbers are expected to increase in 2015.

- 1059 CVQ and NVQ certifications awarded (134 in 2014)
- 103 Occupational Standards vetted and approved (29 in 2014)
- 18 Master Assessors Trained (14 in 2014)
- 81 Assessors trained and certified (14 in 2014)
- 93 Verifiers trained (24 in 2014)
- 187 TVET Instructors trained (65 in 2014)
- 49 Quality Auditors trained (12 in 2014)

Objective 6: Quality Assurance of TVET is ensured. Fourteen Master Assessors were trained in 2014 surpassing the target of 12 by 2016. Their certification however, is pending since they are working to complete their portfolios. Additionally, 14 Assessors, 65 Instructors, 12 Internal Verifiers, 12 External Verifiers and 12 Quality Auditors were trained in 2014.

Eight training centres have submitted applications for Centre Approval. Quality audits are ongoing with those centers and the process should be completed during the first half of 2015.

Meetings were held with Ministry of Education senior staff to plan for the implementation of the CVQ in schools in 2015. Instructor training in CBET methodology is planned for July 2015.

THE IMPLEMENTATION OF THE CVQ IN SCHOOLS IN COLLABORATION WITH THE MINISTRY OF EDUCATION AND CXC WILL ENSURE THAT STUDENTS DO NOT CONTINUE TO LEAVE SECONDARY SCHOOL WITHOUT EMPLOYABLE SKILLS.

Verification Audit regarding CVQ awarding status.

The NTA was reviewed by CANTA through a verification audit conducted by the CANTA Quality Assurance Officer. This was a follow up audit one year after the NTA was approved by COHSOD for the award of the CVQ. The NTA was found to be compliant with all of the CANTA/CARICOM requirements for CVQ Awarding bodies.

Objective 7: TVET coordination is streamlined and improved. Meetings were held with training providers with regards to moving towards having all TVET programmes based on NTA approved or other internationally approved standards and leading to meaningful certification.

Areas of focus for 2015

In 2015 the GCTVET/NTA will focus on continuing the implementation of the 2014-16 strategic plan. This will include the development and implementation of a communications strategy to increase awareness of workforce development and 'buy in' among private sector organizations and change the public's perception of the value of TVET so that it is seen as a 'first choice' option by parents, teachers, students and employers resulting in increased demand for C/NVQ certification. The GCTVET/NTA will also work to improve the supply of skilled, certified workers to employers while ensuring that the quality assurance system is maintained and updated in line with CANTA regulations. Additionally, in 2015 work will be done to support the Ministry of Education in its efforts to implement the CVQ in Schools programme in a pilot programme in selected secondary schools.

Challenges

Two major challenges faced by the NTA during the year under review were the unavailability of funds to implement some of the activities in the work-plan and the inadequacy of the space that houses the NTA. In spite of these challenges the organization was able to make modest gains towards achieving its strategic objectives. We anticipate progress in both areas in the coming year and will work to increase our implementation rate in 2015 in areas where 2014 targets were not achieved.

Acknowledgement

We are grateful for the support of all of our stakeholders who partnered with us in working to build a TVET system that we believe will impact on the quality of the Grenadian workforce and hence on the level of productivity and profitability of our business enterprises and on the earning

capacity of workers. The Grenadian private sector is a critical partner in our efforts at workforce development and we are thankful for the collaborative arrangements to date and anticipate greater collaboration as we work to develop the Enterprise-based Training Programme. We are also grateful for the support of the TVET training providers, TVET Instructors, Assessors, Verifiers and Quality Auditors whose roles have been critical to the work of the NTA. We acknowledge the support of our regional counterparts and the Government of Grenada and in particular the Minister and the Ministry of education and Human Resource Development for their immense support during the year under review.

Chief Executive Officer's Report

During the year under review, the Grenada National Training Agency commenced the implementation of its 2014-16 strategic development plan. This report will highlight the achievements and challenges of the organization as it sought to have arrangements made for a sustainable financing mechanism, to shift the focus of training and certification to include the employed workforce, to enhance the capacity of the training and certification system and to provide improved coordination between all aspects of the TVET system.

Significant accomplishments during the year included a follow-up review by CANTA Quality Assurance Coordinator which found that the Grenada National Training Agency was fully compliant with all of the requirements set out by CANTA and approved by CARICOM for the approval of NTAs for the awarding of the Caribbean Vocational Qualifications. Additionally, the NTA became a member of the American Boat and Yacht Council's (ABYC) Marine League which provides access to the ABYC standards for use as the basis for the development of NVQ standards for the certification of workers for the Marine sector.

Quality Assurance

CANTA Follow-up Review Regarding Approval to Award the CVQ

In October 2012 the GNTA was evaluated by a COHSOD/CANTA eternal review panel and approved as a CVQ awarding body in May 2013. It has since become CANTA's policy that all NTAs awarding the CVQ must be evaluated at least once every three years and the report submitted to CANTA, to ensure continued compliance with CANTA/COHSOD approved policies and procedures for the CVQ.

Verification Audit conducted.

The GNTA was reviewed by the CANTA Quality Assurance Technical Officer on Friday, August 29. In preparation for the review a self-evaluation was done to ensure that all of the commitments made by the NTA during the external review in 2012 were implemented. The CANTA Quality Assurance Technical Officer spent one day at the NTA interviewing senior officers and examining the evidence related to recommendations from the previous audit. The feedback from the audit indicated that the NTA was fully compliant with all of the requirements for CVQ awarding bodies.

ALL NTAS AWARDING THE CVQ MUST BE EVALUATED AT LEAST ONCE EVERY THREE YEARS AND A REPORT SUBMITTED TO CANTA. *GNTA CONTINUES TO BE COMPLIANT WITH ALL OF THE CARICOM APPROVED CRITERIA FOR CVQ AWARDING BODIES.*

Quality Assurance Capacity Building

- Work continued on the development of a training manual for the training of internal and external verifiers.
- A certificate replacement policy was developed. The policy speaks to the conditions under which a certificate might be replaced, the procedures for the replacement of

certificates and statements of competence and the cost associated with certificate replacement.

- A Master Assessor workshop was conducted with support from the CARICOM Trade and Competitiveness Project (CTCP). Fifteen persons were trained as Master Assessors in accordance with the CVQ standards for Training and Assessment Level 4. Master Assessors are responsible for training of assessors, verifiers, auditors and TVET instructors and for monitoring their performance to ensure compliance with NTA and CANTA requirements for certification.

15 Master Assessors trained

- The Quality Assurance Coordinator provided support to the participants from the Master Assessor Training Workshop and the Assessor Training Workshop in Carriacou with regards to the development of their portfolios which is a requirement for their certification.
- A Quality Audit workshop was conducted over a period of one week. The workshop was facilitated by the CANTA Technical Officer for Quality Assurance (Mr. Orlando Hewitt) and aimed to produce a cadre of Quality Auditors who are competent in the conduct of Centre Approval Audits. Grenada is only the second country in CARICOM to have conducted this training. The training sought to standardize the documentation and procedures for conducting Centre Approval Audits.

12 Quality Auditors trained.

- The Quality Assurance Coordinator conducted an evaluation of the work of the Assessors and Verifiers in Grenada and found that they were generally working in accordance with the policies and procedures established by the NTA. This evaluation was in keeping with the recommendations from the accreditation to award the CVQ. All Assessors and verifiers will be evaluated once per training cycle.

Center Approval

New Life Organization

From July 14-18 an Assessor training workshop was conducted at NEWLO for members of the instructional staff with the aim of building the capacity of NEWLO to provide training and assessment services to support programmes leading to C/NVQ certification at levels 1 and 2. Another workshop was held during the period of August 1 - 7, to train staff at the institution to function in the capacity of Verifiers. The NTA has already trained Instructors at NEWLO in CBET Methodology. These activities form part of the capacity building activities in preparation for centre approval.

