ANNUAL REPORT

2016

NATIONAL TRAINING AGENCY

An outline of the accomplishments of the Grenada National Training Agency towards the achievement of its mission of enhancing the employability of Grenada's workforce.

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GRENADA
NATIONAL
TRAINING
AGENCY

National Training Agency

Annual Report 2016

'Your workforce is your most valuable asset. The knowledge and skills they have represent the fuel that drives the engine of business – and you can leverage that knowledge'.

The GCTVET/NTA was established in 2009 with a mandate to oversee the development and delivery of TVET programmes that will play a role in facilitating social and economic development in Grenada, Carriacou and Petite Martinique by equipping persons with the required skills and competencies for employment in the various productive sectors.

The Grenada National Training Agency was established in accordance with a CARICOM mandate and has received CARICOM approval to award the Caribbean Vocational Qualifications.

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List of Acronyms and Abbreviations

APL	Assessment of Prior Learning
CANTA	Caribbean Association of National Training Authorities
CARCIP	Caribbean Regional Communication Infrastructure Programme
CARICOM	Caribbean Community
CARILED	Caribbean Local Economic Development Project
CDB	Caribbean Development Bank
CEFE	CARICOM Education for Employment Project
CEO	Chief Executive Officer
CICan	Colleges and Institutes of Canada
COL	Commonwealth of Learning
CVQ	Caribbean Vocational Qualification
DFID	Department for International Development
EBT	Enterprise-based Training
ETF	Enterprise Training Fund
GCSI	Grenada Coalition of Service Industries
GCTVET	Grenada Council for Technical and Vocational Education and Training
GIZ	German Society for International Cooperation
GNTA	Grenada National Training Agency
GRENLEC	Grenada Electricity Services Ltd
ILO	International Labour Organization
MAREP	Market Access and Rural Enterprise Development Programme
NEWLO	New Life Organization
NGO	Non-governmental Organization
NTATT	National Training Agency of Trinidad and Tobago
NVQ	National Vocational Qualification
PAM	Programme for Adolescent Mothers
ROS	Regional Occupational Standard
TAMCC	T. A. Marryshow Community College
TVET	Technical and Vocational Education and Training
UNESCO	United Nations Educational, Scientific and Cultural Organization
YSD	Youth Skills Development

Grenada Council for Technical and Vocational Education and Training

Members of the GCTVET who served during 2016 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**
  Mr. Elvis Morain

- **Permanent Secretary – Ministry of Finance and Economic Development**
  Mr. Mike Sylvester (Ag.)
  Ms. Pauline Peters

- **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

- **Chief Executive Officer – Grenada National Training Agency**
  Mr. Lincoln Morgan

National Training Agency Team

Mr. Lincoln Morgan
Chief Executive Officer

Mrs. Frances Ruffin
Quality Assurance Coordinator

Mr. Roderick Griffith
Standards & Planning Coordinator

Mr. Garvin Glasgow
Training Support Coordinator

Ms. Gennesta Charles
Enterprise-based Training Officer

Mr. Shevon Licorish
Monitoring and Evaluation Officer

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 and Vision

Mission

To enhance the employability of Grenada's workforce.

Vision

A highly productive workforce improving Grenada's competitiveness.

Chairman's Message

I am pleased to present this report on the performance of the Grenada Council for Technical and Vocational Education and Training and the Grenada National Training Agency during 2016. The GCTVET/NTA was given a mandate in 2009 to oversee the development and delivery of TVET programmes that will play a role in facilitating social and economic development in Grenada, Carriacou and Petite Martinique by equipping the workforce with the required skills and competencies for employment in the various productive sectors.

Since its inception we have worked along with the NTA's CEO and staff to build an excellent organization that is fit for purpose. While there is still much work to be done we are confident that the organization is on a path that is leading towards the achievement of this objective. We have sought to remain compliant with all of the requirements laid down by CARICOM and CANTA for CVQ awarding bodies while looking for opportunities to implement regional and international best practices that are relevant to our circumstances and have the potential to enhance the quality of the services and products of the NTA.

During its seven years of existence the Grenada NTA has established itself as a leader in the OECS and an example of what can be achieved with a small staff and limited resources. This has resulted in the NTA being the institution of choice that OECS countries continue to reach out to for assistance with regards to support for capacity building within their TVET systems.

During its seven years of existence the Grenada NTA has established itself as a leader in the OECS and an example of what can be achieved with a small staff and limited resources.

The Grenadian economy in 2016 continued to experience high levels of unemployment with even higher levels among youth. Additionally, a large percentage of the workforce remained low skilled and uncertified. However the economy was projected to grow by over 3 percent in 2016 with growth expected in sectors including Education, Communications, Construction, Tourism and Hospitality and Manufacturing. The NTA began work in 2016 to support the establishment of Sector Advisory Councils that would work to ensure that the efforts and resources that are expended on training and certification are in response to the specific needs of the sectors. It is of critical importance that the work of the NTA becomes more tightly aligned to established national needs.

In our efforts to meet the needs of the Grenadian workforce the NTA continued in 2016 to provide a number of services. These included the provision of occupational standards which form the basis of training and certification programmes, capacity building activities for training providers, approval and monitoring of training providers and CVQ/NQV certification for candidates who have successfully completed training programmes as well as candidates seeking certification through the Assessment of Prior Learning Programme.

GCTVET Membership and Meetings

The membership of the GCTVET in 2016, 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. Although the Construction sector should be represented a representative from that sector was not yet appointed.

During the year under review the GCTVET convened four meetings. The agenda for the meetings included a range of matters pertaining to the operations of the NTA and included the approval of nine occupational standards (all at Level 2) and the approval of the certification of 603 candidates with CVQs and NVQs. The Board also approved amendments to the NTA's Accounting Policy and Procedures manual to bring it in line with the new Public Finance Act of 2007 and the signing of an MOU with the Grenada Coalition of Services Industries. Additionally, the Council discussed the provision of medical insurance and a pension plan for NTA staff, the development of a new strategic plan, the revision of the Centre Approval Guidelines and the renewal of contracts for 6 NTA staff.

The Council received four quarterly reports on the performance of the NTA outlining achievements and challenges related to the organization's core functions along with financial reports.

The term of office of the board expired during the year under review and steps were taken to have the new board appointed.

Early in 2016 the offices of the NTA were relocated from the Villa, St. George's to Belmont Road, St. George. This became necessary to accommodate the growth of the organization and the expansion of services offered to the public.

Strategic Plan

During the period 2014 to 2016 the work of the NTA was guided by its 2014 -16 Strategic Plan. In 2017 the Council will engage the services of a consultant to review this plan and provide leadership in the development of a plan for 2017-2020.

Acknowledgement

We are grateful for the support of all of our stakeholders who partnered with us in 2015 as we worked towards improving Grenada's competitiveness by enhancing the employability of its workforce thus improving the level of productivity and profitability of our business enterprises and the earning capacity of workers.

We express appreciation for the support of the Grenadian private sector which is a critical partner in our efforts at workforce development. We are thankful for the collaborative arrangements to date and anticipate greater collaboration as we work to expand the Enterprise-based Training Programme and other programmes of the NTA. We also extend thanks to the Government of Grenada and in particular the Ministers and the staff of the Ministry of Education and Human Resource Development, the Ministry of Youth, Sports and Religious Affairs and the Ministry of Social Development for their immense support during the year under review. We especially would like to thank the Permanent Secretary of the Ministry of Education for her enduring support.

Additionally, we acknowledge the support of TVET training providers, TVET Instructors, Assessors, Verifiers and Quality Auditors and members of Industry Lead Groups whose roles have been critical to the work of the NTA. Finally, we acknowledge the contributions of our regional partners, including the Caribbean Development Bank, and the hard-working staff of the NTA.

In 2017 we look forward to the implementation of a number of initiatives that will propel the work of the GCTVET / NTA. These will include the completion and implementation of the Communications Strategy, the completion of the feasibility study for the implementation of an Enterprise Training Fund, the completion of the development of occupational standards for the Marine sector and the development of a strategic plan that will chart the course of the NTA for the period 2017-2020.

We invite you to join with us as we work to create a world-class workforce in Grenada. Visit our website and Facebook page, sign up for our newsletter; seek opportunities for upgrading the skills and certification or the workers in your organization through CVQ / NVQ certification; volunteer to serve on Industry Lead Bodies to develop and review occupational Standards; get trained and certified as an assessor or verifier; get your workplace approved as an assessment centre; encourage your skilled professionals to serve as adjunct instructors in TVET programmes or provide opportunities in your organization for trainees to gain work experience through traineeship placements.

If we work together we will be much stronger in our efforts at improving the socio-economic conditions in our country and contribute towards building a more prosperous and peaceful nation.

Jason Fletcher

Chairman, GCTVET

"In an ever-changing global marketplace, the one factor any state can count on is the skills of its upcoming and existing workforce".

-Asa Hutchinson

Chief Executive Officer's Report

The National Training Agency in 2016 continued working towards the achievement of its mission which is the enhancement of the employability of the Grenadian workforce and its vision of a highly productive workforce improving Grenada's competitiveness. In this regard the work of the NTA in 2016 focused on four main areas of achievement. Firstly, the development of a sustainable funding mechanism to support workforce development in Grenada; secondly, expansion of the certification capacity of the TVET system; thirdly, increased awareness of the need for workforce development among private and public sector employers while improving the public perception of TVET and fourthly, ensuring adequate maintenance of quality assurance within the TVET system.

In 2016 the NTA benefited from support from the Caribbean Development Bank by way of grant funding to support three of our major thrusts. The CDB grant provided for the development of occupational standards for the Marine Sector, the development of a communications strategy aimed at reaching out to both employers and the general public and supported the implementation of a feasibility study and the development of proposals for the establishment of an Enterprise Training Fund to support workforce development activities in Grenada.

