

ELIGIBILITY CRITERIA
FOR
APPOINTMENTS AND PROMOTIONS
IN
MANAGEMENT, TUTORIAL, EDUCATION
TECHNICIAN AND WORKSHOP ASSISTANT
POSITIONS
AT
POST-SECONDARY INSTITUTIONS

INTRODUCTION

The Task Team examined all the job requirements for the job titles on each of the organization structure that are within the scope of this assignment for the Post-Secondary Institutions. It was found that the job nomenclature for the staff of the Carnegie School of Home Economics and the Guyana Industrial Training Centre was changed from Instructors I, II and III to Associate Lecturer, Lecturer and Assistant Lecturer. These job titles are appropriate for Technical Colleges and not lower level training institutions. Consequently, it is hereby recommended that the use of these job nomenclatures be discontinued with immediate effect and the institutions revert to the title of Instructor I, II and III. Provisions were made for this change in the eligibility criteria for the two institutions.

The job-specification for the position of Principal of the Technical Institutes now includes a Master's Degree in Engineering or in an allied field of study offered at the institution together with a Diploma/Certificate in Education or a Vocational Teacher's Certificate. The Task Team feels that this up-grading of the requirement is necessary at this time. Approval of this requirement is being urged. Changes were made to most of the Range of Activities for the various positions to satisfy current requirements. In the absence of an Education Technician III, supervision of the Technicians and Machinists will be done by the Senior Lecturer.

The Task Team wishes to commend this up-dated version of the eligibility criteria for appointments and promotions at the Post-Secondary Institutions to you. The Guyana Teacher's Union is in support of this document.

LIST OF INSTITUTIONS AND JOB TITLES

The following job titles were addressed in this document on Eligibility Criteria for Appointments and Promotions in Management, Tutorial, Education Technician and Workshop Assistant Positions at Post-Secondary Institutions listed below:

INSTITUTIONS	JOB TITLES
<u>Technical Institutes:</u> Government Technical Institute. New Amsterdam Technical Institute. Linden Technical Institute. Essequibo Technical Institute.	Principal Deputy Principal Senior Lecturer Lecturer I & II Assistant Lecturer I & II Education Technician I, II & III Machinist
<u>Industrial Training Centres:</u> Guyana Industrial Training Centre Upper Corentyne Industrial Training Centre.	Administrator Chief Instructor Instructor I, II & III Workshop Assistant
Carnegie School of Home Economics.	Principal, Vice Principal Instructor I, II & III Kitchen Assistant

PRINCIPAL: GTI/NATI/LTI/ETI

REPORTS TO: Chairman, Board of Governors

INSTRUCTIONAL PROGRAMME: Monitored by the DCEO (Tech.) and the Council for TVET

RANGE OF ACTIVITIES:

1. Advises the Deputy Chief Education Officer (Technical) and the Board of Governors on matters relating to Technical and Vocational Education and Training.
2. Implements policies of the Ministry of Education with respect to TVET through the development of relevant courses and programmes.
3. Prepares the annual budget and work programme for the institution in order that funds might be appropriated to finance stated objectives.
4. Manages all monies appropriated to the institution in order to ensure they are utilized in an effective and efficient manner.
5. Liaises with business and industry to organize work attachments for students/trainees in order to expose them to actual work experiences.
6. Consults with business and industry on the relevance of the curricula and the performances of graduates.
7. Formulates and executes suitable training programmes for the orientation and development of staff.
8. Develops and implements a system to monitor and maintain quality assurance.
9. Assumes responsibility for the safe custody and proper utilization of the buildings, equipment, materials and supplies and the environment of the institution.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized Masters Degree or its equivalent in engineering or in an allied field of study offered at the institution together with a Diploma/Certificate in Education or a Vocational Teacher's Certificate and a minimum of three (3) years post-graduate relevant experience which must include two (2) years in a senior management position in a Technical Institution.

OR

A recognized University First Degree or its equivalent in engineering or in an allied field of study offered at the institution together with a Diploma /Certificate in Education or a Vocational Teacher's Certificate and a minimum of six (6) years post-graduate relevant experience which must include two (2) years in a senior management position in a Technical Institution.

NB Candidates will be required to prepare, submit and defend an Improvement Plan for the Institution.

DEPUTY PRINCIPAL: GTI/NATI/LTI/ETI

REPORTS TO: Principal

RANGE OF ACTIVITIES:

1. Assists in the formulation of long-term and short-term TVET programmes of the institution.
2. Assists in the formulation and implementation of courses of study to be done at the institution in order that students/trainees would be equipped with the competencies necessary for employment.

3. Assists in the development and up-grading of course syllabi in order to ensure that course contents are consistent with the needs of industry and objectives of the institution.
4. Prepares reports on the performance of the students/trainees during their work attachments in order that objective appraisal can be done and appropriate corrective action taken where necessary.
5. Provides guidance to lecturers in the performance of their duties.
6. Provides instructions to students/trainees to equip them with the necessary competencies for certification and employment.
7. Performs the duties of principal in his/her absence.
8. Ensures that the time-table is published in a timely manner.
9. Contributes to the processing of leave applications.
10. Concludes all arrangements for the recruitment and orientation of students/trainees.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized University First Degree or its equivalent in engineering or in an allied field of study offered at the institution together with a Diploma/Certificate in Education or a Vocational Teacher's Certificate and a minimum of four (4) years post-graduate experience of which two (2) years must be in a line management position of a Technical Institution.

OR

A recognized University First Degree or its equivalent in engineering or an allied field together with a Vocational Teacher's Certificate or initial teacher training and a minimum of six (6) years post graduate experience of which three (3) must be in a line management position of a Technical Institution.

SENIOR LECTURER: GTI/NATI/LTI/ETI

REPORTS TO: Deputy Principal

RANGE OF ACTIVITIES:

1. Prepares and implements the department work programme in accordance with the established objectives.
2. Prepares the calendar of activities for the department under his/her charge.
3. Prepares time-tables for the lecturers under his/her supervision.
4. Prepares and presents lectures to students/trainees in order to equip them with the necessary competencies for certification in various technical, commercial and other disciplines offered at the institution.
5. Assists in the preparation and administration of internal examinations in order to ensure consistency and conformity with the examinations regulations.
6. Assists in the process of the recruitment of students/trainees for the institution.
7. Assists in the placement and the monitoring of students/trainees work experience attachments in business and industry.
8. Monitors the delivery of the TVET programmes under his/her supervision.
9. Receives, approves and monitors the use of lesson plans by lecturers under his/her supervision.
10. Prepares and submits lesson plans and reports.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized Degree or its equivalent in the appropriate field of study together with a Vocational Education Qualification and a minimum of four (4) years teaching experience in the appropriate field of study.

OR

The Guyana Technical Education Examination Engineering Technician Certificate Part III in an appropriate field of study or its equivalent plus five (5) years teaching experience.

OR

The Guyana Technical Education Examination Technician Certificate Part II in Building or Telecommunication or its equivalent plus six (6) years teaching experience.

LECTURER II: GTI/NATI/LTI/ETI

REPORTS TO: Senior Lecturer

RANGE OF ACTIVITIES:

1. Lectures and instructs students/trainees in the practical and theoretical aspects of the appropriate trade to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on students'/trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/workshop and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of students/trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers entrance tests/aptitude tests and interviews to evaluate prospective students'/trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized Degree or its equivalent relevant to a specialized discipline that is offered at the Institution

OR

The Guyana Technical Education Examination Engineering Technician Certificate Part III in an appropriate field of study offered at the institution plus two years relevant industrial experience in a specialized discipline that is offered at the institution.

OR

The Guyana Technical Education Examination Technician Certificate Part II in Building or Telecommunication or its equivalent plus three (3) years industrial experience.

OR

The Full Technological Certificate after a Craft Course plus three (3) years relevant industrial experience.

OR

Any other qualification considered equivalent.

ASSISTANT LECTURER II: GTI/NATI/LTI/ETI

REPORTS TO: Senior Lecturer

RANGE OF ACTIVITIES:

1. Lectures and instructs students/trainees in the practical and theoretical aspects of the appropriate trade to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on students'/trainees' attendance and continuously evaluates their performance.

2. Prepares and maintains up-to-date records on students'/trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/workshop and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of students/trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers entrance tests/aptitude tests and interviews to evaluate prospective students'/trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Technician Certificate Part II in Building or Telecommunication or its equivalent plus seven (7) years in the Industrial and/or Technical Education field of which two (2) years should be teaching experience.