Police Training School

Capacity building at Police training School

Capacity building activities with the Police Training School continued in December 2014. This was in preparation for the institution to become an Approved Training Centre for the delivery of training and assessment activities leading to NVQ/CVQ certification and included the training of Instructors and Assessors. One instructor training workshop was conducted at the Police Training School with thirty–four participants from the Police Training School and other training providers. It is the policy of the NTA and a CANTA requirement that all TVET instructors providing

training leading to C/NVQ certification must complete the required training in CBET Methodology.

Occupational Standards

Approval of Occupational Standards

The following twenty-nine occupational standards were vetted and approved by the GCTVET in 2014 taking the total number of standards approved to 103.

Table 1: Standards Approved in 2014

	Occupational Standard	Level	Qualification
1	General Office Administration	2	NVQ
2	Personal Computer Repair	2	NVQ
3	Radio Broadcasting	2	NVQ
4	Security Operations	3	CVQ
5	Web Programming	3	CVQ
6	Policing and Law Enforcement (Cybercrime)	3	NVQ
7	Policing and Law Enforcement(Investigative Interviewing)	3	NVQ
8	Policing and Law Enforcement (Stop and Search Vehicles)	3	NVQ
9	Policing and Law Enforcement (Use of Firearms)	3	NVQ
10	Policing and Law Enforcement (Use of Force)	3	NVQ
11	Policing and Law Enforcement (Crime Scene Investigations)	3	NVQ
12	Network Engineering	4	CVQ
13	Agro-Food Processing	3	CVQ
14	Audio and Visual Editing Operations	2	CVQ

15	Barbering	2	CVQ
16	Camera Operations	2	CVQ
17	Commercial Diving (Air)	3	CVQ
18	Domestic Housekeeping Services	2	CVQ
19	Food and Beverage-Bar Service (Bartending)	2	CVQ
20	Food and Drink Service	2	CVQ
21	Food Preparation and Cookery	2	CVQ
22	Heavy Equipment Maintenance	2	NVQ
23	Housekeeping	2	CVQ
24	Massage Therapy	3	CVQ
25	Motor Vehicle Chassis System	1	CVQ
26	Library Information Services (Library Clerk)	1	CVQ
27	Library Information Services (Library Assistant)	2	CVQ
28	Teacher Assistant	2	NVQ
29	Nail Technology	2	CVQ

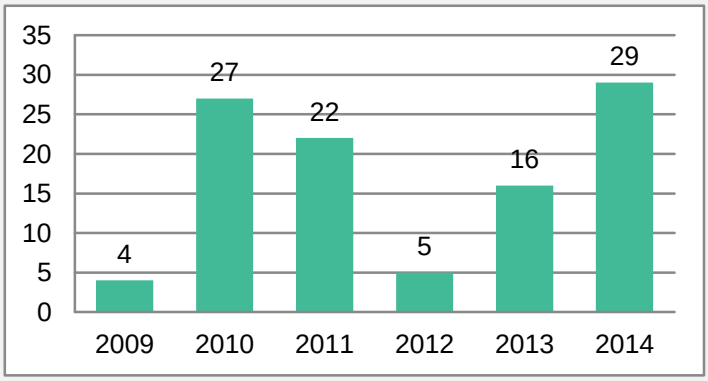
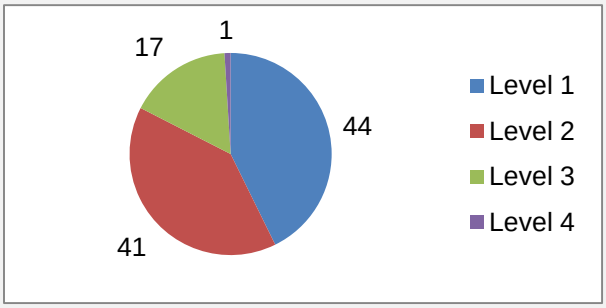


Figure 1: Yearly Standards Development 2009-2014

Figure 1 shows the number of standards approved each year from 2009-2014. In 2014 more standards were approved than in any other year.



Of the 103 standards approved across 4 levels, 43% were at Level 1, 40% at Level 2, 17% at Level 3 and 1% at Level 4.

Figure 2: Approved occupational standards by levels

Of the 103 approved standards across 14 Sectors, Agriculture accounted for 13%, Automotive 6%, Business 4%, Construction 6%, Creative Industries 6%, Education 7%, Engineering & Maintenance 13%, Health/Safety/Wellness 2%, Hospitality 12%, Information Technology 6%, Manufacturing 3%, Marine/ Merchant Marine 2%, Personal Services 8% and Public Services 7%.

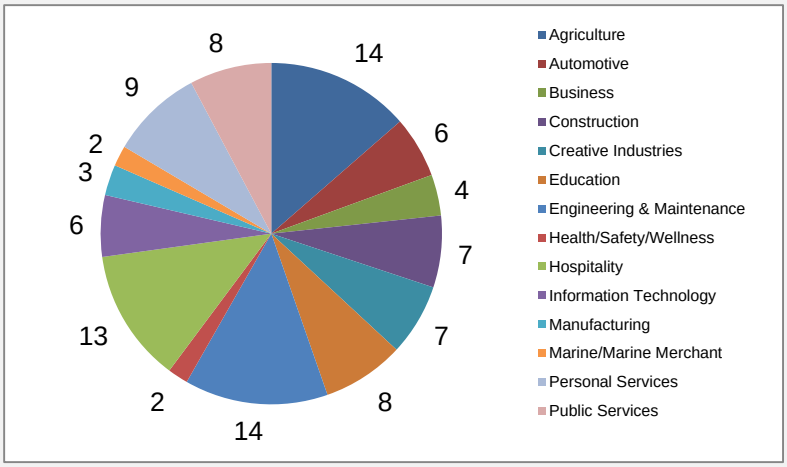


Figure 2: Sector Allocations

The Performing Arts sector.

A meeting was held with Mr. Richardo Keens Douglas to look at the development of training and certification programmes for occupations in the area of Culture and the Performing Arts. Persons were identified to serve on an Industry Lead Group for the sector. Subsequently, discussions were held with Heritage Theatre Company to discuss their possible involvement in the development and delivery of training programmes for the Performing Arts sector. Heritage Theatre is committed to working towards becoming an approved Training Centre for training and certification in the Performing Arts.

Curriculum Writing Workshop

A curriculum writing workshop was conducted to train a group of persons with the skills required for the development of curriculum materials to support the delivery of training based on the occupational standards. Participants included fifteen persons from the Ministry of Education, the NTA, training providers and industry. These persons will be used to form a Curriculum Development Committee with responsibility for providing leadership and guidance in the development of curricula and instructional materials.

Training and Certification

Assessment of Prior Learning (APL)

APL applications and certifications

The Assessment of Prior Learning Programme provides opportunities for C/NVQ certification for persons who are in the workforce and have developed skills in occupational areas but are uncertified. This programme is developing slower than was anticipated but is expected to become one of the flagship programmes of the NTA in the near future. To date 86 persons (76 males, 10 females) have registered for certification through the APL programme in sixteen occupational areas. Twenty-one of these candidates have been certified (1 full certification at Level 3 and 20 unit certification also at level 3).

Table 2: APL Applications 2014

Occupational Area	Level	No. of Applicants
Electrical Installation	2 & 3	9
Carpentry	2 & 3	6
Furniture Making	2 & 3	4
Network Engineering	4	1
Plumbing	3	2
Customer Service	2	1
Apiculture	2	1
Youth Development	2	1
Construction Supervision	3	36
Motor Vehicle Engine Systems	2	2
Fashion Design	2	5
Welding	2	3
General Construction	2	2
Occupational Health and Safety	3	1
Early Childhood Development	2	2
Hospitality Services	2	10

Institution-based Training

In 2014 the NTA worked with five training providers towards certification of trainees in six occupational areas. One hundred and thirty four trainees were certified with CVQ and NVQ certification at Levels 1, 2 and 3.