There was continued NTA focus on Carriacou and Petite Martinique with the development of occupational standards in Traditional Boatbuilding, collaboration with other stakeholders in the

NTA Strategic Objectives 2014-16

**The NTA's core funding is assured.*

**Awareness of workforce development is increased.*

**Financial sustainability of workforce development is achieved.*

**Public perception of TVET is enhanced.*

**Occupational standards and certification capacity expanded.*

**Quality assurance of TVET is ensured.*

**TVET coordination is streamlined and improved.*

implementation of the CARILED project in Petite Martinique and collaborative efforts with the Ministry of Youth's Imani Programme in Carriacou.

Collaborative arrangements continued with MAREP for the training and certification of vulnerable persons from selected rural communities, with CICan and DFID for the training of youth in a Pre-technology programme aimed at increasing access to TVET certification programmes, with CARCIP for the training and certification of teachers in Data Operations, with the OECS and Ministry of Social Development for the training of workers in the Juvenile Rehabilitation Centre and with employers for the certification of workers.

Quality Assurance

During the year under review the NTA continued to place emphasis on ensuring adherence to all of the quality assurance guidelines established by CANTA and CARICOM for TVET systems delivering training and certification services for the award of the CVQ. Hence, quality assurance activities in 2016 included review of the Centre Approval Guidelines to reflect developments at the regional level, continued support for the implementation of the CVQ in Schools by the Ministry of Education, and activities related to building capacity within the TVET system to support expansion of the certification system.

CVQ in Schools

As the Ministry of Education and Human Resource Development continued its work towards the implementation of the CVQ in Schools programme the NTA continued to provide the required support with regards to capacity building in the area of quality assurance. This involved planning meetings with the Ministry of Education TVET and Administrative staff as well as the training and certification of TVET teachers from the schools as Assessors.

Meetings with MOE Officials

At a meeting of senior Ministry of Education and National Training Agency staff five secondary schools were identified to participate in the pilot programme of the CVQ in Schools.

Table 1: CVQ Pilot Schools

	School	Occupational Areas
1	St. Rose Modern Secondary School	Food Preparation
2	Mac Donald's College	Crop Production

3	S.A.A.S.S	Furniture Making
4	Westerhall Secondary School	Food Preparation, General Construction
5	St. Mark's Secondary School	Furniture making

Training and Certification of Assessors

Thirty-nine secondary school teachers completed the assessor training programme and twenty-eight were deemed competent in the five mandatory units which are required by the Caribbean Association of National Training Authorities. Efforts will be made to have the teachers complete the additional units required for achievement of the full CVQ Level 4 qualification in Assessment.

Table 2: Training of Secondary School Teachers as Assessors

Cohort 1			Cohort 2		
Occupational Area	Trained	Certified	Occupational Area	Trained	Certified
Construction	4	4	Construction	3	1
Food Preparation	10	8	Food Preparation	2	2
Furniture Making	3	1	Furniture Making	2	1
Clothing and Textiles	2	2	Electrical Installation	4	3
Home Management	2	2	General Office Administration	1	1
Agriculture	2	2	Technical Drawing	1	1
Electronics	1	0	Auto Mechanics	1	0
			Information Technology	1	0
	24	**19**		**15**	**9**

Centre Approval

Seven centres were approved by the GCTVET as Approved Training and Assessment Centres after being subjected to Centre Approval Audits following the policies and procedures established by CANTA and CARICOM. This takes the total number of approved training and assessment centres to 9 (8 Approved Training Centres and 1 Assessment Centre). One assessment centre was recommended for approval for Ma

Additionally, meetings were held with the Grenville Home Economics Centre, the Produce Chemist Lab and the Grand Anse Social Development Centre to discuss

Centre Approval. There were agreements by each of the centres to work towards becoming fully approved centres for delivery of services for CVQ/NVQ certification. Subsequently the Grand Anse Social Development Centre was audited and the verification visit is pending.

Revision of Centre Approval Guidelines

The draft of version 2.0 of the Centre Approval Guidelines was completed and submitted to the GCTVET for approval. The Centre Approval application form and Assessment Centre application form were also revised.

Quality Assurance Capacity Building

Nine candidates were assessed and certified as Assessors in the areas of Early Childhood Development, Food Preparation and Cookery, General Construction, Information Technology and Garment Production.

An Instructor Training manual was prepared to guide and support participants during instructor training. At the end of training, successful participants will now receive unit certification for four units from the Training and Development Level 4 standards. Twenty-nine participants were trained in an Instructor Training Programme in accordance with this new manual. The training was conducted in July.

The following activities conducted during the period under review contributed to the expansion of the certification capacity of the TVET system.

- Observation of fourteen instructors who were trained in July 2016 conducting their practicum in their various occupational areas.
- Observation of eight candidates working to become certified Assessors (included 2 police officers) conducting their practicum as part of their assessment process.
- Review sessions were conducted with two groups of candidates (included a group of police officers) who were trained as assessors in 2015. Plans were made for the conducting of the practicum and submission of all portfolios by mid- January 2017.
- A meeting was held with a group of assessors who were previously certified in five units to discuss preparations for obtaining the full Level 4 qualification in Assessment. They agreed to do their presentations in January in order to be certified in the additional three required units.

Occupational Standards

Occupational Standards form the basis of all training and certification in the TVET system. The standards outline all of the required competencies for certification at the various levels on the qualifications framework for specific occupations and are developed by Industry Lead Bodies comprised largely of industry experts, employer representatives and representatives from industry associations.

Standards Development

In 2016 nine (9) occupational standards were approved by the GCVTET taking the total number of standards approved for C/NVQ training and certification in Grenada to 138. Additionally, occupational standards were developed for the Marine sector in the areas of Traditional Boatbuilding and Yacht Repair through a consultancy funded by a grant from the Caribbean Development Bank. The development of these standards will be completed early in 2017 and will contribute to the preservation of the boatbuilding traditions of Carriacou, Petite Martinique and Grenada and the building of capacity in the TVET system to train and certify persons for work in the Marine sector. The Marine sector standards will also be submitted to CANTA for regional approval as CVQs.

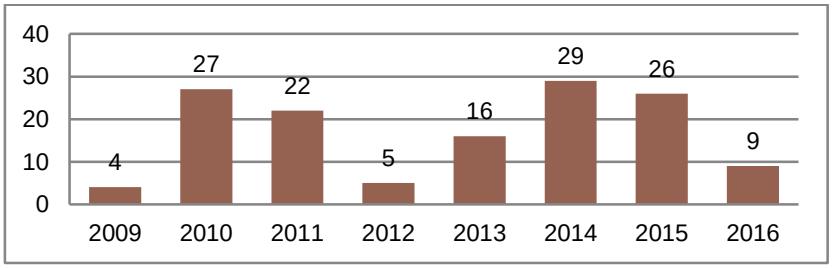
An occupational standard for Custodial Services Level 2 was developed in response to a request from Her Majesty's Prisons. This standard will be used for the training and certification of new Prison Officers employed by the institution.

Table 3: Standards Development 2016

Occupational Area	Level	Qualification	Developed Locally	Vetted	Approved	Published
Jewelry Production - Precious Metal	Level 2	NVQ	No	Yes	Yes	Pending
Leather Goods Manufacturing	Level 2	CVQ	No	Yes	Yes	Pending
Jewelry Production - Seeds	Level 2	CVQ	No	Yes	Yes	Pending
Jewelry Production - Leather	Level 2	CVQ	No	Yes	Yes	Pending
Jewelry Production - Precious Metal -Clay	Level 2	NVQ	No	Yes	Yes	Pending
Straw Craft Production	Level 2	NVQ	No	Yes	Yes	Pending
Custodial Services for Prison Officers	Level 2	NVQ	Yes	Yes	Pending	Pending

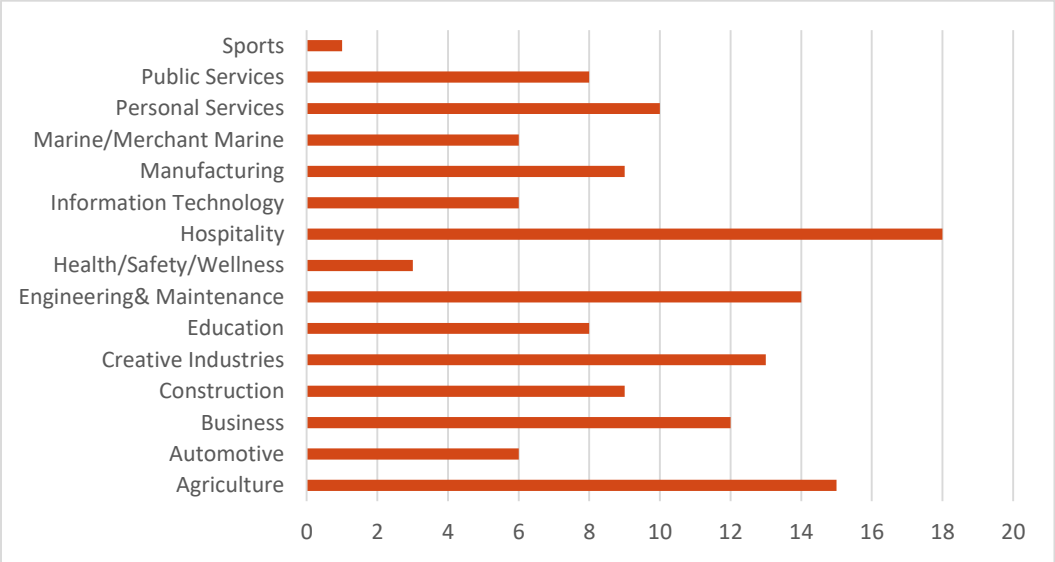
Quantity Surveying	Level 3	NVQ	No	Yes	Pending	Pending
Quantity Surveying	Level 4	NVQ	No	Yes	Pending	Pending
Straw Craft Production level 2	Level 2	NVQ	No	Yes	Pending	Pending
Masonry level 2	Level 2	CVQ	No	Yes	Yes	Pending
Printing and Graphics arts	Level 2	CVQ	No	Yes	Yes	Pending
Outboard engine repairs	Level 2	CVQ	No	Yes	Yes	Pending
Traditional Boatbuilding	Level 1	NVQ	Yes	Yes	Pending	Pending
Traditional Boatbuilding	Level 2	NVQ	Yes	Yes	Pending	Pending
Traditional Boatbuilding	Level 3	NVQ	Yes	Yes	Pending	Pending
Traditional Boatbuilding	Level 4	NVQ	Yes	Yes	Pending	Pending
Traditional Boatbuilding	Level 5	NVQ	Yes	Yes	Pending	Pending
Marine Services Technician	Level 1	NVQ	Yes	Yes	Pending	Pending
Marine Service Technician - Composite Repairs	Levels 2 - 5	NVQ	Framework	n/a	n/a	n/a
Marine Service Technician - Marine Metals Levels	Levels 2 - 5	NVQ	Framework	n/a	n/a	n/a
Marine Service Technician - Marine System Repairs Levels	Levels 2 - 5	NVQ	Framework	n/a	n/a	n/a
Marine Service Technician - Mechanical Repairs Levels	Levels 2 - 5	NVQ	Framework	n/a	n/a	n/a
Marine Service Technician - Rigging Repairs	Levels 2 - 5	NVQ	Framework	n/a	n/a	n/a
Marine Service Technician - Wood Repairs	Levels 2 - 5	NVQ	Framework	n/a	n/a	n/a