OR

The Guyana Technical Education Examination Engineering Technician Certificate Part III in an appropriate field of study or its equivalent plus five (5) years in the Industry and/or Technical Education field of which two (2) years should be teaching experience.

OR

The Full Technological Certificate after a Craft Course

OR

Any other qualification considered equivalent.

LECTURER I: GTI/NATI/LTI/ETI

REPORTS TO: Senior Lecturer

RANGE OF ACTIVITIES:

1. Lectures and instructs students/trainees in the practical and theoretical aspects of the appropriate trade to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on students'/trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/workshop and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of students/trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers entrance tests/aptitude tests and interviews to evaluate prospective students'/trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Advance Craft Certificate plus two (2) years relevant industrial experience.

OR

The Guyana Technical Education Examination Technician's Certificate Part I plus three (3) years industrial experience.

OR

Any other qualification considered equivalent.

ASSISTANT LECTURER I: GTI/NATI/LTI/ETI

REPORTS TO: Senior Lecturer

RANGE OF ACTIVITIES:

1. Lectures and instructs students in the practical and theoretical aspects of the appropriate trade to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on students'/trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/workshop and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of students/trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers entrance tests/aptitude tests and interviews to evaluate prospective students'/trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Craft Certificate plus two (2) years relevant industrial experience.

OR

The Guyana Technical Education Examination Advance Craft Certificate.

OR

The Guyana Technical Education Examination Technician Certificate Part I.

OR

Any other qualification considered equivalent.

EDUCATION TECHNICIAN III: GTI/NATI/LTI/ETI

REPORTS TO: Senior Lecturer

RANGE OF ACTIVITIES:

1. Prepares equipment, tools, teaching aids and materials for the holding of practical classes.
2. Maintains inventory of all tools and equipment of the department, to aid verification/audit checks.
3. Advises Principal and Senior Lecturer on the maintenance schedule level, condition of materials, equipment and supplies and recommends purchases.
4. Prepares estimates for the jobs to be undertaken by the institute.
5. Supervises the Machinists in the various workshops to ensure that only approved jobs are done.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Technician Certificate Part I in two areas, e.g. Mechanical, Electrical, Building and Civil Construction plus three (3) years relevant experience.

OR

Any other qualification considered equivalent.

EDUCATION TECHNICIAN II: GTI/NATI/LTI/ETI

REPORTS TO: Education Technician III

RANGE OF ACTIVITIES:

1. Prepares equipment, tools, teaching aids and materials for the holding of practical classes.
2. Maintains inventory of all tools and equipment of the department, to aid verification/audit checks.
3. Advises Principal and Senior Lecturer on the maintenance schedule level, condition of materials, equipment and supplies and recommends purchases.
4. Prepares estimates for the jobs to be undertaken by the institute.
5. Supervises the Machinists in the various workshops to ensure that only approved jobs are done.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Advance Craft Certification plus two (2) years relevant industrial experience.

OR

The Guyana Technical Education Examination Certificate Part I plus two (2) years relevant industrial experience.

OR

Any other qualification considered equivalent.

EDUCATION TECHNICIAN I: GTI/NATI/LTI/ETI

REPORTS TO: Education Technician III

RANGE OF ACTIVITIES:

1. Prepares equipment, tools, teaching aids and materials for the holding of practical classes.
2. Maintains inventory of all tools and equipment of the department, to aid verification/audit checks.
3. Advises Principal and Senior Lecturer on the maintenance schedule level, condition of materials, equipment and supplies and recommends purchases.
4. Prepares estimates for the jobs to be undertaken by the institute.
5. Supervises the Machinists in the various workshops to ensure that only approved jobs are done.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Advance Craft Certificate.

OR

Any other qualification considered equivalent.

MACHINIST II: GTI/NATI/LTI/ETI

REPORTS TO: Education Technician II

RANGE OF ACTIVITIES:

1. Executes maintenance work to all equipment.
2. Assists in the preparation of teaching materials for practical exercises.
3. Orders spares and materials for general workshop use.
4. Assists the Lecturer in the planning and executing of workshop activities.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Craft Certificate.

OR

Any other qualification considered equivalent.

MACHINIST I: GTI/NATI/LTI/ETI

REPORTS TO: Education Technician II

RANGE OF ACTIVITIES:

1. Executes maintenance work to all equipment.
2. Assists in the preparation of teaching materials for practical exercises.
3. Orders spares and materials for general workshop use.
4. Assists the Lecturer in the planning and executing of workshop activities.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Industrial Training Centre Certificate or the Upper Corentyne Industrial Training Centre Certificate

OR

Any other qualification considered equivalent.

ADMINISTRATOR: GITC/UCITC

REPORTS TO: Chairman, Board of Governors

INSTRUCTIONAL PROGRAMME: *Monitored by the DCEO (Tech.) and the Council for TVET.*

RANGE OF ACTIVITIES

1. Advises the Deputy Chief Education Officer (Technical) and the Board of Governors on matters relating to Technical and Vocational Education and Training.
2. Implements policies of the Ministry of Education with respect to TVET through the development of relevant courses and programmes.
3. Prepares the annual budget and work programme for the institution in order that funds might be appropriated to finance stated objectives.

4. Manages all monies appropriated to the institution in order to ensure they are utilized in an effective and efficient manner.
5. Liaises with business and industry to organize work attachments for trainees in order to expose them to actual work experiences.
6. Consults with business and industry on the relevance of the curricula and the performances of graduates.
7. Formulates and executes suitable training programmes for the orientation and development of staff.
8. Develops and implements a system to monitor and maintain quality assurance.
9. Assumes responsibility for the safe custody and proper utilization of the buildings, equipment, materials and supplies and the environment of the institution.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized University First Degree or its equivalent in engineering or in an allied field offered at the institution together with a Vocational Teacher's Certificate or initial teacher training and a minimum of six (6) years post graduate experience of which two (2) must be in a line management position.

OR

A recognized University First Degree or its equivalent in engineering or in an allied field of study offered at the institution together with a Diploma /Certificate in Education or a Vocational Teacher's Certificate and a minimum of six (6) years post-graduate relevant experience which must include two (2) years in a senior management position in a Technical Institution.

NB: Candidates will be required to prepare, submit and defend an Improvement Plan for the Institution.

CHIEF INSTRUCTOR: GITC/UCITC

REPORTS TO: Administrator

RANGE OF ACTIVITIES:

1. Assists in the formulation of long-term and short-term TVET programmes of the institution.
2. Assists in the formulation and implementation of courses of study to be done at the institution in order that trainees would be equipped with the competencies necessary for employment.
3. Assists in the development and up-grading course syllabi in order to ensure that course contents are consistent with the needs of industry and objectives of the institution.
4. Prepares reports on the performance of trainees during their work attachments in order that objective appraisal can be done and appropriate corrective action taken where necessary.
5. Provides guidance to instructors in the performance of their duties.
6. Provides instructions to trainees to equip them with the necessary competencies for certification and employment.
7. Performs the duties of Administrator in his/her absence.
8. Ensures that the time-table is published in a timely manner.
9. Contributes to the processing of leave applications.
10. Concludes all arrangements for the recruitment and orientation of trainees.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized University First Degree or its equivalent in engineering or an allied field together with a Diploma/Certificate in Education or Vocational Teacher's Certificate and a minimum of five (5) years post-graduate experience of which three (3) years must be teaching experience.

OR

The Guyana Technical Education Examination Technician Certificate Part II in Building or Telecommunication.

OR

The Guyana Technical Education Examination Engineering Technician Certificate Part III in an appropriate field of study offered at the institution.

INSTRUCTOR III: GITC/UCITC

REPORTS TO: Chief Instructor

RANGE OF ACTIVITIES:

1. Instructs trainees in the practical and theoretical aspects of the appropriate trade to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/workshop and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers aptitude tests and interviews to evaluate prospective trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized Degree or its equivalent in a specialized discipline that is offered at the institution

OR

The Guyana Technical Education Examination Technician Certificate Part II in Building or Telecommunication or its equivalent plus seven (7) years in the Industrial and/or Technical Education field of which two (2) years should be teaching experience.

OR

The Guyana Technical Education Examination Engineering Technician Certificate Part III in an appropriate field of study or its equivalent plus five (5) years in the Industry and/or Technical Education field of which two (2) years should be teaching experience.

OR

The Full Technological Certificate after a Craft Course plus three (3) years relevant industrial experience.

OR

Any other qualification considered equivalent.