Table 3: Certification in 2014

Location	Institution	Occupational Area	Level	Certification	Category	Number Certified
St. John	NEWLO	Early Childhood Development	1	CVQ	Institutional	17
St. John	NEWLO	Agro Food Processing	1	CVQ	Institutional	7
St. John	NEWLO	Electrical Installation	1	NVQ	Institutional	20
St. George	TAMCC	Electrical Installation	3	NVQ	APL	1
St. George	Grey's Typing & Computer Services	General Office Administration (Office Clerk)	1	CVQ	Institutional	32
St. George	Grey's Typing & Computer Services	General Office Administration (Office Clerk)	2	NVQ	Institutional	17
St. George	Point Salines Hotel	Housekeeping - Room Attendant	1	NVQ	Institutional	30
St Andrew	Fletcher's Creations	Garment Production	1	CVQ	Institutional	10

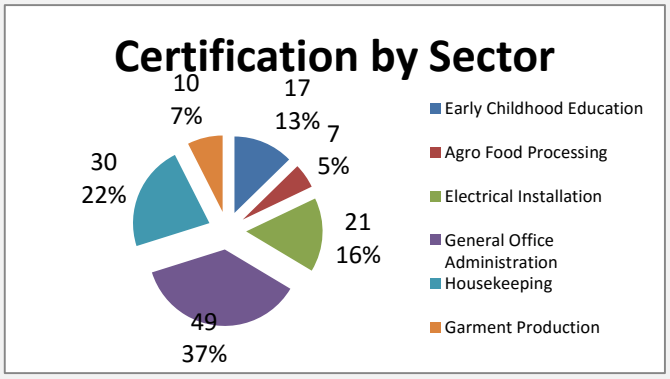


Figure 4: 2014 Certification by Sectors

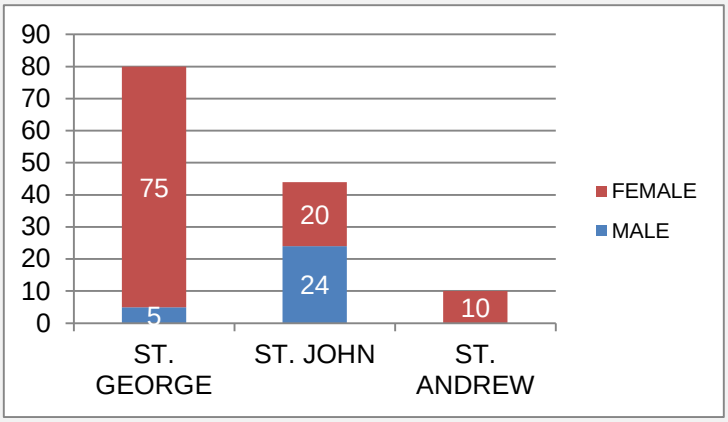


Figure 5: 2014 Certification by Location and Gender

St. George : 80 certified – Male: 5 (6.25%), Female: 75 (93.75%).
St. John : 44 certified - Male: 24 (54.55%), Female: 20 (45.45%)
St. Andrew : 10 certified - Female: 10 (100%)

One hundred and thirty-four candidates certified in 2014: 86.57% at Level 1, 12.69% at Level 2 and 0.75% at Level 3. There were no certifications at levels four and five.

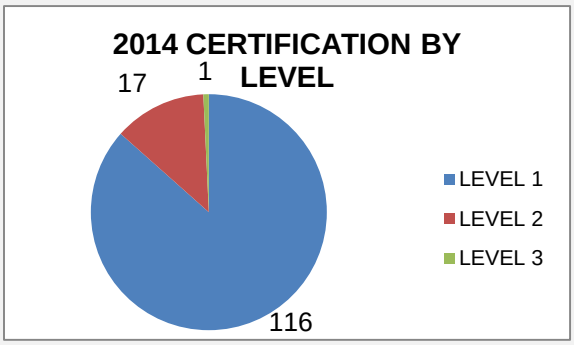


Figure 6: 2014 Certification by Levels

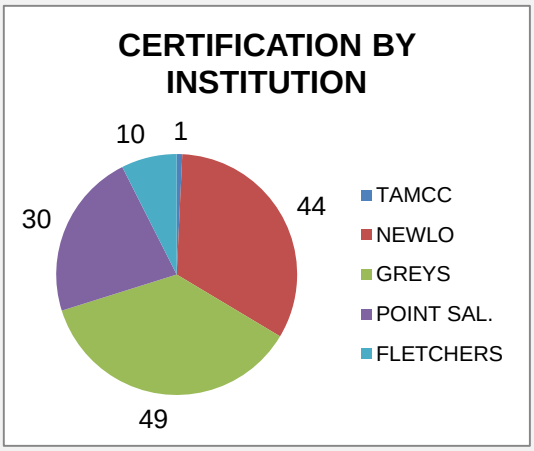
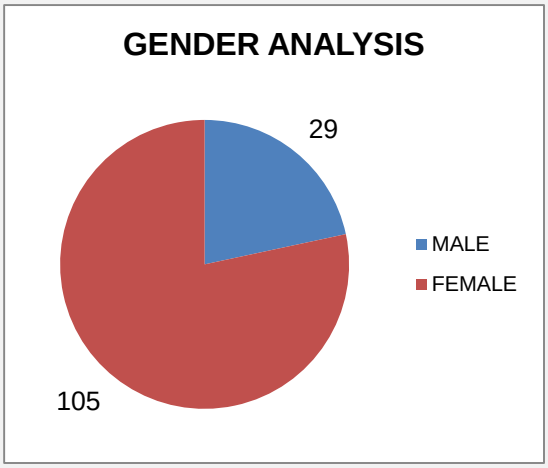


Figure 7: 2014 Certification by Institutions

Of the one hundred and thirty-four candidates certified in 2014: 0.75% were from TAMCC, 32.84% from NEWLO, 36.57% from Greys Typing and Computer Services, 22.39% from Point Salines Hotel and 7.5% from Fletcher's Creations.



Of the one hundred and thirty-four candidates certified, 21.64% were male and 78.36% female.

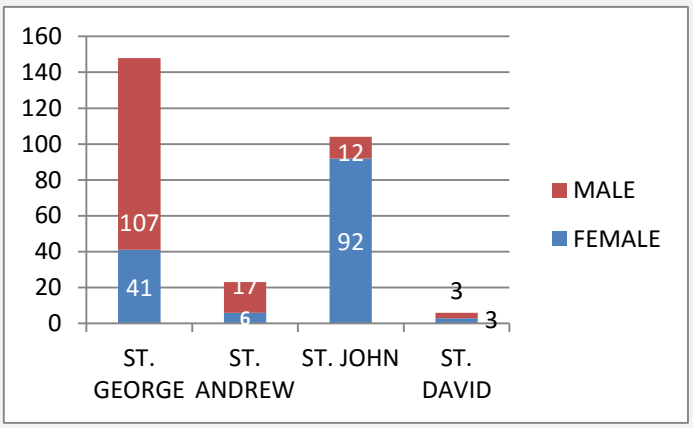
Figure 8: 2014 Certification by Gender

Table 4: Registration for C/NVQ Certification in 2014

Institution	Occupational Area	Level	Certification	Number Registered	Gender Analysis
Telfa'S Electrical	Electrical Installation	1	CVQ	15	F: 3/M:12
Telfa'S Electrical	Electrical Installation	1	CVQ	5	F: 0/M: 5
Telfa'S Electrical	Electrical Installation	2	CVQ	13	F: 2/M: 11
Point Salines Hotel	Housekeeping	1	NVQ	5	F: 5/M: 0
HMP/IMANI	Garment Production	1	CVQ	4	F: 1/M: 3
HMP/IMANI	Fabric Design	2	CVQ	4	F: 1/M: 3
HMP/IMANI	Crop Production	1	CVQ	5	F: 0/M: 5
HMP/IMANI	Crop Production	2	CVQ	5	F: 0/M: 5
HMP/IMANI	Welding	1	CVQ	5	F: 0/M: 5
HMP/IMANI	Welding	2	CVQ	5	F: 0/M: 5