Figure 1: Approval of Occupational Standards - 2009 - 2016



Although nine occupational standards were approved in 2016, another sixteen standards were developed / vetted and are at different stages of the approval process. Figure 2 below shows the standards approved to date by sectors.

Figure 2: Occupational Standards Approved by Sectors (2009 – 2016)



Curriculum Development

The Curriculum Committee started work on the development of curricula to support training and certification in Office Administration, Security Operations Crop Production and Data operations. The curricula developed will be vetted by industry prior to being made available to training providers.

Additionally, a draft curriculum for Traditional Boatbuilding Level 1 was developed under the CDB funded consultancy for Boatbuilding and Yacht Repair.

Establishment of Sector Advisory Committees

Industry persons were identified to participate as members of Sector Advisory Committees in the areas of Automotive Technology and Tourism & Hospitality. These Committees will provide advice on the skills gaps and training needs of the sectors.

Promotion of the Use of Occupational Standards

Promotion of the use of occupational standards by employers and others included orientation sessions with organizations and groups from the Automotive sector, the

Tourism and Hospitality sector, the Entertainment sector, the St. Andrew's Development Organization and the Programme for Adolescent Mothers (PAM).

Collection and Dissemination of LMI

Data collection using LMI survey instruments have been completed for the Tourism & Hospitality and Automotive sectors. The data will be analyzed early in 2017. The surveys are aimed at identifying the occupational areas that exist within the sectors, the levels of the occupations based on the Regional Qualification Framework and the vacancies which exist in the sectors.

Development of National Traineeship Programme

The first draft of a document outlining proposals for the establishment of a National Traineeship Programme was completed. The document will be reviewed internally and finalized after holding discussions with relevant stakeholders.

Electric Vehicle Maintenance Workshop

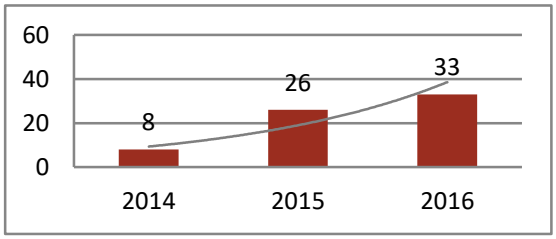
The NTA selected Mr. Eric Bridgeman, Automotive instructor at TAMCC, to attend a one week training workshop on Electric Vehicle Maintenance organized by GRENLEC. The sessions included both theory and practice and focused heavily on safety. The workshop was coordinated by Mega Power and the German development agency, GIZ. The facilitators were British experts and the participants were from eight Caribbean countries. The NTA will collaborate with GRENLEC and the local automotive industry to build capacity within the sector to service electric vehicles.

Training and Certification

The NTA continued in 2016 to provide support for the training and certification of Grenadians who are already in the workforce as well as those preparing to enter the workforce. Work in this regard was advanced through the implementation of the Assessment of Prior Learning programme, support for training institutions and centres providing training leading to CVQ and NVQ certification

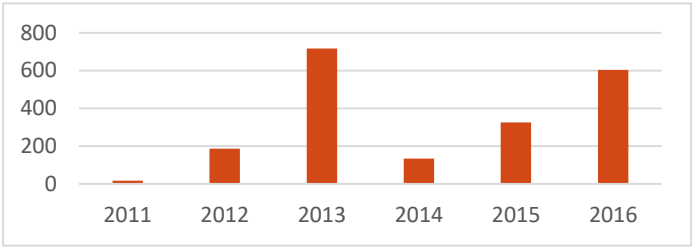
through Institution Based Training programmes, and support for Community Based and Enterprise Based Training programmes. 603 candidates were certified in 2016.

Figure 3: Number of Programmes offering Candidates for C/NVQ Certification Annually (2014-2016)



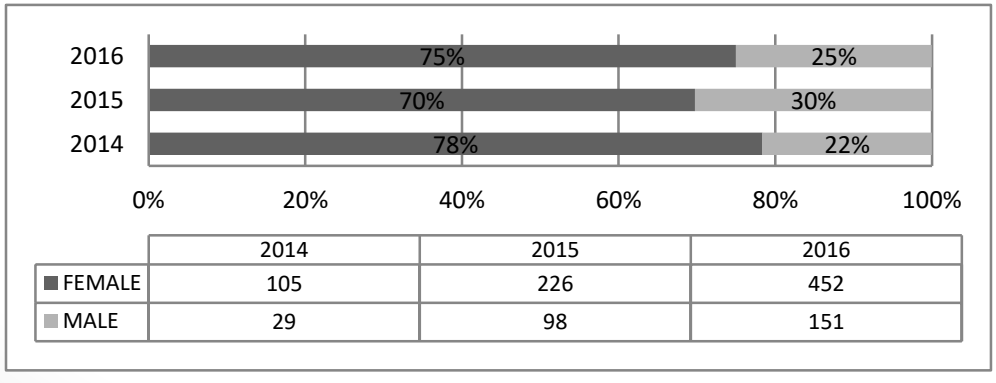
Between the years 2014 to 2016 the NTA experienced significant growth in the number of programmes offering candidates for C/NVQ certification.

Figure 4: Certification of Candidates (CVQ/NVQ) 2011 - 2016



The number of candidates certified in 2016 increased by almost 86% over 2015 and was second only to 2013. However female candidates continued to outnumber males by approximately three to one.

Figure 5: Certification by Gender (2014-2016)



	2014	2015	2016
FEMALE	105	226	452
MALE	29	98	151

Assessment of Prior Learning (APL)

The Assessment of Prior Learning Programme provides opportunities for persons who worked in an occupation and developed the required skills and competencies for a particular qualification to be assessed and certified.

Approximately one hundred and fifty candidates are currently actively involved in the APL programme and are at different stages of the process towards certification. This includes Early Childhood Development, Massage Therapy, Musical Performance, Live Sound Engineering, Masonry, Building and Construction Site Supervision, Administrative Assistant and Housekeeping. It also includes eighty-one candidates under the Imani Programme in Carriacou who have completed APL assessments with verification activities ongoing.

> *"If you want a more productive economy, you need to invest in the skills of our workforce."*
>
> Jeremy Corbyn

Table 4: Status of APL Candidates by Occupational Areas

Occupational Area	Number Registered	Status
Early Childhood Development Level 2	41	External verification pending
General Construction Level 2	4	Certified
Building & Construction-Construction Site Supervision Level 3	4	Assessment scheduled to start in January 2017
Administrative Assistant Level 3	3	Assessments completed and internal verification in progress for two candidates. The third candidate will start assessments in January 2017.
Housekeeping Level 2	1	Assessments in progress
Massage Therapy Level 3 (Imani trainees)	5	Candidates need to do on-the-job training and fill gaps
Massage Therapy Level 3	1	Assessment completed, internal verification in progress
Musical Performance Level 2	5	Assessments completed, internal verification in progress

Community Cultural Performance Level 2	2	Assessments pending
Live Sound Engineering Level 3	1	Assessments completed
Masonry Level 2	1	Assessments and verification completed
Management Level 3	1	Candidate will start assessments in January 2017
TOTAL	69	

Table 5: Status of Imani APL in Carriacou

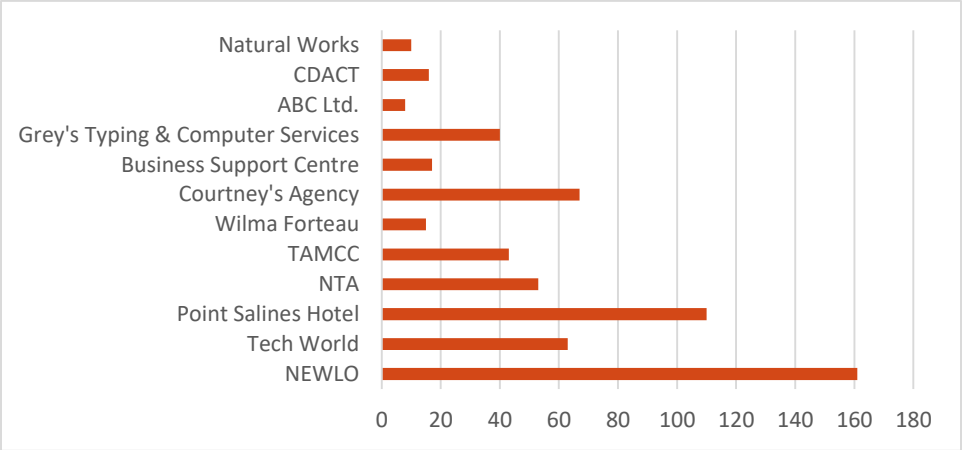
Occupational Area	Number of Candidates Assessed	Status
Allied Health – Geriatric Caregiver	12	External verification completed
Cosmetology	4	External verification pending
Customer Service	16	External verification completed
Data Operations	1	External verification completed
Early Childhood Development	7	External verification pending
Electrical Installation	2	Assessment not yet completed
Fashion Designing	1	Assessment not yet completed
Food Preparation and Cookery	11	External verification pending
General Office Administration	21	External verification completed
Housekeeping	3	External verification pending
Teacher Assistant	3	Assessment not yet completed
Total	81	

Institution Based Training

The NTA has a responsibility for accreditation of TVET training centres. A Centre Approval Policy was developed in line with the CANTA guidelines and there are now nine training and assessment centres approved for the delivery of services leading to CVQ and NVQ certification including TAMCC, NEWLO and a number of smaller training

providers. In 2016 trainees from these institutions accounted for 84.1% of the candidates certified.