INSTRUCTOR II: GITC/UCITC

REPORTS TO: *Chief Instructor*

RANGE OF ACTIVITIES:

1. Instructs trainees in the practical and theoretical aspects of the appropriate trade to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on trainees' attendance and continuously evaluates their performance.

3. Maintains inventories of materials, tools and equipment in the relevant laboratory/workshop and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers aptitude tests and interviews to evaluate prospective trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Advance Craft Certificate in a specialized discipline offered at the Centre plus three (3) years post qualification industrial experience.

OR

The Guyana Technical Education Examination Technician Certificate Part 1 in a specialized discipline offered at the Centre plus three (3) years post qualification industrial experience.

OR

Any other qualification considered equivalent.

INSTRUCTOR I: GITC/UCITC

REPORTS TO: Chief Instructor

RANGE OF ACTIVITIES:

1. Instructs trainees in the practical and theoretical aspects of the appropriate trade to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/workshop and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers aptitude tests and interviews to evaluate prospective trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Craft Certificate in a specialized discipline offered at the Centre plus five (5) years post qualification industrial experience.

OR

The Guyana Technical Education Examination Advance Craft Certificate in a specialized discipline offered at the Centre.

OR

Any other qualification considered equivalent.

WORKSHOP ASSISTANT: GITC/UCITC

REPORTS TO: Instructor

RANGE OF ACTIVITIES:

1. Executes general maintenance of equipment within the workshop.
2. Assists in preparing teaching aids for use within the particular discipline.
3. Assists in supervising and evaluating practical exercises to determine achievement levels of trainees.
4. Prepares materials and set up equipment for practical exercises.
5. Deputizes for instructor in his/her absence.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The Guyana Technical Education Examination Craft Certificate in a specialized discipline offered at the Centre.

OR

The GITC/UCITC Certificate in a specialized discipline offered at the Centre plus two (2) years industrial experience.

PRINCIPAL: CSHE

REPORTS TO: Chairman, Board of Governors

INSTRUCTIONAL PROGRAMME: *Monitored by the DCEO (Tech.) and the Council for TVET.*

RANGE OF ACTIVITIES:

1. Advises the Deputy Chief Education Officer (Technical) and the Board of Governors on matters relating to Technical and Vocational Education and Training.
2. Implements policies of the Ministry of Education with respect to TVET through the development of relevant courses and programmes.
3. Prepares the annual budget and work programme for the institution in order that funds might be appropriated to finance stated objectives.
4. Manages all monies appropriated to the institution in order to ensure they are utilized in an effective and efficient manner.
5. Liaises with business and industry to organize work attachments for students/trainees in order to expose them to actual work experiences.
6. Consults with business and industry on the relevance of the curricula and the performances of graduates.
7. Formulates and executes suitable training programmes for the orientation and development of staff.
8. Develops and implements a system to monitor and maintain quality assurance.
9. Assumes responsibility for the safe custody and proper utilization of the buildings, equipment, materials and supplies and the environment of the institution.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized degree in Home Economics Education or its equivalent plus eight (8) years post-graduate teaching experience of which five (5) years must be at the level of Head of a Practical Institution Centre.

OR

A recognized Masters Degree in Education or Nutrition or Tourism and Hospitality Management or in an allied field of study offered at the institution with a Diploma/Certificate in Education or a Vocational Teacher's Certificate/Certified Hospitality Trainer and a minimum of three (3) years post-graduate relevant experience which must include (2) two years in a senior management position in a Tourism and Hospitality Institution.

NB: Candidates will be required to prepare, submit and defend an Improvement Plan for the Institution.

VICE PRINCIPAL: CSHE

REPORTS TO: *Principal*

RANGE OF ACTIVITIES:

1. Assists in the formulation of long-term and short-term TVET programmes of the institution.
2. Assists in the formulation and implementation of courses of study to be done at the institution in order that students/trainees would be equipped with the competencies necessary for employment.

3. Assists in the development and up-grading of course syllabi in order to ensure that course contents are consistent with the needs of industry and objectives of the institution.
4. Prepares reports on the performance of the students/trainees during their work attachments in order that objective appraisal can be done and appropriate corrective action taken where necessary.
5. Provides guidance to lecturers in the performance of their duties.
6. Provides instructions to students/trainees to equip them with the necessary competencies for certification and employment.
7. Performs the duties of principal in his/her absence.
8. Ensures that the time-table is published in a timely manner.
9. Contributes to the processing of leave applications.
10. Concludes all arrangements for the recruitment and orientation of students/trainees.

QUALIFICATIONS, KNOWLEDGE, AND EXPERIENCE

A recognized University First Degree in Home Economics Education or its equivalent plus a minimum of five (5) years post graduate experience of which three (3) years must be at the level of a Head of Department-Home Economics.

OR

A recognized University First Degree or its equivalent in Hospitality or an allied field together with a Vocational Teacher's Certificate or initial teacher training and a minimum of seven (7) years post graduate experience of which three (3) must be in a line management position of a Training Institution.

INSTRUCTOR III: CSHE

REPORTS TO: Vice Principal

RANGE OF ACTIVITIES:

1. Instructs trainees in the practical and theoretical aspects of the appropriate field of study to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on students'/trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/kitchen and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of students/ trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers tests and interviews to evaluate prospective students'/trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized Degree in a specialized discipline that is offered at the institution, plus a trained Teacher's Certificate and two (2) years post graduate work experience.

OR

Any other qualification considered equivalent.

INSTRUCTOR II: CSHE

REPORTS TO: Vice Principal

RANGE OF ACTIVITIES:

1. Instructs students/trainees in the practical and theoretical aspects of the appropriate field of study to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on students'/trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/kitchen and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of students/trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers aptitude tests and interviews to evaluate prospective students'/trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized Degree in a related discipline.

OR

A trained Teacher's Certificate plus five (5) years teaching experience.

OR

A level II Certificate in a related discipline offered at the institution plus three (3) years post qualification industrial training.

OR

Any other qualification considered equivalent.

INSTRUCTOR I: CSHE

REPORTS TO:Vice Principal

RANGE OF ACTIVITIES:

1. Instructs students/trainees in the practical and theoretical aspects of the appropriate field of study to provide them with the competencies necessary for employment.
2. Prepares and maintains up-to-date records on students'/trainees' attendance and continuously evaluates their performance.
3. Maintains inventories of materials, tools and equipment in the relevant laboratory/kitchen and ensures the economical utilization and security of same.
4. Liaises with personnel in Ministries, Departments, Business and Industry and Education Agencies with a view to determining areas in which courses taught can be more relevant to the needs of the country.
5. Assists in the placement of students/trainees on work attachment and also obtains and evaluates reports on their performance.
6. Prepares and administers tests and interviews to evaluate prospective students'/trainees' performance and suitability for admission to the institution.
7. Prepares and submits lesson plans, reports and course outlines.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A level II Certificate in a related discipline offered at the institution.

OR

A level I Certificate in a related discipline offered at the institution plus five (5) years post qualification industrial training.

OR

Any other qualification considered equivalent.

KITCHEN ASSISTANT: CSHE

REPORTS TO:Instructor

RANGE OF ACTIVITIES:

1. Sets up work stations for practical exercises for day and evening classes.
2. Assists in purchasing equipment and materials for practical exercises.
3. Prepares estimates for caterings.
4. Supervises food service for special caterings.
5. Maintains up to date inventories of equipment and stock received.
6. Caters for special occasions and orders.
7. Ensures that the department is maintained in a clean and tidy manner.
8. Assists in preparing for classes.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A level I certificate in Catering plus two (2) years industrial experience.

OR

Passes in Food and Nutrition and Home Economics Management at CSEC plus two (2) years industrial experience

Appendix I

SUMMARY OF RESPONSIBILITIES

PRINCIPAL

The incumbent is responsible for the general management of the institution which encompasses finance and all other resources. It is his/her responsibility to ensure that policies of the Ministry and Government with respect to Technical and Vocational Education and Training are executed faithfully. He/she will advise the Board of Governors on all aspects of training specific to the institution and in cases with respect to special accelerated training courses not directly related to the programmes offered at the institution.

DEPUTY PRINCIPAL/VICE PRINCIPAL

The job holder is responsible for the instructional programme of the institution and all other matters related to the efficient, effective and safe delivery of instruction to all registered students/trainees. He/she is required to communicate regularly to the Principal on all aspects of the instructional programme and on all other matters directly related to the institution and its function. It is his/her responsibility to ensure that the Senior Lectures carry out their duties and responsibilities faithfully.