HMP/IMANI	Property/Facilities Management	1	CVQ	32	F: 0/M: 32
Grey's Typing & Computer Services	General Office Administration	2	NVQ	11	F: 11/M: 0
Virtue School of Cosmetology	General Cosmetology	1	CVQ	14	F: 14/M: 0
Boca Secondary School	Motor Vehicle Chassis system	1	CVQ	3	F: 0/M: 3
ABC LTD	General Construction	1	CVQ	11	F: 2/M: 9
ABC LTD	General Construction	2	CVQ	11	F: 2/M: 9
TAMCC	Rabbit Rearing	2	CVQ	8	F: 2/M: 6
TAMCC	General Agriculture	2	NVQ	15	F: 4/M: 11
NEWLO	Electrical Installation	1	CVQ	9	F: 0/M: 9
NEWLO	Food & Beverage Bar Service-Portering	1	NVQ	14	F: 14/M: 0
NEWLO	Food & Beverage Restaurant Service-Server	1	NVQ	14	F: 14/M: 0
NEWLO	Commercial Food Preparation- Cookery	1	CVQ	17	F: 17/M: 0
NEWLO	Agro Food Processing	1	CVQ	15	F: 15/M: 0
NEWLO	General Construction	1	CVQ	10	F: 7/M: 3
NEWLO	Electrical Installation	1	CVQ	13	F: 13/M: 0
Evadne Bartholomew	Garment Production	1	CVQ	12	F: 12/M: 0
Natural Works	Food and Beverage Bar Service -Bartending	2	CVQ	6	F: 3/M: 3

281 candidates registered across 18 occupational areas, 11 institutions, level 1-2 and 4 parishes. 139 males and 142 females.



St. George: 148 registered – Male: 107 (72.30%), Female: 41 (27.70%).
St. John: 104 registered - Male: 12 (11.54%), Female: 92 (88.46%).
St. David: 6 registered – Male: 3 (50%), Female: 3 (50%).
St. Andrew: 23 registered – Male: 17 (73.91%), Female: 6 (26.09%).

Figure 9: Registration by Location and Gender

St. George had a high margin of male-to-female registrations with a greater percentage of males, compared to St. John, which had a higher representation of females. Comparing the 'Gender Analysis' chart of 'Registration' to 'Gender Analysis' chart of 'Certification', predictions can be made for an increased number of males certified, thus reducing on the gap between genders.

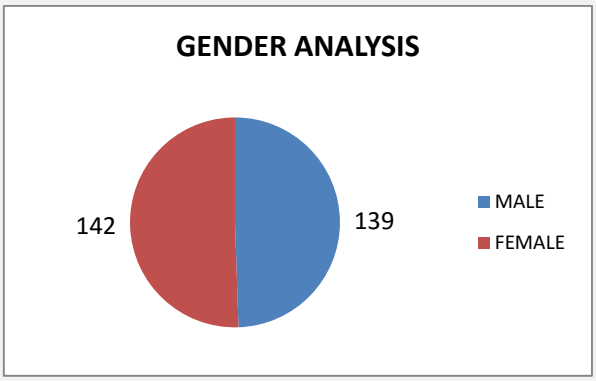


Figure 10: 2014 Registration Gender Analysis

Enterprise-Based Training (EBT)

The implementation of the Enterprise Based Training programme is a critical component of the NTA's strategic plan. An EBT concept paper was developed by the Training Support Coordinator. The paper included the concept for a funded project that could provide support for an EBT programme targeting employed persons, similar to the Skills for Inclusive Growth Programme (SIGP) that was implemented by the NTA for the training of unemployed youth. The paper was presented to the GCTVET for approval and was submitted to the Ministry of Finance and officials of the Caribbean Development Bank.

EBT certification through APL

The occupational standard developed in Hospitality and Coastline Services for Tour Guiding and Cruises has been used to conduct self-assessment for employees of Best of Grenada. Ten members of the staff of the company completed the APL self-assessment. TAMCC has agreed to be the training provider responsible for conducting the assessments with support from industry experts.

Collaboration with Ministry of Youth on New IMANI Programme

The NTA has been collaborating with the Ministry of Youth in the implementation of the New Imani programme from its inception. During the year under review the NTA continued to provide support for its implementation in several areas. Pre-qualified training providers were guided to become Approved Training Centres, occupational standards were sourced and vetted for the training and certification of youth under the programme, quality assurance activities were implemented in relation to the training and certification of Imani candidates, and advice was provided on facilitating the certification of youth in the apprenticeship component of the programme.

Capacity building in Carriacou

Additionally, the Quality Assurance Coordinator conducted training for Quality Assurance personnel in Carriacou to support the implementation of the Direct Skills Training component in Carriacou. This included the training of seven Assessors during the month of January. Eight additional instructors were trained in Grenada in CBET Methodologies and seven training Providers are being supported to become Approved Training Centres.

An Instructor Training Workshop was conducted to provide support for the delivery of training programmes by the Ministry of Youth in the Direct Skills component of the New Imani Programme. Fourteen instructors participated in the five day training event held from October 20th-24th.

Career development modules

The integration of the Career Development Modules developed for CARICOM territories with support from the C-EFE into the Life Skills Programme of the New Imani provided the additional benefit of having the trainees go through a series of career development activities that can help them clarify their career decisions prior to entry into the Direct Skills or Apprenticeship programmes.

Community Based Training Programmes

Discussions were held with the Education Director of the Grenada Conference of Seventh Day Adventists regarding the establishment of Community Based Training in collaboration with the NTA in the areas of Paraprofessional Counseling, Parenting Facilitation, Live Sound Engineering and Commercial Cookery.

CVQ in Schools

Meetings were held with officials from the Ministry of Education and Human Resource development with regards to the implementation of the CVQ in Schools. Seven secondary schools were identified for the pilot which will involve three occupational areas as follows:

- Agriculture
- Construction
- Commercial Food Preparation

The quality Assurance Coordinator began working with the Ministry to arrange for the delivery of a one day orientation workshop for the principals of schools to be involved in the implementation of the pilot and a five day workshop for the training of relevant TVET instructors in the selected schools in CBET methodologies was planned for July 2015. Implementation is expected to begin in August 2015.

National Skills Competition

The NTA began exploring the possibility of staging a National Skills Competition in Grenada. Jamaica, Barbados and Trinidad are already members of World Skills International and in addition to staging their own World Skills competitions; they participate in the World Skills Americas and World Skills International competitions.

Implementing a National Skills Competition and participation in World Skills will aid in promoting the TVET system through the showcasing of young Grenadian trainees in local, regional and international skills competitions. Additionally it will:

Benefits of participation in World Skills competitions

- Offer a platform to facilitate the expansion of skills in Grenada and the Caribbean
- Provide for the comparison of the skills being taught in Grenada against the highest global benchmarks set by countries with the most advanced skill levels
- Bring unparalleled attention to skills development at the national level
- Enhance the attractiveness of vocational training in Grenada as we prepare our youth to contribute to a productive workforce
- Allow young skilled professionals in Grenada to test their real world skills against the most highly skilled competitors in the world by participating in World Skills Competition every two years.

We have been in contact with the Executive Director of HEART Trust looking at the possibility of staging a workshop in Grenada on the hosting of National Skills Competitions.