Figure 6: Certification by Training Centres



Enterprise Based Training

The Enterprise Based Training (EBT) Programme was set up to provide opportunities for workers to gain certification through training and assessment activities conducted at the workplace.

In 2016 EBT programmes included

- The startup of training of 150 teachers in Data Operations Levels 1 and 2 under the Caribbean Regional Communications Infrastructure Project (CARCIP) in collaboration with the Ministry of Education and Human Resource Development;
- Work towards the certification of Massage Therapists through the Assessment of Prior Learning programme;
- Work towards the certification of workers at two small hotels desirous of upgrading the competencies of their staff;
- Assessment of 41 Child Care Workers at day care centres and pre-schools across Grenada Carriacou and Petite Martinique in Early Childhood Development Level 2 in collaboration with the Ministry of Social Development;

- The conduct of a needs assessment and development and implementation of a training plan for the staff of the Juvenile Rehabilitation and Treatment Centre as part of an OECS project under the Ministry of Social Development.

Table 6: CARCIP Training Programmes.

Training Provider	Number Contracted to Train	Number in Attendance July	Highest Attendance during reporting period
Business Support Centre	22	19	17
CDACT	22	22	17
Grey's Typing & Computer Service – St. George	17	10	9
Grey's Typing & Computer Service – St. Andrew	27	25	22
TAMCC	22	22	22
Tech World	19	13	12
Total	129	111	99

Community Based Training

Twenty-five trainees were registered with training programmes supported by GRENCODA in the areas of Allied Health - Geriatric Caregiver Level 2, Food and Beverage Restaurant Service – Server Level 1 and Livestock Rearing Level 1.

Table 7: Status of Community Based Training Programmes

Training Provider	Occupational Area	Status
La Boucan Creative Center	Allied Health Geriatric Care Giver level 2	Assessments and internal verification in progress
NEWLO	Food & Beverage-Restaurant Service Sever level 1	Classes completed, assessments in progress
Mr. Gabriel Clarke	Livestock Rearing level 1	Assessments and verification completed

Collaborative Arrangements

Market Access & Rural Enterprise Development Programme

The NTA continued its collaboration with MAREP for the training of 600 unemployed youth from vulnerable communities in programmes leading to CVQ / NVQ Level 2 certification in areas where they are likely to gain employment or become self-employed. In 2016 ten programmes were started in Phase 2 of the project in areas such as Crop Production, Fashion design, Personal Computer Repair, Housekeeping, Motor Vehicle Engine Systems, Allied Health- Geriatric Caregiver, Food Preparation and Cookery and Agro Food Processing. Three Phase 3 programmes were started in the areas of Food Preparation and Cookery, and General Construction with another seven scheduled to commence early in 2017.

To date a total of four hundred and eighty-six (486) trainees have been enrolled in 18 occupational areas, representing 81% of the targeted 600 persons.

During all of the implementation phases, a combination of factors triggered high levels of attrition from the training programmes. These included the academic level of recruits, varying levels of interest and commitment to the training among recruits, irregular and insufficient financial support, a challenging economic climate, and delays in the implementation of remedial actions. Consequently, 67% of Phase 1 enrollment completed training and assessment leading to certification. At the end of December 2016 sixty percent of Phase 2 enrollment completed training and assessment leading to certification. Table 8 summarizes the project implementation of all phases as of December 2016.

Table 8: Enrollment and Certification as at December 2016 - MAREP Training

Target (600 Overall)	Occupational Areas	No. of Programmes	Number Enrolled	Number certified	Certification Rate
Phase 1 (Target: 200)	General Office Administration, General Agriculture,		209	141	67%

	General Construction, Cosmetology, Garment Production and Fashion Design, Data Operations x 2, Early Childhood x 3	10			
Phase 2 (Target: 200)	Garment Production and Fashion Design, PC Repairs, Allied Health and Geriatric Care, Crop Production, Food Preparation and Cookery, Housekeeping x 2, Agro Processing, Motor Vehicle Engine System x2)	10	209	125*	60%
Phase 3 (Target: 200)	Food Preparation and Cookery x 2, General Construction)	3	68	Training in progress	
Total		23	486	263	

Note: In phase 2 - 125 includes certification already completed and those in process towards completion*

CARICOM Youth Skills Development (YSD) Project

The CAR-19 CEFE/YSD Pre-Technology project is a part of a wider regional program sponsored by Department for International Development (DFID) and Global Affairs Canada (GAC). The aim of the project was the provision of training to unemployed youth to increase their ability to access TVET training and employment opportunities.

Across the region, the first cohort of training started between August and October 2015 in 5 countries (Jamaica, St. Lucia, Grenada, Antigua and St. Vincent). In Dominica the startup of training was delayed due to the devastation caused by tropical storm Erika. Programmes were delivered in several areas including ICT, Construction, Horticulture, Boat Maintenance, Cruise Line Services, Plumbing, Welding, Electrical Installation and Food Preparation.

The Grenada component of the programme aimed at training 100 trainees in Cruise Line Services in three cohorts during 2015 - 2016. The programme covered the following three units from the Cruise Line Services Level2 occupational standard: Provide Basic First Aid, Deliver Quality Customer Service, and Maintain a Safe and Secure

Working Environment. Table 9 shows the results of assessments for cohort 1, 2 and 3 of the project.

Table 9: Result of Assessment for CAR 19 Training

Cohort	Number Enrolled	Assessment Results	Male	Female	Total
1	34	Competent in all 3 units	15	15	30
		Competent in 2 units	3	1	4
2	33	Competent in all 3 units	16	17	33
3	35	Verification pending	TBD	TBD	TBD
Totals	**102**		**34**	**33**	**67**

The first cohort was trained in 2015 while cohorts 2 and 3 were engaged during 2016. A total of one hundred and two trainees were enrolled over the life of the project. 64% of the trainees gained employment upon completion of the programme.

The funding agencies gave the project an A+ rating in an evaluation of implementation regionally. The evaluation focused on three major outputs: 1) Disadvantaged groups (youth) effectively trained in labour market relevant areas; 2) Enhanced capacity in selected countries to reach, identify, target and deliver skills training programmes for disadvantaged groups (youth and vulnerable women); and 3) Private Sector and industry participation in design and delivery of skills training programme.

The OECS had the strongest employment results for trainees in the region. Most partnerships achieved 1:3 male to female gender ratio of participants but Grenada was commended as the first country to achieve 1:1 gender ratio. The project was completed on time and within budget.

CAR19 YSD Cohort 2 Graduation-July 2016.

Table 10: Pre-technology Training - Cohort 1, 2 and 3 Job Retention

Status	Cohort 1	Cohort 2	Cohort 3
Number Completing Training	34	33	35
Working Full Time	18	18	18
Working part time	0	1	0
Working contractual	0	1	0
Self Employed	1	1	0
Pursuing Further Training	5	0	0
TOTAL Employed or in Training	26	21	18

CARILED Project

Mr. Phillip Powell through the Canadian Technical Assistance visited Grenada, Carriacou and Petite Martinique from 3rd-16th January 2016. He visited the NTA and NEWLO on 4th January. The purpose of the visit was to meet with staff to provide an overview of the NTA and tour the facility at NEWLO. The information has been used to prepare an operations manual for the training facility to be used for the implementation of the furniture making youth apprenticeship project in Petite Martinique.

During the first quarter of 2016 work continued on the building, the tools and equipment were procured and the ten participants were identified.

DFID Youth Skills for Economic Growth Project

The Quality Assurance Co-coordinator and the CEO met with Ms. Alis Landias from Adam Smith International and discussed their intent to submit a bid for the DFID-funded 10 million pound Youth Skills for Economic Growth programme for the Eastern Caribbean specifically targeting the Windward Islands and Antigua and Barbuda.

Collaboration with the Ministry of Youth, Sports and Religious Affairs

The NTA worked with the Ministry of Youth with regards to the implementation of the Direct Skills Training Programme of the Imani Programme. One hundred and seventy-eight candidates were certified in eight occupational areas. Additionally, some Imani trainees in the Youth Apprenticeship Programme worked towards gaining certification

through the Assessment of Prior Learning programme. This included eighty-one trainees in Carriacou as well as candidates from Grenada.