SENIOR LECTURER

The holder of this post is responsible for the management and supervision of all activities and resources of the department he/she is appointed to lead. It is his/her responsibility to ensure that staff under his/her control are brought up to date with regards to changes in the system, that they are provided with training, advice and guidance necessary to effect changes and that the students/trainees within the department are always gainfully occupied and supervised. It is also his/her responsibility to report or take steps to correct any matter which he/she feels is not in keeping with the objectives of the institution.

LECTURER I & II

This person is responsible for the delivery of instruction to trainees/students in the particular discipline of his/her specialization, utilizing various methodologies with a high degree of competence. They must comply with the requirements for the timely preparation and submission of information and records required by the Senior Lecturer. It is his or her responsibility to deal with issues relating to student discipline and/or performance.

ASSISTANT LECTURER I & II

He/she is responsible for the delivery of instruction to trainees/students in his/her area of specialization, utilizing various modes of delivery, with a high degree of competence. He/she must comply with the requirements for the timely preparation and submission of information and records required by the Senior Lecturer. It is his or her responsibility to deal with issues relating to student discipline and/or performance.

EDUCATION TECHNICIAN

Assists the Lecturer in the management and operation of the workshop(s) / laboratory (ies) to which he/she is assigned and ensures that tools, equipment and materials are in readiness for the use by lecturers, students and trainees. Demonstrate the use of tools and equipment as directed by the lecturers. Assists the Lecturer in the procurement of tools, materials and equipment for the workshop(s) /laboratory (ies) to which he/she is assigned.

MACHINIST

Assists Lecturers in the general running of the workshop and assists in the preparation for and teaching of the practical areas of instruction. Works on production projects of the institution. Assists the Lecturer in the procurement of tools, materials and equipment for the workshop(s)/laboratory (ies) to which he/she is assigned.

KITCHEN ASSISTANT

Assists the Instructor in the management and operation of the kitchen and/or food laboratory to which he/she is assigned and ensures that devices, gadgets and equipment are serviceable and in place for use by instructors, students/ trainees. Demonstrate the use of devices, gadgets and equipment as required by the instructor. Prepare items of high quality and standard as required. Assists the Instructor in the procurement of materials, supplies and equipment for the kitchen/laboratory to which he/she is assigned.

ADMINISTRATOR

The incumbent is responsible for the general administration of the Industrial Training Centre which encompasses responsibility for finance. It is his/her responsibility to ensure that the policy objectives of the Ministry and Government with respect to Technical and Vocational Education and Training are executed faithfully. He/she will also advise the Board of Governors on all aspects of training at the Centre and in cases with respect to special accelerated training courses, not directly related to the programmes offered at the institution.

CHIEF INSTRUCTOR

The job holder is responsible for the instructional programme of the training Centre and all other matters related to the efficient, effective and safe delivery of the instructional programme. He/she is required to communicate regularly with the Administrator on all aspects of the instructional programme and on all other matters directly related to the institution. It is his/her responsibility to ensure that the instructors carry out their duties and responsibility faithfully.

INSTRUCTOR I, II & III

The incumbent is responsible for the delivery of instruction to trainees in the particular discipline of his/her specialization, utilizing various methods of delivery, supported by education technology, tools, equipment and materials. He/she must confirm to the timely preparation and submission of information and records required by the Chief Instructor.

WORKSHOP ASSISTANT

Assists the Instructor in the management and operation of the workshop(s)/laboratory (ies) to which he/she is assigned and ensures that tools, equipment and materials are in readiness for use by instructors and trainees. Demonstrate the use of tools and equipment as directed by the Instructors. Assists the Instructor in the procurement of tools, materials and equipment for the workshop(s)/laboratory (ies) to which he/she is assigned.

Introduction

The administrative structure of all the Post-Secondary Institutions must be organized to guarantee the efficient and effective monitoring and supervision of all the various programmes on the curriculum. With the impending implementation of Competency Based Modularized Curricular, such monitoring and supervision will be critical, particularly during the initial stages of the implementation. This thoroughness in supervisory function is required because of the very nature of Competency Based Education and Training and the mode of delivery that is employed. The focus is on the individual as opposed to the traditional curriculum where the focus is on the group.

The organization structure of the Government Technical Institute, the New Amsterdam Technical Institute, and the Linden Technical Institute caters for a given number of Departments. However, the Guyana Industrial Training Center, the Essequibo Technical Institute, the Carnegie School of Home Economics and the Upper Corentyne Industrial Training Center do not have such structures. In these institutions the span of control of the Deputy Principal/ Chief Instructor is very wide thus giving way to weak monitoring and supervision of the various sections. The rationalization of the organization structure of each of these institutions is, therefore, necessary.

The policy of all the Post-Secondary Institutions of detailing one senior member of the administrative staff on a rotational basis to supervise the evening programmes should be retained. This arrangement is found to be effective by all of the Institutions.

Government Technical Institute

In 2006 the Board of Governors (BOG) of the Government Technical Institute looked at the staffing needs of the GTI and sought to re-organize the Information Technology and Land Surveying Programmes as separate Departments. This was added to the five existing Departments as shown below:

- Electrical Department;
- Mechanical Department;
- Building Department;

- Business Department;
- Science Department;
- Information Technology Department; and
- Land Surveying Department.

After looking at the proposals of the GTI, the Task Team agreed on the following:

- That the Land Surveying section be merged with the Science Department to form one Department.
- The Land Surveying programme requires that one to two months of field practice exercise be undertaken each year in cooperation and collaboration with the Guyana Lands and Surveys Commission. It would be necessary for someone from the Land Surveying section of the Government Technical Institute to be appointed to coordinate this two month field exercise. The minimum requirement for appointment to this position is Lecturer II. The successful candidate should be paid an allowance of two increments on the Lecturer II salary scale.
- The Information Technology section should be merged with the Business Department as is the case of the other Technical Institutions. The GTI is currently looking at the introduction of other specialized programmes in Information Technology. When the preliminary work is completed, the Principal will be required to submit a comprehensive proposal to justify the establishment of an Information Technology Department.

Consequently, the GTI will have the following Departments:

- Electrical Department;
- Mechanical Department;
- Building Department;
- Business and Information Technology Department; and
- Science and Land Surveying Department.

The Task Team observed that the most senior position in the Administrative Office is that of Administrative Assistant. The growth and development of the institution and the concomitant escalation

of the workload and responsibilities of the Administrative Office necessitated an examination of the problems that are experienced as a consequence of the retention of the old structure. This situation applies to the NATI and the LTI as well. It is, therefore, the wish of the Task Team for the Administrative Office of the GTI, NATI and LTI to be restructured and to be headed by an Administrative Officer who has the same status of that of a Senior Lecturer. The Administrative Officer will report to the Principal. The Registry Supervisor and the Administrative Assistant who are responsible for the supervision of different sections of the Administrative office will report to the Administrative Officer.

The organisation structures of the three institutions have been amended to accommodate the recommended changes. The job-description for the post of Administrative Officer is as follows:

JOB TITLE: ADMINISTRATIVE OFFICER

REPORTS TO: Principal GTI, NATI or LTI

MINISTRY/DEPARTMENT: Post Secondary Institutions – GTI, NATI & LTI.

PURPOSE: To provide administrative and managerial support to the institution.

KEY OUTPUTS: Orderly and efficient administration of supportive miscellaneous activities, e.g. cleansing services, security, general maintenance, accounting and office management.

RANGE OF ACTIVITIES:

- Maintaining a clean, safe and secure working environment.
- Managing records.
- Handling mails.
- Arranging meetings and other events.
- Arranging Business travel.
- Using reminder systems.

- Reproducing information.
- Displaying human relations skills.
- Communicating in business.
- Receiving visitors.
- Handling telephone calls.
- Recording and transcribing information.
- Preparing and issuing trading documents.
- Operating and maintaining a petty cash system.
- Calculating and recording wage and salary transactions.
- Performing banking and related duties.
- Compiling/reporting statistical data.
- Maintaining and controlling stock.
- Supervising staff.
- Interviewing and orienting staff.
- Develop self within the job role.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

A recognized University First Degree or its equivalent in Public Management, Public Administration, Accounting , Economics, Information Technology or Management and a minimum of four (4) years experience as Registry Supervisor or Store Keeper or Senior Accountant/Clerk.

OR

A recognized University Diploma or its equivalent in Public Management, Public Administration, Accounting, Economics, Information Technology or Management and a minimum of six (6) years experience as a Clerk III

OR

An Administrative Assistant – Level III qualifications from a recognized Post Secondary institution and a minimum of six (6) years experience as a Clerk III.