Career Development

A workshop was held with counselors and other student support personnel at the Ministry of Education to orient them to the use of the Career Development Manual developed with support from the CEFE. The Ministry indicated its intent to implement the programme in the schools in September 2014. Meetings were also planned with the Ministry of Youth for possible inclusion of the Career Development Modules in their Life Skills Programme and with TAMCC for the use by counselors and lecturers who do student advising.

Career Development modules

Strategic Plan 2014-2016

A ceremony was held on July 9 at the National Stadium to formally launch the NTA Strategic Development Plan for 2014-2016. In attendance were representatives from various stakeholder

Formal launch of Strategic Plan 2014-16

groups including the Ministries of Education, Youth and Labour, other Government Agencies, NGOs, the private sector, training providers, and the media. The feature address was delivered by Mrs. Pauline Finlay on behalf of the Minister of Education and Human Resource Development while remarks were made by Mrs. Vicheweg on behalf of the Permanent Secretary for Education and Human Resource Development. The CEO of the GNTA did a presentation on the Plan and answered questions from the audience.

Collaborative Arrangements

The ability of the NTA to achieve its mandate is largely dependent on the collaborative arrangements with key stakeholders. As a result, during the period under review the NTA continued to build its relationship with organizations and institutions both locally and regionally to enhance the Grenada's TVET system and contribute to the advancement of CVQ and TVET systems within the region as indicated by the following.

THE ABILITY OF THE NTA TO ACHIEVE ITS MANDATE IS LARGELY DEPENDENT ON THE COLLABORATIVE ARRANGEMENTS THAT IT ESTABLISHES WITH KEY STAKEHOLDERS.

Study Visit by Belize Official

The NTA hosted Mrs. Yvonne Palma from the Ministry of Education in Belize for a one week study tour. The objective of the visit was to study the operations of the NTA with a view to building capacity within the TVET department of the Belize Ministry of Education as they develop and implement their policies and procedures in preparation for an evaluation by CANTA/COHSOD of their readiness to award the CVQ.

Participation in the Skills for the Future Conference

Employer driven training systems

The CEO, Deputy Chair of the GCTVET Board - Mr. David Flemming and Ms. Aine Brathwaite of the Grenada Chamber of Industry and Commerce attended a CDB / IADB funded workshop in Barbados from January 26-28. The workshop's focus was on the development of employer-driven training systems supported by an enhanced private sector/ training institutions / national training agency collaboration for improved relevance and effectiveness of skills development. A brief presentation was done at the workshop on the current state of TVET in Grenada and the key next steps as we continue to build a TVET system and drive the workforce development agenda.

Review of Regional NTAs for the Award of the CVQ

Mrs. Ruffin, Quality Assurance Coordinator, visited St. Vincent as a member of the External Review Panel for the evaluation of the Sector Skills Development Agency, National Qualifications Department application for approval to award the CVQ. Other members of the panel came from Jamaica, Barbados and Trinidad and Tobago. Mrs. Ruffin will also serve as a member of the External Review Panel for Guyana which is scheduled for 2015.

Meetings with Cuso International

A series of meetings were held with Mr. Ian Donnaly of CUSO International. CUSO is an aid organization that provides support through the provision of volunteers. The NTA has identified two areas of potential support from CUSO volunteers: the development of proposals for grant funding to support its programmes and the provision of assistance in the area of career development.

A Final Organizational Assessment Report was done and included recommendations for the CUSO partnership. The recommendations included volunteers to develop a fund-raising system for the NTA and train staff, assist with fund raising for construction of a building to house the NTA, development of a performance management and incentives system, development of curriculum materials to support training and training of staff in the area of career development. The next steps included the preparation of a partnership agreement based on the needs identified in the report.

Market Access Rural Enterprise Development Programme

Senior NTA staff met with MAREP officials to discuss the signing of an MOU between the two institutions. The MOU was signed between MAREP and the NTA for the training and certification of 600 persons from rural communities targeted by MAREP. The training will be conducted in 3 batches of 200 trainees each. The programme will be implemented in a manner similar to the OECS SIGP.

A meeting was held with training providers on October 16. The main purpose of the meeting was to introduce and orient the Training Providers to the Terms of Reference (TORs) relating to the MAREP/NTA Memorandum of Understanding (MOU). Seven training providers indicated their intention to submit proposals in fourteen occupational areas.

A Call for Proposals was issued to Prequalified and Approved Training Centres for submission of training proposals for the delivery of training under the MAREP Training Scheme during the month of November. The programme was scheduled to commence early 2015 with the implementation of the first 10 programmes targeting 200 trainees from MAREP communities. Fifteen proposals were received as follows:

Table 5: Training Proposals Received for MAREP Training Scheme

	Training Provider	Occupational Area (Level 2)	Parish
1	Grey's Typing and Computer Services	Data Operations	St Andrew
2	Grey's Typing and Computer Services	General Office Administration	St Andrew
3	NEWLO	Personal Computer Repair	St. John
4	NEWLO	Early Childhood Development	St John

5	Gabriel Clarke	General Agriculture	St Andrew
6	Wilma Forteau	General Cosmetology	St. Andrew
7	Lloyd Panchoo	Crop Production	St. Patrick
8	Fletcher's Creations Garment Factory	Garment Production/Fashion Design	St Andrew
9	Evadney Bartholomew	Garment Production/Fashion Design	St. John
10	Andre Belfon	General Construction	St. Andrew/St. David
11	Business Support Centre	Data Operations	St. George
12	Business Support Centre	General Office Administration	St. George
13	TAMCC	Early Childhood Development	St. Andrew
14	TAMCC	Crop Production	St. Andrew
15	TAMCC	Data Operations	St Patrick

CARICOM Youth Skills Development Programme

DFATD/DFID funded Pre-technology programme

The NTA will work with Saint Lucia and Antigua and a Canadian College Partner to deliver a Pre-technology programme to approximately 100 youths to enable their access to C/NVQ training programmes. This programme is expected to commence in the second quarter of 2015. The Training Support Coordinator travelled to Canada to participate in interviews of Canadian colleges to select a partner to work with Grenada, Saint Lucia and Antigua. The implementation in the region will involve Canadian partners working with three groups of CARICOM countries as follows:

- Grenada, Antigua and Saint Lucia
- Jamaica
- Dominica and St. Vincent

The group that involves Grenada will train 300 youth between the ages of 15 and 29 from the three countries.

The programme will comprise of three components. The first involves information and marketing, the second interviews and assessment (literacy, numeracy, and eligibility) and the third involves 10 weeks of institutional training plus a minimum of two weeks on the job training. There will be three such 10 week sessions over the life of the project (18 months).

The Canadian partner selected to work with Grenada, Antigua and Saint Lucia was Cégep de la Gaspésie et des îles. This institution will provide support in a number of areas including labour market information, curriculum development, development of resource materials for training,

and career guidance. The Canadian college partner will visit the Caribbean in January 2015 to develop the project plan.

The Training Support Coordinator participated in a conference call with Canadian and CARICOM partners. The meeting focused on next steps in the implementation of the programme including the following:

- An Inception Mission from January 11-17, 2015. Grenada's Inception visit will be on January 12. This will include meetings with stakeholders including representatives from the sectors involved and field visits to NEWLO and marinas.
- A meeting of the C-EFE National Programming Sub-committee to approve the programme and budget.

Implementation is scheduled for February 17 to August 31, 2015.

UNESCO Online Consultation

Revision of the UNESCO 2001 Revised Recommendation Concerning TVET

The CEO was nominated by the Minister of Education and Human Resource development to participate in a UNESCO online consultation on the revision of the 2001 Revised Recommendation Concerning Technical and Vocational Education. The consultation was from July 1 – 8, 2014 using a virtual platform for participants from UNESCO Member States to share inputs and comments on the draft text of the 2001 Revised Recommendations. The outcome of the consultations will be reflected in the Preliminary Report to be sent to UNESCO Member States in September 2014 for comments and observations.