OECS/Ministry of Social Development Consultancy

The NTA entered into a contract with the OECS to prepare and implement a staff development and training plan consultancy for staff at the newly established Grand Bacolet Juvenile Rehabilitation and Treatment Centre. During the period under review, a training manual was developed and submitted. The training was implemented during the period 15th August – 9th September 2016 with fifty-eight participants completing approximately 60 hours of training each. Three facilitators, Mrs. Ann Peters, Mr. Pearson Stroude and Mr. Christopher Stroude delivered the training in the areas of Life Skills, Juvenile Care and Safety and Security Procedures. Participants will be assessed in three units from the Industrial Security level 2 occupational standards. The three units are:

- Communicate in the workplace
- Manage conflict in the workplace
- Follow occupational health safety and security procedures

Ministry of Labour LMI Workshop

The Standards and Planning Coordinator attended a LMI workshop organized by the Min of Labour from October 31 – November 3. The purpose of the workshop was to increase participants' understand the importance of Labour Market Information and its impacts on policy and decision making. Organizations present agreed to increase their level of interaction and to share relevant information and data that could inform policy. Institutions represented at the workshop included the National Insurance Scheme, Ministry of Finance Statistical Department, NTA and Ministry of Labour.

T. A. Marryshow Community College

A meeting was held with the Principal and other senior officials of TAMCC to discuss the involvement of the College in the delivery of programmes leading to certification at C/NVQ Levels 3, 4 and 5. There are currently nine Approved Training and Assessment Centers for the delivery of services leading to C/NVQ certification. Of these centres TAMCC is the one that currently has the greatest potential to deliver higher level training. The meeting agreed that the matter will be pursued further

starting with the exploration of options for expansion of the dual certification programmes leading to Associate degrees and C/NVQ.

Antigua National Training Agency

Sixteen candidates were assessed in the five mandatory units which are the minimum requirements to be certified as assessors. Of these, fifteen were deemed competent in all five units, while one candidate was competent in one unit only. The candidates that were deemed competent received the relevant unit certification.

Study Visit: Barbados TVET Council

The GNTA shares the belief of some of its regional counterparts that hosting a national skills competition, modeled after the WorldSkills International competitions can positively impact vocational skills training in Grenada as it provides a means to:

- Build skills excellence and promote the value of technical and vocational skills
- Compare skills being taught in Grenada against the highest global standards
- Enhance career opportunities of Grenada's young skilled professionals
- Enhance the image of Technical and Vocational training schools and institutions by featuring their best skilled champions on various media

In order to bolster understanding of what is involved in hosting such a competition a two party team from Grenada comprised of Garvin Glasgow and Shevon Licorish visited and worked with the TVET Council Barbados during their implementation of WorldSkills Barbados 2016. Following international standard the four days of competition was held during Barbados Manufacturing Expo 2016, May 13-16 2016.

The Barbados implementation model used five main committees working in tandem to deliver a successful competition. Each committee has representation from industry, participating training institutions, and a TVET council staff member. The committees are as follows:

- Local Organizing Committee
- Technical Committee
- Communications and Public Relations Committee
- Finance and Sponsorship Committee

- Logistics Committee

In the coming months the NTA will work to adopt and customize the model observed in Barbados with a view to achieving the following:

- Hold a project kickoff meeting/workshop (hosted by WorldSkills expert either from Jamaica or Barbados) that will involve:
  - Meeting top level country officials (Prime Minister, Education Hierarchy, Ministry of Labor, Ministry of Works, Chairman of TVET Board) with the objective to sell WorldSkills and get country buy in at key decision making levels
  - Meeting with key stakeholders and sponsors (Training institutions & Sponsors) with the objective to gain buy-in for WorldSkills and get into details of what core elements must be put in place.
- Develop a detailed skills competition implementation plan
- Execute a national skills competition in 2017 and every year thereafter that will progressively lead to a full WorldSkills branded competition within two to three years.

Research

The Quality Assurance Coordinator and the Enterprise-Based Training Officer worked on the planning and implementation of a research study captioned 'An investigation into the impact of CVQ certification on the performance of the Early Childhood Practitioners'. The abstract of the research was submitted to the 3rd International Conference on TVET in the Caribbean which will be held in May 2017 in Montego Bay, Jamaica and was accepted. A presentation on the study will be made at the conference.

Caribbean Development Bank

The NTA in 2016 benefited from grant funding from the Caribbean Development Bank for the implementation of activities under a project for 'Enhancing the Capacity of Grenadian Nationals to take advantage of CSME'. The project provided funding to support three areas of activities of the NTA as follows:

- The development of occupational standards in Traditional Boatbuilding and Yacht Repair
- The development of a Communications strategy for the NTA
- The conduct of a feasibility study and development of proposals for the establishment of an Enterprise Training Fund to provide a sustainable funding mechanism for the development of the Grenadian workforce.

In 2016 consultants were engaged to undertake the abovementioned tasks. All three consultancies will be completed by March 2017.

International Labour Organization (ILO)

Dr. Hassan Ndahi

The NTA received support from the ILO for the staging of a stakeholder consultation workshop to orient stakeholders with regards to the issues surrounding the establishment of an Enterprise Training Fund in Grenada to provide a sustainable funding mechanism for the development of the workforce. The ILO support included funding for the workshop and facilitation of the sessions by Dr. Hassan Ndahi, Senior Specialist for Skills and Employment, from the ILO office in Trinidad. Participants at the workshop included representatives from the private sector organizations, the trade unions, Ministry of Finance, Labour and other government ministries and Training Providers.

This activity helped to pave the way for the CDB funded consultancy for the development of proposals for the establishment of the Enterprise Training Fund. The

ILO will also provide technical and financial support for the holding of a national consultation on the ETF at the end of the CDB funded consultancy in 2017.

UNESCO

The Coordinator for Training Support travelled to Germany on invitation of UNESCO from July 12 - 16 for two days of meeting at UNEVOC headquarters. On July 14 the UNEVOC Network Meeting brought together approximately 50 persons including UNEVOC Network members, UNESCO field staff, and UNEVOC regional focal points with a focus on strengthening their relationships and collaboration, and to synergize their efforts in implementing the UNESCO TVET Strategy 2016-2021.

On July 15 the UNESCO TVET Strategy 2016-2021 was launched. This forum brought together over 150 persons including representatives and delegates from UNESCO Member States, the Inter-Agency Group on TVET (IAG), bilateral and international organizations active in the field of TVET as well as governmental agencies, social partners, the private sector and learning institutions in Germany.

In the last six years, UNESCO implemented a Strategy for TVET (2010- 2015) which aimed at strengthening support to Member States to improve their TVET policies and systems. During that period a number of reviews of the strategy and development of the 2030 plan influenced the development of a new strategy for TVET for the period 2016-2021.

UNESCO's new TVET strategy for 2016-2021 focuses on three thematic priorities:

- Fostering youth employment and entrepreneurship
- Promoting equity and gender equity
- Facilitating transition to green economies and sustainable societies.

Caribbean Association of National Training Authorities (CANTA)

CANTA Quality Assurance Committee

The Quality Assurance Coordinator participated in a series of workshops for the development of an online Assessor training programme. This is a CANTA initiative that is supported by the Commonwealth of Learning (COL). Two participants from Grenada worked along with two from NTATT with some support from the Barbados TVET Council to develop and review the online training modules. This programme is scheduled to be piloted in February 2017 with approximately 10-15 participants each from Trinidad, Barbados and Grenada. When implemented, this programme will

reduce the number of days an officer will be required to be away from their job in order to be trained and certified as an Assessor.

OECS Online TVET Forum

The OECS Secretariat recently employed Mr. Abraham Durand of Dominica as the TVET Coordinator for the sub region. One of his early interventions was the establishment of an online OECS TVET forum. Meetings of the forum were held on October, November and December via Zoom. Discussions included highlights and challenges of the various states present (St Kitts, Dominica, Anguilla, Grenada, St. Lucia, and Martinique). A decision was taken to meet on the last Wednesday of every month and a request was made for Grenada to do a presentation on the development of the GNTA at the January meeting.

The CEO was invited to serve as a member of an OECS team that visited the United Kingdom on the invitation of the British Council to look at workforce development in the UK. The study visit included participants from around the world including Jamaica, the Middle East, Hong Kong, South Korea, India and South Africa. Focus was on the new Apprenticeship programme (which will include 3 million apprentices over the next 5 years), engagement with employers for the delivery of TVET and the delivery of training by public and private training providers. The visit also included a tour of the British WorldSkills competition.

Challenges

In its efforts to achieve the mission of enhancing the employability of Grenada's workforce the NTA was faced with a number of challenges including the following.

Low Certification Rates at Higher Levels

As is evident from this report, most of the qualifications certified by the NTA in 2016, as was also the case in preceding years, were at Levels 1 and 2 with much smaller numbers at Levels 3 and 4 and none at Level 5. The higher level qualifications are consistent with the level of work done at tertiary institutions. This highlights the need for the NTA to work with the tertiary institutions as well as with smaller providers with the capacity to deliver in specific areas, to ensure that the training system does not only output candidates with lower level skills.

Low Level of Staffing

The level of staffing at the NTA has not changed since the startup of the organization in 2008. However the work of the organization has experienced tremendous growth. If the organization is to continue to develop and be responsive to the needs of workforce development in Grenada then the staffing needs will need to be addressed.

Appreciation

In order for the NTA to advance towards the achievement of its mission and vision it is necessary to build collaborative relationships with our various stakeholders including institutions, organizations and individuals. We extend thanks to all those who worked with and supported us in 2016 in our various endeavors.

We are especially grateful for the support of the GCTVET; the Ministers, Permanent Secretaries and staff of the Ministry of Education, Human Resource Development and the Environment; the Ministry of Youth, Sports and Religious Affairs; the Ministry of Social Development and other members of the Government service. To the employers and sector associations that provided support with regards to the development and vetting of occupational standards, promotion of the CVQ/NVQ among workers, participation in stakeholder consultations and provision of traineeship opportunities for trainees we are very thankful.