The figures below show the student population for 2008-2009 for the current and proposed Departments and the current and proposed organisation structure.

COURSES AND STUDENT POPULATION BY DEPARTMENTS: GOVERNMENT TECHNICAL INSTITUTE CURRENT DEPARTMENTS.

Departments	Courses Offered	Available Places	Registration 2008-2009	
			Full Time	Part Time
Building	Craft Certificate in Carpentry & Joinery 1	55	21	21
	Craft Certificate in Concrete Practice 1	55	16	9
	Craft Certificate in Plumbing 1	55	19	11
	Adv Craft Certificate in Carpentry & Joinery 1	25	-	4
	Craft Certificate in Carpentry & Joinery 2	55	13	11
	Craft Certificate in Plumbing 2	55	5	7
	Adv Craft Certificate in Carpentry & Joinery 2	25	-	4
	Craft Certificate in Concrete Practice 2	55	15	4
	Technician Certificate in Building& Civil Construction Pt 1-1	25	-	25
	Technician Certificate in Architectural Drawing1	25	-	24
	Technician Certificate in Architectural Drawing2	25	-	11
	Technician Certificate in Building& Civil Construction Pt 1-2	25	-	20
	Technician Diploma in Building& Civil Construction 1	30	33	-
	Technician Diploma in Building& Civil Construction 2	30	24	-
	Technician Certificate in Building & Civil Engineering Part II-1	25	-	21
	Technician Certificate in Building & Civil Engineering Part II-2	25	-	11
	Total	590	146	183
	Craft Certificate in Electrical Installation 1	55	-	68
	Basic Craft Certificate in Radio and Electronics	25	-	29
	Craft Certificate in Refrigeration Servicing - 1	55	26	37
	Certificate in Electrical Installation -1	30	39	-
	Certificate in Electrical Installation 2	55	25	23

Electrical

Craft Certificate in Electrical Installation 2	30	-	38
Certificate in Electrical Installation 1	30	39	-
Craft Certificate in Radio and Electronics 2	55	21	-
Craft Certificate in Refrigeration Servicing 2	55	11	17
Technician Certificate in Electrical Engineering Pt I-1	30	-	29
Technician Certificate in Electrical Engineering Pt 1-2	30	-	23
Technician Certificate in Electrical Engineering Pt II-1	25	-	6
Technician Certificate in Electrical Engineering Pt II-2	25	-	9
Elementary Certificate in Telecommunication	25	-	19
Technician Certificate in Telecommunication 1	25	-	25
Technician Certificate in Telecommunication 2	25	-	-
Technician Diploma in Electrical Engineering 1	15	30	-
Technician Diploma in Electrical Engineering 2	15	16	-
Technician Certificate in Electrical Engineering Part 3	25	-	-
Certificate in Electrical Installation Pt 3	25	-	12
Total	655	207	335
Craft Certificate in Welding 1	55	27	18

Mechanical

Craft Certificate in Motor Vehicle Work 1	80	35	56
Craft Certificate in Agriculture Machinery	55	34	11
Craft Certificate in Fitting and Machining 1	55	22	7
Craft Certificate in Fitting and Machining 2	55	13	8
Craft Certificate Agriculture Machinery 2	25	23	12
Craft Certificate in Motor Vehicle Electrical System	25	-	12
Craft Certificate in Internal Combustion Engine	25	-	23
Craft Certificate in Motor Vehicle Work 2	80	13	21
Technician Certificate in Mechanical Engineering Part 1-1	25	-	33
Technician Certificate in Mechanical Engineering Pt 1-2	25	-	14
Technician Certificate in Mechanical Engineering Pt 2-1	25	-	9
Technician Certificate in Mechanical Engineering Pt 3	25	-	-
Craft Certificate in Welding - 2	55	5	7
Technician Diploma in Mechanical - 1	15	13	-
Technician Diploma in Mechanical - 2	15	7	-
Total	640	193	231
Ordinary Certificate in Commerce 1		-	45
Ordinary Certificate in Commerce 2	30	-	32

Business

Ordinary Certificate in Computer Science 1	50	-	56
Ordinary Certificate in Secretarial Science 1	25	-	38
Ordinary Certificate in Secretarial Science 2	25	-	36
Ordinary Diploma in Commerce 1	50	30	-
Ordinary Diploma in Commerce 2	50	81	-
Ordinary Diploma in Computer Science 1	50	40	-
Ordinary Diploma in Secretarial Science 1	30	29	-
Ordinary Diploma in Secretarial Science 2	30	16	-
Ordinary Certificate in Commerce 1	50	-	-
Ordinary Diploma in Computer Science 2	30	28	-
Total	420	224	207

Science

Ordinary Diploma in Science 1	30	28	-
Ordinary Diploma in Science 2	30	15	-
Technician Diploma in Land Surveying 1	30	19	-
Technician Diploma in Land Surveying 2	30	19	-
Total		81	-
Grand Total	2425	850	956

COURSES AND STUDENT POPULATION BY DEPARTMENTS: GOVERNMENT TECHNICAL INSTITUTE PROPOSED DEPARTMENTS.

Departments

Courses Offered

Available Places

Registration 2008-2009

Full
Time

Part
Time

Building

Craft Certificate in Carpentry & Joinery 1	55	21	21
Craft Certificate in Concrete Practice 1	55	16	9
Craft Certificate in Plumbing 1	55	19	11
Adv Craft Certificate in Carpentry & Joinery 1	25	-	4
Craft Certificate in Carpentry & Joinery 2	55	13	11
Craft Certificate in Plumbing 2	55	5	7

Building

Craft Certificate in Concrete Practice 2	55	15	4
Technician Certificate in Building& Civil Construction Pt 1-1	25	-	25
Technician Certificate in Architectural Drawing1	25	-	24
Technician Certificate in Architectural Drawing2	25	-	11
Technician Certificate in Building& Civil Construction Pt 1-2	25	-	20
Technician Diploma in Building& Civil Construction 1	30	33	-
Technician Diploma in Building& Civil Construction 2	30	24	-
Technician Certificate in Building & Civil Engineering Part II-1	25	-	21
Technician Certificate in Building & Civil Engineering Part II-2	25	-	11
Total	590	146	183

Craft Certificate in Electrical Installation 1	55	-	68
Basic Craft Certificate in Radio and Electronics	25	-	29
Craft Certificate in Refrigeration Servicing - 1	55	26	37
Certificate in Electrical Installation -1	30	39	-
Certificate in Electrical Installation 2	55	25	23
Craft Certificate in Electrical Installation 2	30	-	38
Certificate in Electrical Installation 1	30	39	-
Craft Certificate in Radio and Electronics 2	55	21	-