American Boat and Yacht Council (ABYC)

GNTA's membership in the ABYC Marine League

An online meeting was held on July 2 with John Adey, president of ABYC, to discuss Grenada's desire to use the ABYC standards for the training and certification of persons for the Marine sector. Present at the meeting were Jason Fletcher, Chair of the GCTVET, Pam Lindzion, the three NTA Coordinators and the CEO.

Development of Marine standards

Mr. Adey explained the use of the standards in the US and Canada as a means of regulating the pleasure craft industry with regards to the manufacturing, trade, training and certification through the Marine League Schools. He suggested that it was possible to have the NTA gain Organizational Membership in the Marine League. This would give us access to all of the ABYC's 72 standards. We could use these standards as the basis for our national standards and award NVQ certification to candidates. Candidates can also do the required exams for ABYC certification. A dual certification system can therefore be operated with candidates obtaining both the ABYC and the NVQ certifications.

The NTA subsequently applied for and gained membership in the ABYC's Marine League and now has access to the ABYC standards. The Standards and Planning Coordinator began work to 'pilot' the development of an NVQ standard based on the ABYC standards. He has been working with an industry Expert from the Marine sector on mapping the ABYC Electrical standards against the

C/NVQ qualifications framework. A working document was developed for presentation to a larger group for feedback.

The Caribbean Regional Communications Infrastructure Program (CARCIP)

The Monitoring and Evaluation Officer participated in meeting with CARCIP and members of the Caribbean Telecommunications Union (CTU) regarding the development of an M&E framework for CARCIP and the development of a national plan for M&E and Results Based Management.

The NTA will collaborate with CARCIP in the delivery of a training programme for teachers in the integration of ICT in the teaching-learning processes. The course will be delivered by one of the tertiary institutions in Grenada and will lead to NVQ certification. An Industry Lead Body is being constituted to develop the standard for the training based on the curriculum developed by CARCIP. Additionally, the NTA is in discussions with CARCIP with regards to coordinating the delivery of training in IT for youth under similar arrangements to the MAREP scheme.

Meeting with US Charge D'Affaires

A meeting was held with NTA senior staff and the US Charge D'affaires. The discussions centered on the opportunities for collaboration between the NTA and US organizations. The Charge indicated that the greatest possibility for collaboration was with the USAID since USAID has already prioritized skills training and youth development. Additionally, Partners of the Americas was proposed as another possible organization for collaboration towards the advancement of the goals of the NTA.

Grenada Tourism Authority

EBT with the Tourism sector

A meeting was held with the Grenada Tourism Authority (GTA) to discuss the possibility of an EBT programme for staff of the organization and training for persons who work in the sector providing services to tourists and locals. The CEO and senior staff met with the Head of Research and Planning, the Human Resources Manager (Ag.), the Quality Assurance Manager and the Quality Assurance Officer.

The officials of the GTA reported that the results of surveys indicated that customer service in the sector was low. They identified two strategies to change this:

- Training in occupational skills
- Training in customer service.

The NTA will work with the GTA to identify the areas for training and/or certification of service providers and GTA staff and develop and implement plans and programmes to address the identified needs.

Participation in Ministry of Labour/ILO LMIS Workshop

The Monitoring and Evaluation Officer, Standards and Planning Coordinator and the CEO participated in a Ministry of Labour workshop on the implementation of a Labour Market Information System in Grenada as part of a wider OECS project. The system will collect data from

sources including labour force surveys and job vacancies surveys and the resulting data will be made available to users through a website.

Collaboration with TAMCC

CVQ Level 3/Associate degree in Environmental Sustainability Practices

The Training Support Coordinator provided support to the development of the Environmental Sustainability Practices programme at TAMCC. This is one of the sixteen new programmes being developed in the region in partnership within Canadian Colleges funded by the C-EFE Project. It is noteworthy that this is TAMCC's second new programme under the C-EFE project and that TAMCC is the only college in the region to be awarded two programmes. These programmes will lead to dual certification with the possibility of successful candidates receiving both the Associate Degree and the CVQ.

GIDC Memorandum of Agreement

Mapping of occupations in the Marine sector

A meeting was held with GIDC to discuss the mapping of the occupations in the Marine sector. The GIDC agreed to provide support for the conduct of a survey of the sector to establish the occupations that exist in the sector and the level of certification required for each occupational area. This involved the development of a survey instrument and administering it to employers in the sector.

A memorandum of agreement was signed with GIDC for the implementation of the survey. A training workshop was held on September 19 to prepare enumerators for the data collection phase of the assignment. GIDC provided the financial support for the data collection. The data collection began on October 6.

Meeting with CDB consultant with regards to Basic Needs Trust Fund (BNTF)

A meeting was held with a BNTF consultant reviewing the implementation of the programme. Although the NTA has not implemented a BNTF funded project to date, a proposal was submitted to train youth with BNTF funding. The decisions on these proposals have not yet been made but we took the opportunity to indicate the NTA's readiness to implement the entire programme on behalf of the BNTF using the model established by the SIGP.

EBT Paper Presented to CDB Officials

The NTA concept paper on the development of an EBT programme was discussed with Dr. Denny, Operations Officer, Education at the CDB and a copy of the concept paper submitted to her for her perusal and possible support. The meeting with the CDB Officials was part of a mission to Grenada to gather information for the development of a Country Strategy for Grenada for 2014-2017. The meeting with the NTA focused on Grenada's TVET needs for this period. Elements of the NTA's strategic plan were presented for inclusion in the Country Strategy and a copy of the plan was submitted to the CDB officials. The EBT concept paper was also submitted to the Ministry for Economic Development.

Director of Juvenile Justice

Senior NTA staff met with the Director of Juvenile Justice from the Ministry of Social Development to discuss areas of collaboration with regards to the Juvenile Justice Programme being implemented with funding from USAID. The programme will be done at the Grand Bacolet Juvenile Treatment Centre for juvenile offenders. This centre will include an educational component which will focus on the development of occupational skills and as such, a skills training centre is included at the facility.

THE NTA WILL COLLABORATE WITH THE JUVENILE JUSTICE PROGRAMME IN THE DELIVERY OF SKILLS TRAINING PROGRAMMES SO THAT THE TRAINEES COULD RECEIVE NVQ AND CVQ CERTIFICATION.

The NTA will collaborate with the Juvenile Justice programme in the delivery of the skills training programme so that the trainees could be certified with NVQs and CVQs. This will include use of the approved occupational standards, training of Instructors, Assessors, and Verifiers and the centre becoming an Approved Training Centre. Additionally, the NTA will provide the centre with the Revised Life Skills Modules and the Career Development Modules for use by the trainees.

Caribbean Association of National Training Agencies (CANTA)

CANTA Standards Committee

The Standards and Planning Coordinator attended a C-EFE funded CANTA Standards Development workshop in Barbados from June 24 to 27. The aim of the workshop was to develop recommendations for the redesign of the Regional Occupational Standards to achieve uniformity across all CARICOM territories.