To all of our other 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, Carriacou and Petite Martinique we are thankful.

Finally, we thank all of the trainees and candidates who were a part of the TVET training and certification system in 2016. We note with thanks the confidence that you have placed in the TVET system and qualifications as a means of contributing to your personal and professional development. We look forward to providing more services with quality improvements as we continue to work towards enhancing the employability of Grenada's workforce with a view to improving Grenada's competitiveness.

"OUR BOATS ARE A SOURCE OF LIVELIHOOD, RECREATION AND TRANSPORTATION."

MRS. BERNADETTE LENDORE - SYLVESTER
PERMANENT SECRETARY
MINISTRY OF CARRIACOU AND PETITE MARTINIQUE AFFAIRS

Occupational Standards Available:

Tranditional Boatbuilding Level 1-5

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List of Occupational Standards Approved by the GCTVET

NTA Services:

**Development and vetting of occupational standards.*

**CVQ / NVQ certification.*

**Accreditation / approval of training and assessment centres*

**Capacity building for training centres and the TVET system: Training of Instructors, Assessors, Verifiers, Quality Auditors, Master Assessors.*

**Quality assurance of the TVET system.*

**Development and implementation of training schemes.*

**Certification through the Assessment of Prior Learning Programme*

**Support for the implementation of enterprise based training programmes.*

"No economy can succeed without a high-quality workforce, particularly in an age of globalization and technical change"

-Ben Bernanke

	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
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	Administrative Assistant	3	CVQ
24	Customer Service	1	CVQ
25	Customer Service	2	CVQ
26	Accounting Clerk	2	NVQ
27	Accounting	3	NVQ
28	Customs Services	2	CVQ
29	Customs Services	3	CVQ
30	Management	3	CVQ
Construction			
31	Carpentry	1	CVQ
32	Carpentry	2	CVQ
33	General Construction	1	CVQ
34	General Construction	2	CVQ
35	Masonry	1	CVQ
36	Masonry	2	CVQ

37	Property and Facilities Maintenance (Building Maintenance)	1	CVQ
38	Building & Construction – Construction Site Supervision	3	CVQ
39	Draughting and Construction Technician Work	3	CVQ
Creative Industries			
40	Photography	1	CVQ
41	Technical Assistance in TV and Video Production	1	CVQ
42	Printing and Graphic Arts – Computer Graphic Arts	1	CVQ
43	Printing and Graphic Arts	2	CVQ
44	Live Sound Engineering	2	CVQ
45	Live Sound Engineering	3	CVQ
46	Recording Engineering	2	CVQ
47	Radio Broadcasting	2	NVQ
48	Audio and Visual Editing Operations	2	CVQ
49	Camera Operations	2	CVQ
50	Musical Performance	1	CVQ
51	Musical Performance	2	CVQ
52	Community Cultural Performance	2	CVQ
Education			
53	Youth Development Work	1	CVQ
54	Youth Development Work	2	CVQ

55	Early Childhood Development	1	CVQ
56	Early Childhood Development	2	CVQ
57	Library Information Services (Library Clerk)	1	CVQ
58	Library Information Services (Library Assistant)	2	CVQ
59	Teacher Assistant	2	NVQ
60	Parenting facilitation	3	CVQ
61	Coaching & Instruction	3	CVQ
Engineering & Maintenance			
62	Electrical Installation	1	CVQ
63	Electrical Installation	2	CVQ
64	Electrical Installation	3	CVQ
65	Plumbing	1	CVQ
66	Plumbing	2	CVQ
67	Plumbing	3	NVQ
68	Small Appliance Repairs	1	CVQ
69	Welding	1	CVQ
70	Welding	2	CVQ
71	Refrigeration and Air-Conditioning	1	CVQ
72	Air Conditioning & Refrigeration	2	CVQ
73	Air Conditioning & Refrigeration	3	CVQ

74	Metal Work Engineering	2	CVQ
75	Heavy Equipment Maintenance	2	NVQ
76	Outboard Engine Repairs	2	CVQ
Health, Safety Security & the Environment			
77	Occupational Health & Safety	3	CVQ
78	Environmental Sustainability Practices	4	NVQ
Health and Wellness			
79	Allied Health - Geriatric Care Giver	2	CVQ
80	Allied Health – Geriatric Care Giver	3	CVQ
Tourism & Hospitality			
81	Commercial Food Preparation (Cookery)	1	CVQ
82	Food and Beverage - Restaurant Service (Server)	1	NVQ
83	Community Tourism	1	CVQ
84	Food and Beverage - Bar Service (Portering)	1	NVQ
85	Housekeeping (Room Attendant)	1	NVQ
86	Hospitality Services - (Villa and Other Properties)	2	NVQ
87	Hospitality and Coastline Services for Tour Guiding and Cruises	2	NVQ
88	Domestic Housekeeping Services	2	CVQ
89	Food and Beverage-Bar Service (Bartending)	2	CVQ
90	Food and Drink Service	2	CVQ

91	Food Preparation and Cookery	2	CVQ
92	Commercial Food Preparation (Chef de Parte)	3	CVQ
93	Commercial Food Preparation (Pastry Chef/Patisserie)	3	CVQ
94	Commercial Food Preparation (Sous Chef)	3	CVQ
95	Housekeeping	2	CVQ
96	Cricket Pitch and Field Maintenance	1	CVQ
97	Events Management Services – Balloon Craft	1	CVQ
98	Events Management	3	CVQ
99	Cruise line Services	2	NVQ
100	Water Taxi Operations	2	NVQ
Information Technology			
101	Data Operations	1	CVQ
102	Data Operations	2	CVQ
103	Call/Contact Centre Operations	1	CVQ
104	Personal Computer Repair	2	NVQ
105	Web Programming	3	CVQ
106	Network Engineering	4	CVQ
Manufacturing			
107	Furniture Finishing	1	CVQ
108	Furniture Making	1	CVQ
109	Furniture Making	2	CVQ

110	Jewelry Production - Precious Metal	2	NVQ
111	Leather Goods Manufacturing	2	CVQ
112	Jewelry Production - Seeds	2	CVQ
113	Jewelry Production - Leather	2	CVQ
114	Jewelry Production - Precious Metal -Clay	2	NVQ
115	Straw Craft Production	2	NVQ
Marine			
116	Marine Mechanics	2	NVQ
117	Marine Electrical	2	NVQ
118	Marine Electrical	3	NVQ
119	Seamanship	2	NVQ
Merchant Marine			
120	Commercial Diving (Air)	3	CVQ
Personal Services			
121	Fabric Design	1	CVQ
122	Floral Arrangement	1	CVQ
123	Garment Production	1	CVQ
124	General Cosmetology	1	CVQ
125	Cosmetology	2	CVQ
126	Fashion Designing	2	CVQ
127	Barbering	2	CVQ

128	Nail Technology	2	CVQ
129	Massage Therapy	3	CVQ
130	Massage Therapy	4	CVQ
Public Services			
131	Industrial Security Operations	1	CVQ
132	Security Operations	3	CVQ
133	Policing and Law Enforcement (Cybercrime)	3	NVQ
134	Policing and Law Enforcement(Investigative Interviewing)	3	NVQ
135	Policing and Law Enforcement (Stop and Search Vehicles)	3	NVQ
136	Policing and Law Enforcement (Use of Firearms)	3	NVQ
137	Policing and Law Enforcement (Use of Force)	3	NVQ
138	Policing and Law Enforcement (Crime Scene Investigations)	3	NVQ

2016: Year in Review

"If we're not creating an educated and skilled workforce, there is just no conceivable way that we're going to be economically competitive."

Mitch Kapor

"A well-trained workforce is critical to small-business success. What I hear from business is that it's hard to find help that meets their needs."

Jon Tester

January

4 CARILED Project Consultant meeting with EBT Officer

6 Online meeting with DFID representatives

13 Industry Lead Group Meeting: Musical Performance Level 2

27 Curriculum Committee Meeting

27 Meeting with Musicians regarding standards and certification

29 Meeting with representatives of the Department of Fisheries of the Ministry of Agriculture to discuss occupational standards for the Fishing industry.

February

15 NTA officers participated in meeting of the National Export Strategy Consulting Team and representatives from the Ministry of Trade.

18 Meeting with the Grenada Coalition of Service Industries.

18 EBT Officer participated in National Export Strategy meeting.

19 Meeting of NTA officers with training providers regarding MAREP Vocational Training Programme.

19 Formal launch of CDB funded project for enhancing the Capacity of Grenadian Nationals to take advantage of CSME.

24 Meeting of Quality Assurance Officer with Certified Assessors.

25 Meeting of the GCTVET.

25 CEFE YSD Graduation.

25 M&E Officer participated in CARCIP Project Steering Committee meeting.

26 Meeting with website redesign consultant.

26 Evaluation meeting for selection of Communications Consultant for the CDB project.

March

1 Evaluation meeting for selection of Enterprise Training Fund Consultant for the CDB project.

1 Meeting with NTA Strategic Planning Consultant (2014-16), Michael Julien.

2 Meeting of CEO and Accountant with representative from the Audit Department of the Ministry of Finance.

11 Interviews for the selection of Communications Consultant for the CDB project.

14 Meeting of CEO and Quality Assurance Officer with Mr. Elvis Morain, Chief Education Officer in the Ministry of Education, to discuss the implementation of the CVQ in Schools.

16 Participation in MAREP Project Steering Committee meeting.

31 Relocation of NTA offices from the Villa St. George's to Belmont Road, St. George.

April

7-8 Quality Assurance Officer participated in a Commonwealth of Learning workshop in Barbados regarding the development of an online Assessor training programme.

14-15 EBT Officer participated in the launch of the Petite Martinique Youth Enterprise project and Project Advisory Committee meeting.

20 Meeting with training providers regarding request for proposals for the training of teachers under the CARCIP project.