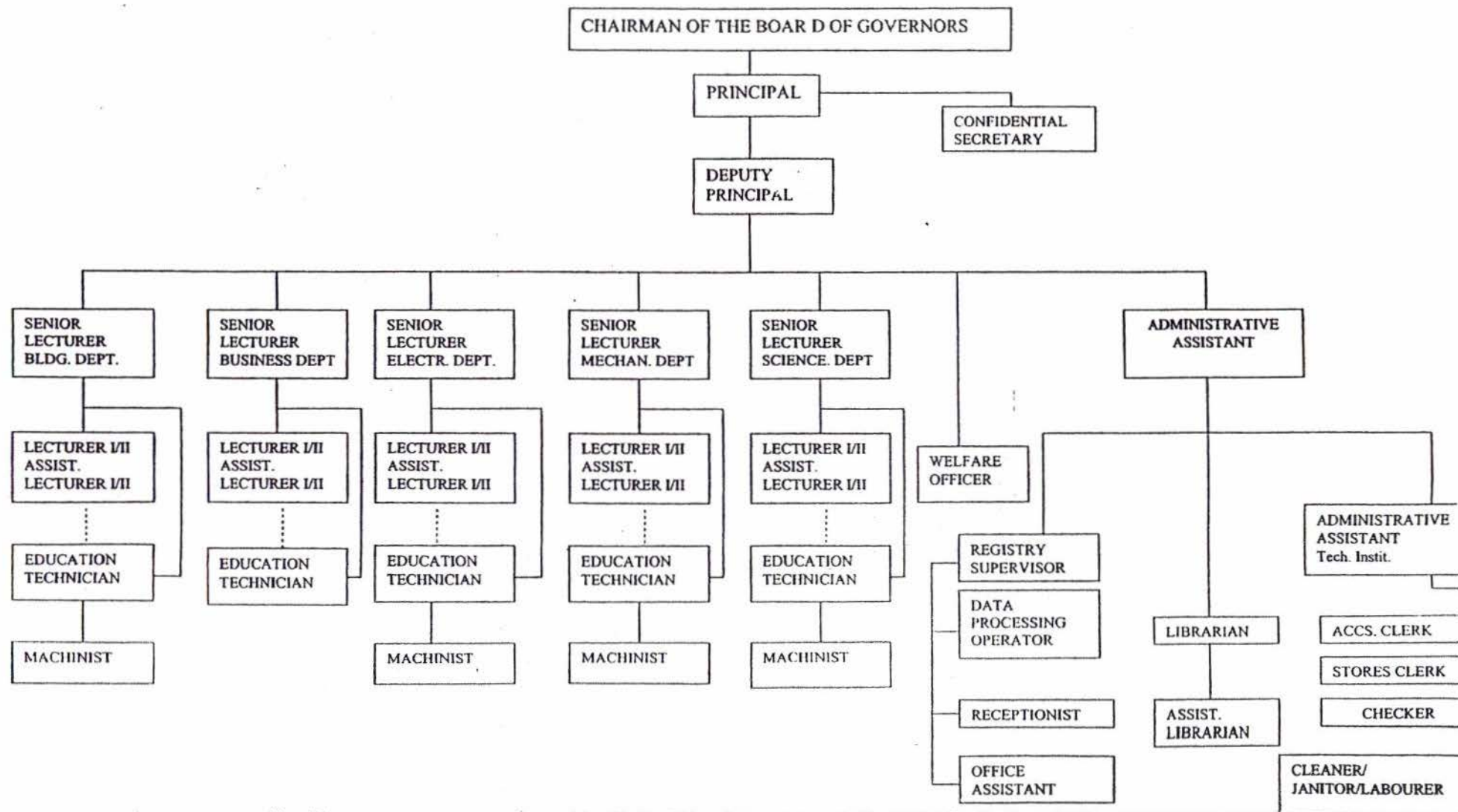
Electrical

Craft Certificate in Refrigeration Servicing 2	55	11	17
Technician Certificate in Electrical Engineering Pt I-1	30	-	29
Technician Certificate in Electrical Engineering Pt 1-2	30	-	23
Technician Certificate in Electrical Engineering Pt II-1	25	-	6
Technician Certificate in Electrical Engineering Pt II-2	25	-	9
Elementary Certificate in Telecommunication	25	-	19
Technician Certificate in Telecommunication 1	25	-	25
Technician Certificate in Telecommunication 2	25	-	-
Technician Diploma in Electrical Engineering 1	15	30	-
Technician Diploma in Electrical Engineering 2	15	16	-
Technician Certificate in Electrical Engineering Part 3	25	-	-
Certificate in Electrical Installation Pt 3	25	-	12
Total	655	207	335

Craft Certificate in Welding 1	55	27	18
Craft Certificate in Motor Vehicle Work 1	80	35	56
Craft Certificate in Agriculture Machinery	55	34	11
Craft Certificate in Fitting and Machining 1	55	22	7

Mechanical	Craft Certificate in Fitting and Machining 2	55	13	8
	Craft Certificate Agriculture Machinery 2	25	23	12
	Craft Certificate in Motor Vehicle Electrical System	25	-	12
	Craft Certificate in Internal Combustion Engine	25	-	23
	Craft Certificate in Motor Vehicle Work 2	80	13	21
	Technician Certificate in Mechanical Engineering Part 1-1	25	-	33
	Technician Certificate in Mechanical Engineering Pt 1-2	25	-	14
	Technician Certificate in Mechanical Engineering Pt 2-1	25	-	9
	Technician Certificate in Mechanical Engineering Pt 3	25	-	-
	Craft Certificate in Welding - 2	55	5	7
	Technician Diploma in Mechanical - 1	15	13	-
	Technician Diploma in Mechanical - 2	15	7	-
	Total	640	193	231
Business & Information Technology	Ordinary Certificate in Commerce 1		-	45
	Ordinary Certificate in Commerce 2	30	-	32
	Ordinary Certificate in Computer Science 1	50	-	56
	Ordinary Certificate in Secretarial Science 1	25	-	38
	Ordinary Certificate in Secretarial Science 2	25	-	36
	Ordinary Diploma in Commerce 1	50	30	-
	Ordinary Diploma in Commerce 2	50	81	-
	Ordinary Diploma in Computer Science 1	50	40	-
	Ordinary Diploma in Secretarial Science 1	30	29	-
	Ordinary Diploma in Secretarial Science 2	30	16	-
	Ordinary Certificate in Commerce 1	50	-	-
	Ordinary Diploma in Computer Science 2	30	28	-
	Total	420	224	207
Science & Land Surveying	Ordinary Diploma in Science 1	30	28	-
	Ordinary Diploma in Science 2	30	15	-
	Technician Diploma in Land Surveying 1	30	19	-
	Technician Diploma in Land Surveying 2	30	19	-
	Total		81	-
	Grand Total	2425	850	956

GOVERNMENT TECHNICAL INSTITUTE.
Current Organisational Chart.



Linden Technical Institute

The current organization structure provides for the delivery of Technical and Vocational Education and Training consistent with the offerings of the other Technical Institutes from the time of its transfer to the Ministry of Education in 1996. During that period only craft programmes were offered. Thus, only a Building/ Electrical Department and a Mechanical Department were required. However, since that period, the institution expanded on the programmes that are being offered. As a consequence, approval was given for the establishment of a Business Department with effect from 1st January 2009. The establishment of the Business Department caused an immediate increase in the student population. All the Departments are managed by Senior Lecturers who report directly to the Deputy Principal.

The Business and Information Technology Department

This Department is comprised of the Information Technology, Commerce, and Secretarial Science courses. These courses satisfy the need of prospective students of Region Ten who are desirous of pursuing careers in those areas mentioned above, and at the same time fulfill the mission of the Linden Technical Institute. The approval of the establishment of the Business Department in January 2009 requires that an additional position of Senior Lecturer be created.

Building / Electrical Department

The Building/ Electrical Department was originally called the Building Department. It included the Carpentry and Joinery, Masonry, Electrical Installation, Electronics, Telecommunications and Instrument Studies courses. The absence of a separate Department of Electrical Engineering is due primarily to the fact that the number of courses that are currently being offered does not justify the existence of such a Department, hence the merger.

Mechanical Department

This Department consists of the Welding and Fabrication, Metal Machining and Mechanical Fitting and the Automotive Services sections. Like the Building/Electrical Department only one (1) technician is approved under the current organizational structure. This position is assigned to the automotive services section.

Current expansion of the workshop will realize the full implementation of a programme in Automotive Electrical and Electronics systems which will also justify the need for a technician to aid in the delivery of this program.

Student Capacity

The Institution has twelve classrooms, six workshops, and four laboratories. These are currently employed in the delivery of the various programmes and have the capacity to comfortably accommodate a minimum of twenty students and a maximum of twenty five. The table below show details of the students currently registered in each discipline, for the year 2008-2009; the maximum registration requirement; and the total number of students that can be accommodated. The figure shows the new organization structure for the institution.

The Task Team observed that there is a decline in the student population of the Linden Technical Institute. It is felt that a proactive policy on student registration and retention must be implemented to reverse this situation. An examination of the student enrollment at the LTI must be conducted at the commencement of the school years for 2009-2010 and 2010-2011. If the registration of students at any of the Departments is unsatisfactory that Department should be closed and its sections merged with the other two Departments.

1. The first part of the paper discusses the importance of understanding the underlying mechanisms of the observed phenomena.

2. The second part of the paper presents a detailed analysis of the data collected during the experiment, highlighting the key findings and their implications.

3. The third part of the paper discusses the limitations of the current study and suggests directions for future research to further explore the observed effects.

4. The fourth part of the paper provides a comprehensive summary of the results and discusses the broader implications for the field of study.

5. The fifth part of the paper concludes with a final statement on the significance of the findings and the need for continued research in this area.