Review of Regional Occupational Standards

CANTA commenced conducting a review and update of the first 193 Regional Occupational Standards (ROS) approved by COHSOD for the award of the CVQ. Each fully functioning NTA was assigned the task of reviewing some of the standards. Grenada was assigned ten ROS for review. The Standards and Planning Coordinator began working on putting the required Industry Lead Bodies together so that all of the standards could be reviewed and the reports submitted within the allocated timeframe. The GNTA will review ten standards as follows:

- Soft Furnishing -Level 1
- Upholstery -Level 1
- Community Tour guiding -Level 1
- Furniture Finishing -Level 1
- Drywall Construction -Level 2
- Audio visual Editing -Level 2
- Camera Operations - Level 2
- Soft Furnishings - Level 2

- Fashion Designing - Level2
- Parenting Facilitation -Level 3

CANTA Standards Development Webinars

The Standards and Planning Officer participated in four webinars hosted by CANTA and C-EFE with facilitators from Canadian institutions. The webinars focused on the following topics:

- Orientation to New and Different Approaches to Standards Development
- Developing International Standards
- Industry Engagement
- Promoting the use of Standards

Attendance at CANTA Meeting

The CEO represented the NTA at the CANTA meeting in Dominica from December 12-13, 2013. The two major items on the agenda were the election of officers for the Association and a presentation by CXC on the review of the CVQ.

New CANTA Executive

Table 6: New CANTA Executive

CANTA Position	Officer Elected	TVET Apex Body
Chair	Dr. Wayne Wesley	Executive Director, HEART Trust/ NTA, Jamaica
Deputy Chair	Mr. Henderson Eastmund	Director, Barbados TVET Council
Secretary	Ms. Estelita Renee	TVET Council, Saint Lucia
Treasurer	Ms. Nicole Manning	NCTVET, Jamaica
Chair, Quality Assurance Committee	Ms. Wendy McLean	Barbados TVET Council
Chair, Standards Committee	Mr. Fitzroy Wilkins	St. Kitts

Significant time was spent discussing issues related to the relationship between CANTA and CXC. A working group was established to deal with the issues and report back to CANTA at its next meeting.

The Quality Assurance Officer represented the NTA at a CANTA meeting in Barbados from November 5 – 6 2014. Agenda items included registration of CANTA and copyright of CVQ, approval of accreditation status of St. Vincent and Grenadines, approval of application for membership by the Bahamas and Haiti, and establisment of CANTA secretariat.
Decisions taken at the CANTA meeting included the following:

- The registration of CANTA will be done in Jamaica by the end of December 2014. Registration in other CARICOM countries will follow.
- A committee was set up to prepare a proposal for submission to CDB to obtain support for funding aspects of CANTA's business plan.
- The evaluation report of the St. Vincent Skills Sector Development Agency will be presented at the next CANTA meeting. The delay in submission of this report is due to fact that the evaluation process has not yet been completed.
- The evaluation of the Guyana TVET Council should be conducted in February 2015. The Guyana TVET Council representative will meet with the Chair of the Quality Assurance Sub-Committee to provide guidance relating to this visit.
- The Bahamas was accepted as an Associate member of CANTA.
- Haiti had applied for membership but since that country was not represented at this meeting, the decision on their membership will be dealt with at the next meeting.
- CANTA has given Trinidad NTA up to January 2015 to indicate if that country will be able to host the CANTA secretariat. If the response is negative, then Barbados and St. Kitts will be considered.
- CANTA logo must be placed on documents copyrighted by CANTA.
- An occupational standard will be developed for the certification of Quality Auditors.
- All training manuals prepared under the CTCP will be circulated to all NTAs / TVET Councils.
- All NTAs / TVET Councils should work with relevant authorities in their countries on the development of National Qualifications Frameworks based on the new ten level CARICOM Qualifications Framework.
- The cover design for the Regional Occupational Standards (ROS) will be developed by Jamaica.
- Local NTAs should not insert their own logos onto the ROS after vetting the standards since the regional logos are already on them.
- CXC will send samples of its CVQ certificate to CANTA for review.

Participation in CARICOM/CANTA/CXC working group for reshaping the CVQ

The CEO was selected as a member of a working group for the administration and award of the CVQ. This group was established at the December 2013 CANTA meeting to review the arrangements for the administration and award of the CVQ and to make recommendations to CANTA regarding the enhancement of the status and recognition of the qualification within the region and internationally and to resolve longstanding issues between CANTA and CXC with regards to the issuance of the CVQ. The group made recommendations with regards to the CVQ patent, the CVQ in Schools, and the standardization of CVQ awards.

CANTA Revision of the CVQ Design Criteria

At the CANTA meeting in Jamaica on April 3-4, 2014 a decision was taken to revise the CVQ design criteria. The Regional Occupational Standards which are the basis for the award of the

CVQ will now only comprise of the mandatory units required for certification. CVQ qualification plans will therefore consist of only the mandatory units. This decision applies only the Regional Occupational Standards and NTAs can choose to include electives in their National Occupational Standards which form the basis for their NVQ.

All occupational standards submitted to CANTA for regional approval must comply with this revised CVQ Design Criteria. This also includes the existing Regional Occupational Standards currently being reviewed by member states.

Finance and Accounting

Development of an Accounting system for the NTA

Accounting Procedures Manual developed and approved.

The Council at its November 2013 meeting took a decision to hire an Accounting Officer to develop accounting procedures for the NTA and be responsible for the financial administration. The selection committee established by the Council (led by the Chair of the HR Sub-committee) shortlisted applicants, conducted interviews and recommended the appointment of Ms. Janelle Salfarlie as the Accounts Officer. The Accounts Officer was hired and worked with Ms. Henry of the PCU on the development of draft accounting procedures for the NTA and the development of an Accounting Manual. The Accounting manual was subsequently reviewed and approved by the GCTVET.

Budget 2015

The NTA budget for 2015 was prepared and submitted to the GCTVET for approval. The budget was reviewed in line with Council's recommendations and submitted to the Permanent Secretary of the Ministry of Education. The CEO and Accounts Officer were subsequently invited to attend the Ministry of Education Budget Meeting with the Ministry of Finance officials to discuss the Ministry's 2015 budget.

Audit

Inventory count was conducted December 30 2014 in the presence of the Auditor assigned by the Audit Department. The Auditor will be at the NTA in January to conduct the audit of the NTA's finances for 2014. In preparation for the Audit the assets of the NTA were revalued by certified Licensed Auctioneer Mr. Evelyn Ross and the revalued amount was used in setting up the assets register.

Appreciation

During the year under review the GNTA was able to achieve progress on some of the objectives that were established in the 2014-16 Strategic Development Plan to move the organization towards the achievement of its mission and vision. The achievements of 2014 were due in large measure to the dedication, commitment and teamwork demonstrated by the staff during the period, the unwavering support of the Grenada Council for Technical and Vocational Education

and Training, the support of the Ministry of Education, Ministry of Youth and the Project Coordinating Unit. Additionally, the support of our various stakeholders including private sector institutions/organizations and NGOs was invaluable to the development and achievements of the NTA during the period under review.

I therefore take this opportunity to thank the Chairman and members of the GCTVET, the NTA staff, the Minister and staff of the Ministry of Education and Human Resource Development, the leadership and staff of the Ministry of Youth, MAREP, the PCU, all of our partners in the private sector, public sector and NGOs, Training Providers, quality assurance personnel, and all who helped to support the development of a more productive workforce in Grenada in 2014.