22 Industry Lead Group meetings: Outboard Engine repair Level 2 and Straw Craft Production.

26 Industry Group Meeting: Printing & Graphic Arts Level 2.

28 Meeting of the GCTVET.

29 ABYC Marine League of Schools meeting via teleconference.

May

3 Evaluation of Technical Proposal for Traditional Boatbuilding and Yacht Repair consultancy.

6 Ceremony for the awarding of Approved Training Centre certificates.

9 Evaluation of expressions of interest for the ETF consultancy.

17 Meeting of NTA EBT Officer with Ministry of Youth official regarding the Imani programme.

23 Signing of MOU with GCSI.

24 Executive Assistant and Accounts Officer participated in training for Procurement Level 1 offered by the Ministry of Economic Development Planning and Trade in collaboration with CARIFORUM.

24 Professional Services Working Group meeting.

25 EBT Officer and Standards and Planning Coordinator meeting with representatives from the Grace Lutheran Church with regards to Aquaponics training.

27 Quality Assurance Coordinator did a presentation at the Caribbean Federation of Police Welfare Associations meeting held in Grenada.

27 Meeting with Dr. Gilda Benjamin regarding training plan for Horticulture.

June

7 NTA officers participated in National Core Design Team meeting for the National Export Strategy.

7 Quality Assurance Officer participated in online meeting hosted by Commonwealth of Learning regarding the development of online assessor training programme.

13-14 CDB Mission for the implementation of the project for enhancing the capacity of Grenadians to take advantage of CSME.

13 Meeting for the development of curriculum for training of staff at the Juvenile Rehabilitation Centre under the OECS funded project with the Ministry of Social Development.

15-16 Participation in the Education Enhancement Project launch and workshop.

15 Curriculum Committee meeting.

16 Meeting with PAM officials to discuss training leading to C/NVQ certification at PAM.

30 ILO supported stakeholder sensitization workshop which preceded a feasibility study for the establishment of an Enterprise Training Fund. The workshop was

facilitated by Dr. Hassan Ndahi, Senior Specialist for Skills and Employment at the ILO regional office in Trinidad.

July

7 Meeting of the GCTVET

11 Start of website management training

6-8 Instructor training workshop

12-14 Instructor training workshop

26 First Project Steering Committee for the CDB funded project foe enhancing capacity of Grenadian nationals to take advantage of CSME.

28 CEFE CAR19 graduation ceremony.

August

24 Evaluation committee meeting for employment of Marketing and Communications Officer and Quality Assurance Assistant.

September

1 Interviews for the position of Quality Assurance Assistant

6/15 Interview for the Marketing and Communications Officer

15 ABYC Marine League of Schools meeting.

October

3 EBT Officer visited St. Marks to meet with Minister Modest-Curwin to discuss certification of youth in that parish, working in the House Repair Programme.

1-12 Visit by Traditional Boatbuilding and Yacht Repair consultants, Marine Institute of Canada. Included meetings with relevant stakeholders on Grenada and Carriacou.

18 CEFE YSD Pre-technology Project Advisory Committee online meeting.

20 ABYC Marine League of Schools meeting (teleconference).

26 OECS TVET forum first meeting (online).

26-28 DFID team Mission regarding the implementation of the YSD programme.

31- Nov3 NTA Officers participated in the Ministry of Labour's Labour Market Information Systems workshop.

November

7 Meeting of the CVTVET

8 Inception meeting with Enterprise Training Fund consultant

10 DIFID mission re the implementation of the CAR19 YSD project.

14-17 CEO participated in British Council skills seminar in the UK as part of an OECS team.

15 NTA team met with MAREP supervision mission.

21 CDB PSC meeting

23 CEFE YSD CAR 19 graduation ceremony.

27-30 CEFE YSD mission

December

8 ETF stakeholder consultation

15 Vetting of boatbuilding standards in Carriacou.

16 Vetting of Yacht Repair standards.

21 OECS online TVET forum.

MAKE YOURSELF **STAND OUT WITH TVET CERTIFICATION.**

For more information contact NTA today!

Belmont Road, St. George's, Grenada W.I.
T. +1473 435.9092\9093 F. +1473 435.9094
E. info@grenadanta.gd

Audit Report and Financial Statements

NTA Vital Statistics – 2009-16:

- C/NVQ Certifications: **1978**
- Occupational Standards Approved: **138**
- Assessors Trained: **144**
- Verifiers Trained: **93**
- Quality Auditors Trained: **49**
- TVET Instructors Trained: **395**
- Master Assessors Trained: **14**
- Training Centres Approved: **9**

If we're going to create the best business climate to create higher paying jobs and retain our young people, we're going to have to build a workforce prepared for the opportunities of the future.

– John Hoeven

DIRECTOR OF AUDIT REPORT TO THE HOUSE OF REPRESENTATIVES ON THE FINANCIAL STATEMENTS OF GRENADA NATIONAL TRAINING AGENCY FOR YEAR ENDED 31 DECEMBER 2016

Opinion

I have audited the accompanying financial statements of Grenada National Training Agency (GNTA) which comprise the Statement of Financial Position as at 31 December 2016, Statement of Income and Expenditure, Statement of Cash Flows and Notes to the Financial Statements for the year then ended.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Agency as at 31 December 2016 and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standard for Small and Medium-sized Entities (IFRS for SMEs) and under the historical cost.

Basis for Opinion

I have conducted my audit in accordance with International Standards of Supreme Audit Institutions (ISSAIs). My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Agency in accordance with the ethical requirements that are relevant to my audit of the financial statements in Grenada and I have fulfilled other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management and those charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the accrual concept and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Agency's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Agency or to cease operations, or has no alternative but to do so.

Auditors' Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue and auditors' report that includes my opinion. Reasonable assurance is a high level assurance, but is not a guarantee that an audit conducted in accordance with International Standards of Supreme Audit Institutions (ISSAIs) issued by the International Organization of Supreme Audit Institutions (INTOSAI) and the Government's policies, procedures and applicable legislations will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISSAIs, I exercised professional judgment and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for their opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists relate to events or conditions that may cast significant doubt on the Agency's ability to continue as a going concern. If I conclude that a material uncertainty exists; I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Agency to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant findings, including any significant deficiencies in internal control that they identify during my audit.

Philbert Charles
DIRECTOR OF AUDIT (AG.)

20 April 2017
AUDIT OFFICE
GRENADA

GRENADA NATIONAL TRAINING AGENCY (GNTA)
Statement of Financial Position
For the Year Ended 31 December 2016

		Note	31-Dec-16	31-Dec-15
ASSETS				
Non Current Assets				
	Non Current Assets		148,073.01	157,677.33
Current Assets				
	Checking/Saving		1,247,543.84	543,871.07
	Petty Cash		29.45	41.97
	Accounts Receivable		170,703.65	443,989.13
Total Current Assets			1,566,349.95	1,145,579.50
Other Asset				
	Security Deposit		3,200.00	0.00
	Prepayment		4,690.77	1,787.02
Total Assets			1,574,240.72	1,147,366.52
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
	Accounts Payable		6,516.91	108,957.10
	Other Liabilities		700.00	20,208.65
	Refundable Deposit Payable	9	126,157.22	0.00
Total Liabilities			133,374.13	129,165.75
Equity				
Equity balance			0.00	215,027.00
Net Assets			1,018,200.77	325,430.12
Net Income			422,665.82	477,743.65
Total Equity			1,440,866.59	1,018,200.77
TOTAL LIABILITIES & EQUITY			1,574,240.72	1,147,366.52

The Financial Statements were approved and authorised for issue by the board and were signed on its behalf on :

Director's Signature: _____ Director's Signature: _____

Jason Fletcher
Chairman

David Fleming
Deputy Chair

GRENADA NATIONAL TRAINING AGENCY (GNTA)
Statement of Income and Expenditure
For the Year Ended 31 December 2016

	NOTES	Jan - Dec 16	Jan - Dec 15
		Amount EC$	Amount EC$
Income			
Government Subvention	3	928,743.55	920,984.52
NTA Income Other	4	571,209.12	928,015.13
Centre Approval Fees		10,830.00	16,730.00
Registration Fees	5	126,110.00	43,320.00
External Verifier fee		11,317.14	5,825.00
Total Income		**1,648,209.81**	**1,914,874.65**
Less Expenses			
Training Support		286,856.44	535,820.00
Standards and Planning		984.40	27,250.58
Website Development & Maintenance		5,610.00	0.00
Public awareness campaign		510.50	2,994.95
Quality Assurance		30,415.00	53,878.83
		324,376.34	619,944.36
Operating Expense			
Personnel Expense		594,189.08	577,369.23
Membership Dues		29,692.25	9,509.15
Consultancy and Accounting Fees		24,919.16	0.00
Depreciation	6	59,122.60	51,689.67
Motor Vehicle Expense	7	11,791.59	9,906.37
Administrative Expense	8	181,452.97	168,712.22
		901,167.65	817,186.64
Total Expense		**1,225,543.99**	**1,437,131.00**
Surplus for the year then ended		**422,665.82**	**477,743.65**

GRENADA NATIONAL TRAINING AGENCY (GNTA)
Statement of Cash Flows
For the Year Ended 31 December 2016

	Jan - Dec 16	Jan - Dec 15
OPERATING ACTIVITIES		
Net Income	420,286.78	477,743.65
Adjustments for:		
Depreciation	61,501.63	55,039.67
	481,788.41	532,783.32
Accounts Receivable	273,285.48	(425,735.17)
Security Deposit	(3,200.00)	0.00
Prepayment	(2,903.75)	(1,787.02)
Accounts Payable	(102,440.19)	108,957.10
Other Liability	(19,508.65)	
Net cash provided by Operating Activities	627,021.30	214,218.23
INVESTING ACTIVITIES		
Property Plant and Equipment	(49,518.27)	-
Net cash provided by Investing Activities	(49,518.27)	0.00
FINANCING ACTIVITIES		
Refundable Deposit	126,157.22	20,208.65
Opening Balance Equity	(215,207.00)	(3,350.00)
Net Assets	215,207.00	(6,762.91)
Net cash provided by Financing Activities	126,157.22	10,095.74
Net cash increase for the period	**703,660.25**	**224,313.97**
Cash at beginning of period	**543,913.04**	**319,599.07**
Ending Cash Balance	**1,247,573.29**	**543,913.04**

GRENADA NATIONAL TRAINING AGENCY (GNTA)
Notes to the Financial Statements
For The year ended December 31, 2016

NOTES:
1

Establishment and Function

The Grenada Council of Technical and Vocational Education and Training (GCTVET) Act CAP 128F of the Laws of Grenada established the Grenada National Training Agency (GNTA).
Under the Act, the GNTA is accountable to the Council who has the responsibility for providing guidance and supervision to the Agency.