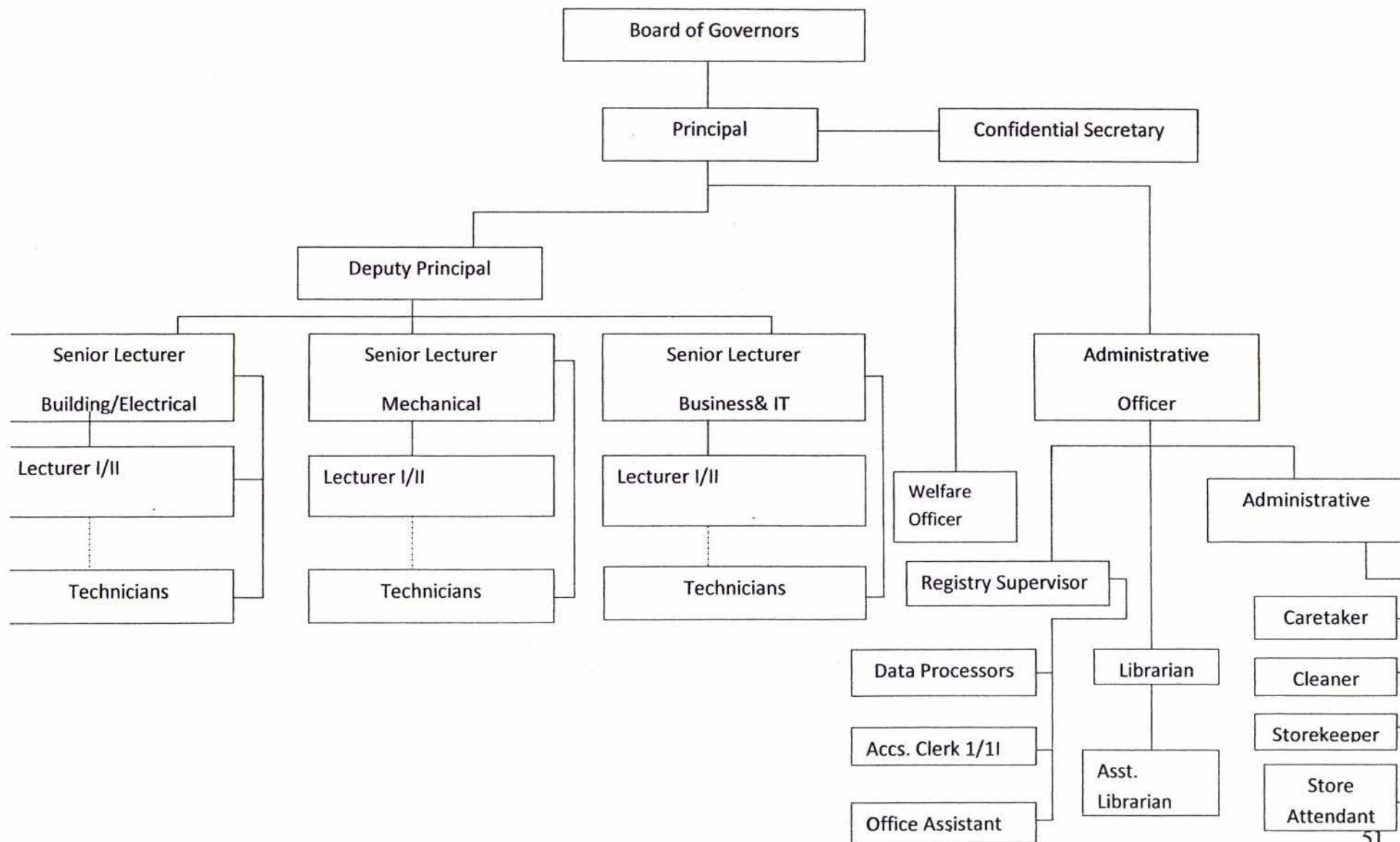
6. The sixth part of the paper discusses the potential applications of the findings and the need for further research to fully understand the underlying mechanisms.

**COURSES AND STUDENT POPULATION BY DEPARTMENTS: LINDEN TECHNICAL INSTITUTE CURRENT
SITUATION.**

Departments	Courses Offered	Available Places	Registration 2008-2009	
			Full Time	Part Time
Business and Information Technology	Diploma in Computer Science 1	40	39	25
	Diploma in Computer Science 2	40	20	11
	Diploma in Secretarial Science 1	20	24	-
	Certificate in Secretarial Science 1	20	-	-
	Diploma in Secretarial Science 2	20	6	-
	Certificate in Commerce	20	-	-
	Ordinary Diploma in Commerce 1	20	11	-
	Ordinary Diploma in Commerce 2	20	5	-
	Total	200	105	36
Mechanical Engineering	Welding & Fabrication 1	20	28	20
	Welding & Fabrication 2	20	13	-
	Auto Engine Work 1	20	26	11
	Auto Engine Work 2	20	14	-
	Craft Certificate in M & F	20	-	-
	Mechanical Engineering Technician Diploma	20	-	-
	Total	120	81	31
Building and Electrical	Electrical Installation 1	20	28	25
	Electrical Installation Advance1	20	-	10
	Electrical Installation 2	20	5	-
	Radio & Electronics 1	20	18	1
	Radio & Electronics 2	20	4	-
	Carpentry & Joinery 1	20	7	-
	Carpentry & Joinery 2	20	5	-
	Elementary Certificate in Telecommunication 1	20	-	5
	Elementary Certificate in Telecommunication 2	20	-	-
	Total	180	67	41
	Grand Total	500	253	108

LINDEN TECHNICAL INSTITUTE

REVISED ORGANIZATION STRUCTURE



New Amsterdam Technical Institute

When the New Amsterdam Technical Institute was established in 1971, there were three Departments, viz: the Building Department, the Business Department and the Engineering Department. The establishment allowed for the appointment of two Senior Lecturers: one for the Building Department and the other for the Engineering Department. Consequently, the Deputy Principal provided some level of supervision to the Business Department. In recent years, three new programmes were introduced into the Business Department viz: the Diploma in Computer Science, the Ordinary Diploma in Commerce and the Ordinary Certificate in Commerce. Hence, the programmes under the Business Departments are now five. For effective supervision, a Senior Lecturer must be appointed to the Department. With the introduction of several new Engineering Programmes, viz: Motor Vehicle Work, Agriculture Engineering Technician and Auto Electrical Work, the span of control for a sole Senior Lecturer (Engineering) has become too wide. It is, therefore, necessary to have the Engineering Department divided into two Departments as follows: an Electrical Engineering Department and a Mechanical Engineering Department.

Staffing Implications

The existing staffing structure caters for two Senior Lecturers: one for the Building Department and the other for the Engineering Department. Consequently, two new positions of Senior Lecturer should be created, namely: one Senior Lecturer for the Business and Information Technology Department and the other for the Electrical Department.

The figures below show the number of students registered for the year 2008-2009 for the present and proposed Departments as well as the current and proposed organization structures.

COURSES AND STUDENT POPULATION BY DEPARTMENTS: NEW AMSTERDAM TECHNICAL INSTITUTE

CURRENT SITUATION.

Departments	Courses Offered	Available Places	Registration 2008-2009	
			Full Time	Part Time
Engineering	Agricultural Machinery -1	20	15	-
	Agricultural Machinery -2	20	27	-
	Fitting and Machining - 1	20	12	-
	Fitting and Machining - 2	20	20	-
	Welding - 1	20	19	7
	Welding - 2	20	21	-
	Internal Combustion Engine - 1	20	23	-
	Internal Combustion Engine - 2	20	19	-
	Electrical Installation -1	20	27	7
	Electrical Installation -2	20	23	12
	Radio and Electronics - 1	20	19	-
	Radio and Electronics - 2	20	17	-
	Technician Certificate in Telecommunication	15	-	4
	Agriculture Engineering Technician	15	-	7
	Mechanical Engineering Technician pt -1	15	-	11
	House Wiring and House Appliances	15	-	9
	Motor Vehicle Electrical System	15	-	10
	Basic Radio and Electronics	15	-	4
	Small Engine Repair	15	-	7
	Total	345	242	78
Building	Carpentry and Joinery - 1	20	22	-
	Carpentry and Joinery - 2	20	20	-
	Masonry - 1	20	20	-
	Masonry - 2	20	17	-
	Plumbing -1	20	10	-
	Plumbing -2	20	9	-
	Architectural Drawing	20	-	6
	Total	140	98	6

Business

Diploma in Computer Science - 1	20	20	12
Diploma in Computer Science - 2	20	19	-
Ordinary Diploma in Commerce - 1	20	16	-
Ordinary Diploma in Commerce - 2	20	20	-
Ordinary Certificate in Commerce	20	-	8
Diploma in Secretarial Science	20	31	-
First Year Business	20	28	-
Basic Certificate in Business	20	-	7
Total	160	134	27
Grand Total	645	474	111