List of Occupational Standards Approved by the GCTVET

	Occupational Area	Level	Qualification
	Agriculture		
1	Agro-Food Processing	1	CVQ
2	Agro-Food Processing	2	CVQ
3	Agro-Food Processing	3	CVQ
4	Apiculture	2	CVQ
5	General Agriculture	2	NVQ
6	Rabbit Rearing	2	CVQ
7	Crop Production	1	CVQ
8	Crop Production	2	CVQ
9	Livestock Rearing	1	CVQ
10	Dairy Farming Operations	1	CVQ
11	Fish Handling and Processing	1	CVQ
12	Fish Handling and Processing	2	CVQ
13	Horticultural Nursery Operations	1	NVQ
14	Poultry Rearing	1	NVQ
	Automotive		
15	Motor Vehicle Engine Systems	1	CVQ
16	Motor Vehicle Engine Systems	2	CVQ
17	Motor Vehicle Repairs (Cars and light trucks)	1	CVQ

List of Occupational Standards Approved by the GCTVET

18	Small Engine Repairs	1	CVQ
19	Motor Vehicle Air Conditioning Systems	1	NVQ
20	Motor Vehicle Chassis System	1	CVQ
Business			
21	General Office Administration (Office Clerk)	1	CVQ
22	General Office Administration	2	NVQ
23	Customer Service	1	CVQ
24	Customer Service	2	CVQ
Construction			
25	Carpentry	1	CVQ
26	Carpentry	2	CVQ
27	General Construction	1	CVQ
28	General Construction	2	CVQ
29	Masonry	1	CVQ
30	Property and Facilities Maintenance (Building Maintenance)	1	CVQ
31	Building & Construction – Construction Site Supervision	3	CVQ
Creative **Industries**			
32	Photography	1	CVQ
33	Technical Assistance in TV and Video Production	1	CVQ
34	Printing and Graphic Arts – Computer Graphic Arts	1	CVQ
35	Live Sound Engineering	2	CVQ
36	Radio Broadcasting	2	NVQ

List of Occupational Standards Approved by the GCTVET

37	Audio and Visual Editing Operations	2	CVQ
38	Camera Operations	2	CVQ
Education			
39	Youth Development Work	1	CVQ
40	Youth Development Work	2	CVQ
41	Early Childhood Development	1	CVQ
42	Early Childhood Development	2	CVQ
43	Library Information Services (Library Clerk)	1	CVQ
44	Library Information Services (Library Assistant)	2	CVQ
45	Teacher Assistant	2	NVQ
46	Parenting facilitation	3	CVQ
Engineering & **Maintenance**			
47	Electrical Installation	1	CVQ
48	Electrical Installation	2	CVQ
49	Electrical Installation	3	CVQ
50	Plumbing	1	CVQ
51	Plumbing	2	CVQ
52	Plumbing	3	NVQ
53	Small Appliance Repairs	1	CVQ
54	Welding	1	CVQ
55	Welding	2	CVQ
56	Refrigeration and Air-Conditioning	1	CVQ

List of Occupational Standards Approved by the GCTVET

57	Air Conditioning & Refrigeration	2	CVQ
58	Air Conditioning & Refrigeration	3	CVQ
59	Metal Work Engineering	2	CVQ
60	Heavy Equipment Maintenance	2	NVQ
Health, Safety Security & the Environment			
61	Occupational Health & Safety	3	CVQ
Health and Wellness			
62	Allied Health - Geriatric Care Giver	2	CVQ
Tourism & Hospitality			
63	Commercial Food Preparation (Cookery)	1	CVQ
64	Food and Beverage - Restaurant Service (Server)	1	NVQ
65	Community Tourism	1	CVQ
66	Food and Beverage - Bar Service (Portering)	1	NVQ
67	Housekeeping (Room Attendant)	1	NVQ
68	Hospitality Services - (Villa and Other Properties)	2	NVQ
69	Hospitality and Coastline Services for Tour Guiding and Cruises	2	NVQ
70	Domestic Housekeeping Services	2	CVQ
71	Food and Beverage-Bar Service (Bartending)	2	CVQ
72	Food and Drink Service	2	CVQ
73	Food Preparation and Cookery	2	CVQ
74	Housekeeping	2	CVQ
75	Cricket Pitch and Field Maintenance	1	CVQ

List of Occupational Standards Approved by the GCTVET

Information Technology			
76	Data Operations	1	CVQ
77	Data Operations	2	CVQ
78	Call/Contact Centre Operations	1	CVQ
79	Personal Computer Repair	2	NVQ
80	Web Programming	3	CVQ
81	Network Engineering	4	CVQ
Manufacturing			
82	Furniture Finishing	1	CVQ
83	Furniture Making	1	CVQ
84	Furniture Making	2	CVQ
Marine			
85	Marine Mechanics	2	NVQ
Merchant Marine			
86	Commercial Diving (Air)	3	CVQ
Personal Services			
87	Fabric Design	1	CVQ
88	Floral Arrangement	1	CVQ
89	Garment Production	1	CVQ
90	General Cosmetology	1	CVQ
91	Cosmetology	2	CVQ
92	Fashion Designing	2	CVQ

List of Occupational Standards Approved by the GCTVET

93	Barbering	2	CVQ
94	Nail Technology	2	CVQ
95	Massage Therapy	3	CVQ
	Public Services		
96	Industrial Security Operations	1	CVQ
97	Security Operations	3	CVQ
98	Policing and Law Enforcement (Cybercrime)	3	NVQ
99	Policing and Law Enforcement(Investigative Interviewing)	3	NVQ
100	Policing and Law Enforcement (Stop and Search Vehicles)	3	NVQ
101	Policing and Law Enforcement (Use of Firearms)	3	NVQ
102	Policing and Law Enforcement (Use of Force)	3	NVQ
103	Policing and Law Enforcement (Crime Scene Investigations)	3	NVQ

2014: Year in Review

January

20-24	Assessor Training – Carriacou
27-28	Skills for the Future Conference-Barbados

February

05-06	CEFE Forum on Career Counseling-St. Lucia
12-14	Quality Assurance Standardization Workshop – Barbados
27	Consultancy in Law, Governance and Rights

March

04	CEFE National Sub-Committee Meeting
18-21	Ministry of Labor CLMIS Workshop
31	CBET Instructor Training-Police Training School

April

01-03	CBET Instructor Training-Police Training School
03-04	CANTA Meeting-Jamaica
7-10	Belize Study Tour to Grenada
22-24	Verifiers and Facility Auditors Training - Carriacou
28-30	Assessor Training Carriacou - Portfolio Development
30	Labour Market Needs Assessment Stakeholder Meeting

May

05-08	Assessor Training and Curriculum Development Workshop
21	Project Steering Committee Meeting Nova Scotia/TAMCC Partnership
26-30	Quality Auditors Training

June

06	Issuance of Certificates to first APL Candidates (Ministry of Works Trainees)
18	Presentation to HR Managers of GHTA

July

09	Launch of GNTA Strategic Plan 2014-2016
14-18	Assessor Training - NEWLO

August

1-7	Verifiers and Facility Auditors Training – NEWLO
29	Follow-up Review Re-Approval to Award CVQ

September

11	Industry Lead Group Meeting: Accounting Level 3
12	Meeting with US Charges d'Affaires
19	Meeting with Ministry of Finance re-budget
19	Signing of the MOU with MAREP for training
23-25	External Audit of Sector Skills Development Agency, National Qualifications Department, St. Vincent and the Grenadines
24	Industry Lead Group Meeting: Library Information Services- Library Assistant Level 2 and Library Clerk Level 1

October

07	Industry Lead Group Meeting: Accounting Level 3
21	Industry Lead Group Meeting: Draughting Level 3
23	CANTA Standards Committee Meeting

November

03-04	CBET Sensitization for Managers Workshop
05-06	CANTA Meeting-Barbados
19	Meeting with CARCIP Consultant
21	OECS Network of Excellence for Tourism and Hospitality Training and Education National Stakeholder Workshop
27	Ministry of Foreign Affairs CSME Meeting

December

11-12	Ministry of Foreign Affairs CSME Workshop (Training on the use of CSME Systems)
15	Meeting with CDB Representative
16	National Youth Policy Stakeholder Consultation
17	Visit from Smith and Ouzman
17	Meeting with Bureau of Standards
18	Superfund Graduation and Award Ceremony
18	IMANI Award Ceremony
22	Centre Approval audit of the Business Support Centre

Auditor's Report & Financial Statements

GNTA Information

Grenada National Training Agency
The Villa, St. George's, Grenada
Tel 473-435-9092/3
Fax 473-435-9094
www.grenadanta.gd