NOTES:
2

Basis of Preparation

(a) All transactions are recorded and the financial statements are prepared in compliance with International Financial Reporting Standard for Small and Medium-sized Entities (IFRS for SMEs) and under the historical cost convention and in accordance with section 64(2) of the Public Finance Management Act 17 of 2015 of the Laws of Grenada.
The Financial Statements are expressed in Eastern Caribbean ($EC) Dollar.

(b) Non - current assets are stated at cost or valuation, Deprecation is provided on a straight line basis at approved rates sufficient to write off the asset over their useful lives.
The rates for depreciation are as follows:

· Motor Vehicle	60 months (5 years)
· Office Equipment	60 months (5 years)
· Office Furniture	60 months (5 years)
· Computer Hardware	36 months (3 years)
· Computer Software	36 months (3 years)

NOTES:
3

Financing

Income from Government through the Ministry of Education	2016	2015
Government Subvention	840,000.00	840,000.00
Telephone	40,745.29	29,984.52
GCTVET Stipend, Cleaner, Driver Salary	47,800.00	51,000.00
Motor Vehicle Insurance	-	2,151.32
Other	198.26	
	928,743.55	923,135.84

NOTES:
4

Other NTA Income

Funds earned as a result of collaborative arrangements with MAREP, the Canadian College, DAFD & DFID and OECS

NOTES:
5 **Registration Fee**

Registration fees includes revenues earned in the sale of certificates in the normal course of operations

NOTES:
6

Cost/Valuation	Computer Equipment	Office Equipment	Office Furniture	Motor Vehicle	Total
Balance as at 1/1/15	44,765.00	84,825.00	31,115.00	48,662.00	209,367.00
Additions -2015	-	-	-	-	-
Balance 12/31/ 2015	44,765.00	84,825.00	31,115.00	48,662.00	209,367.00
Accumulated Depreciation					
Opening Balance 1/1/15	-	-	-	-	-
Charges for year 2015	14,921.67	16,965.00	6,223.00	13,580.00	51,689.67
Balance December 2015	14,921.67	16,965.00	6,223.00	13,580.00	51,689.67
Net Book Value December 31 2015	29,843.33	67,860.00	24,892.00	35,082.00	157,677.33
Balance as at 1/1/16	44,765.00	84,825.00	31,115.00	48,662.00	209,367.00
Additions -2016	13,457.31	26,409.88	9,651.08	-	49,518.27
Balance 12/31/ 2016	58,222.31	111,234.88	40,766.08	48,662.00	258,885.27
Accumulated Depreciation					
Opening Balance 1/1/16	14,921.67	16,965.00	6,223.00	13,580.00	51,689.67
Charges for year 2016	19,407.44	20,926.48	7,094.68	11,694.00	59,122.60
Balance December 2016	34,329.11	37,891.48	13,317.68	25,274.00	110,812.27
Net Book Value December 31 2016	23,893.20	73,343.40	27,448.40	23,388.00	148,073.00

NOTES:
7 **Motor Vehicle Expense**

	2016 Amount	2015 Amount
Petrol	4,111.53	3,660.44
Motor Vehicle Maintenance	5,147.66	3,201.09
Motor Vehicle Insurance	2,532.40	3,044.84
	11,791.59	9,906.37

NOTES:
8

	2016	2015
Facilities and Equipment		
Office Rental	44,200.00	36,000.00
General Office Maintenance	46,074.69	3,601.32
Facilities and Equipment Total	90,274.69	39,601.32
OPERATIONS		
Books, Certificates	964.47	44,674.91
Postage, Mailing Service	504.76	462.39
Printing and Copying	9,744.00	5,756.00
Operations Total	11,213.23	50,893.30
OFFICE SUPPLIES		
Office Supplies	2,998.19	1,194.15
General Supplies	3,457.00	2,528.96
Total Office Supplies	6,455.19	3,723.11
Telephone, Telecommunications	35,690.49	28,559.39
Electricity cost	9,752.89	9,652.57
Water Cost	534.03	0.00
Other Costs - Miscellaneous	7,568.43	1,313.02
Bad Debts Expense	1,330.00	0.00
Total Operations	54,875.84	39,524.98
Bank Charges	862.31	766.78
TRAVEL AND MEETINGS		
Conference, Convention, Meeting	3,945.85	28,579.42
Airfare/Boat chg (Ticket cost)	2,268.00	480.00
Accommodation (Hotel)	2,945.23	765.00
Travel Allowance	8,612.63	4,378.31
Total Travel and Meetings	18,634.02	34,969.51
	181,452.97	**168,712.22**

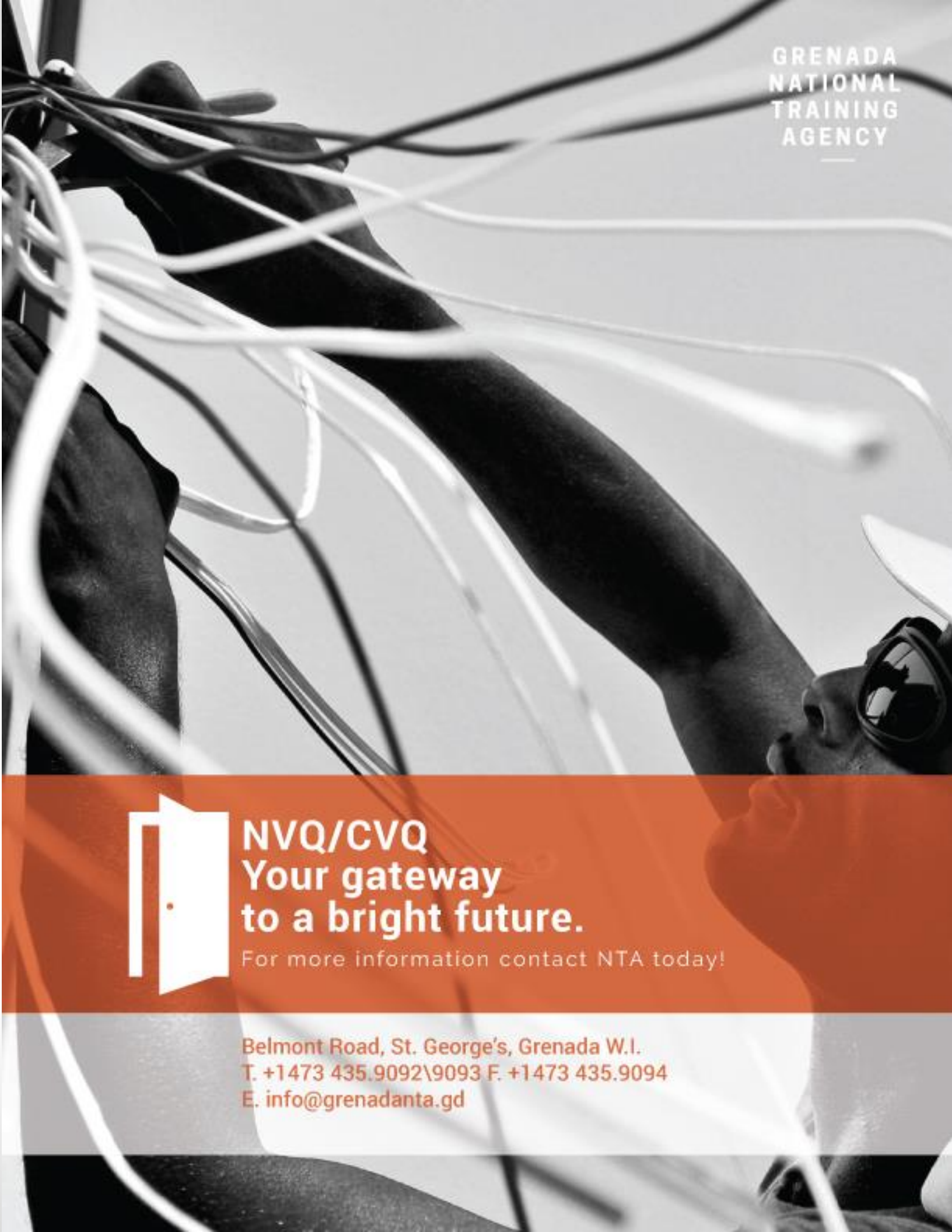
NOTES:
9

Refundable Deposit Payable

In May 2016 the Caribbean Development Bank and Grenada through the GNTA signed an agreement and made funds available in the Sum of US$100,000.00. The funds should be used to conduct feasibility study on the establishment of an Enterprise Training Fund, a Communications Consultancy and a Technical Consultancy to develop Yacht Repair and Boat Building standard. Upon completion any excess funds would be refunded to CDB.

"When planning for a year, plant corn. When planning for a decade, plant trees. When planning for life, train and educate people."-

Chinese Proverb: Guanzi (c. 645 BC)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