COURSES AND STUDENT

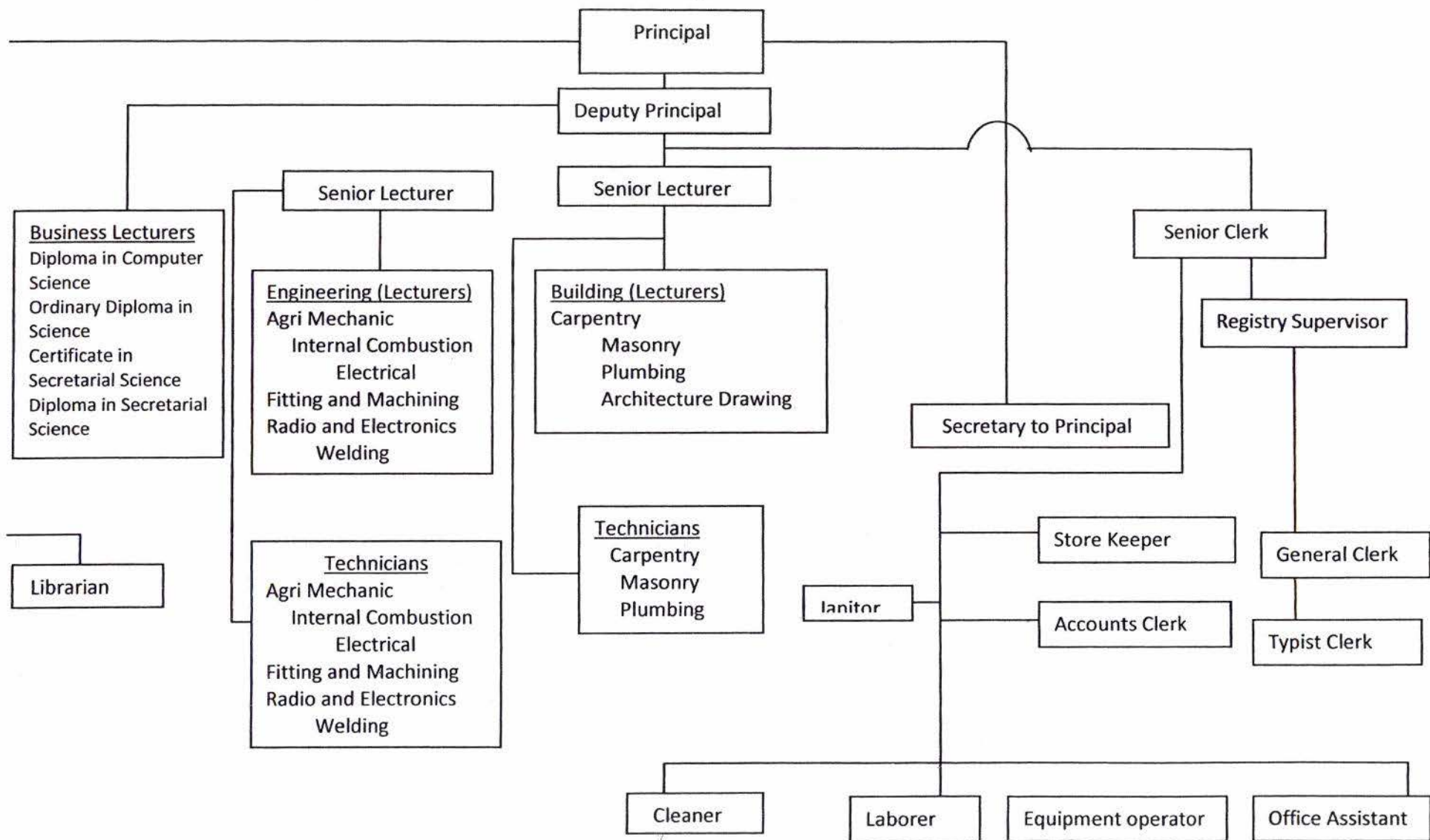
POPULATION BY DEPARTMENTS: NEW AMSTERDAM TECHNICAL INSTITUTE PROPOSED SITUATION.

Departments	Courses Offered	Available Places	Registration 2008-2009	
			Full Time	Part Time
Mechanical Engineering	Agricultural Machinery -1			
	Agriculture Mechanic -1		15	-
	Agriculture Mechanic -2	20	27	-
	Fitting and Machining - 1	20	12	-
	Fitting and Machining - 2	20	20	-
	Welding - 1	20	19	7
	Welding - 2	20	21	-
	Internal Combustion Engine - 1	20	23	-
	Internal Combustion Engine - 2	20	19	-
	Small Engine Repair	20	-	7
	Total	160	156	25
	Electrical Installation - 1	20	27	7
	Electrical Installation - 2	20	23	12
	Radio and Electronics -1	20	19	-
	Radio and Electronics -2	20	17	-

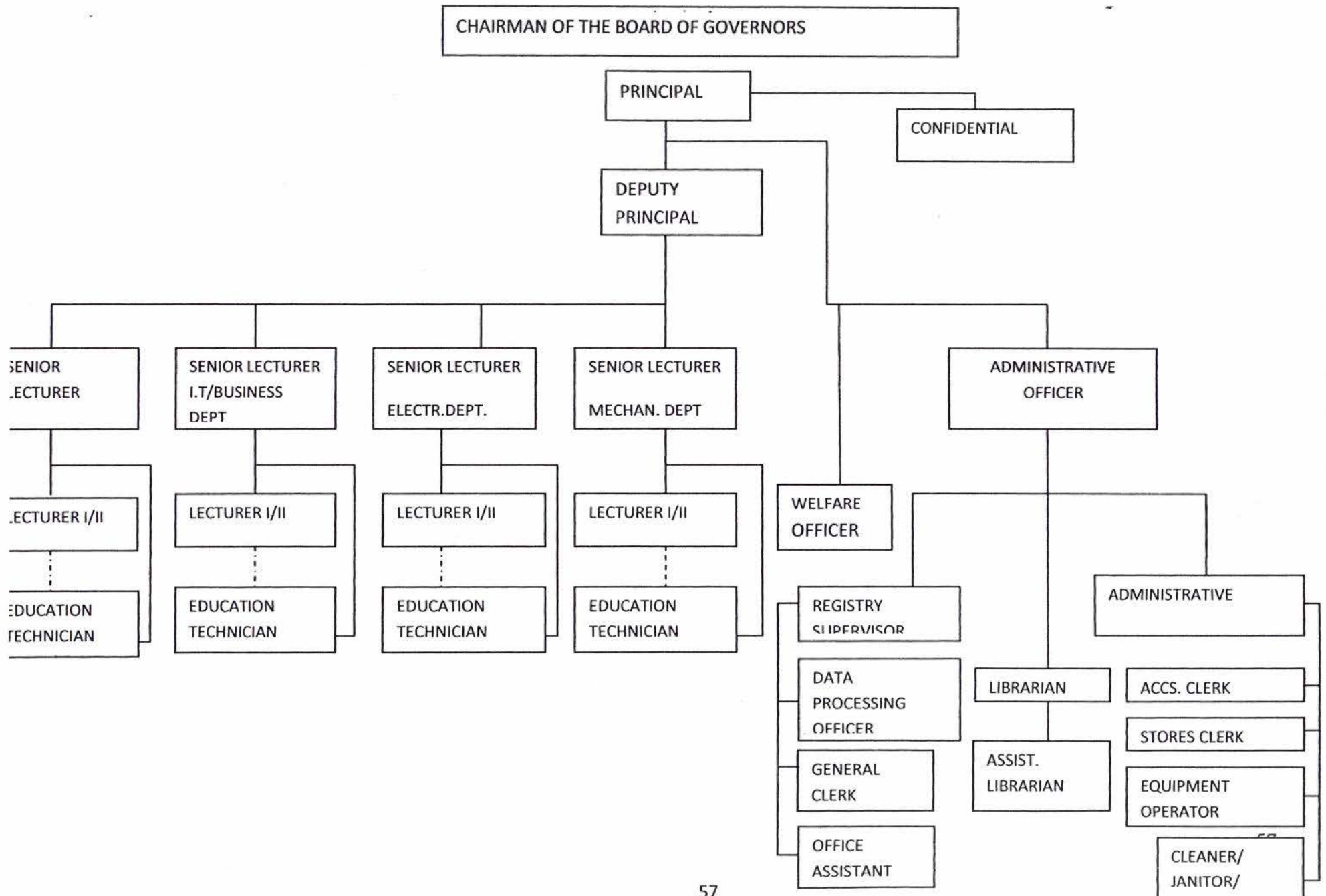
Electrical Engineering	Technician Certificate in Telecommunication	20	-	4
	House Wiring and Appliances	20	-	9
	Motor Vehicle Electrical System	20	-	10
	Basic Radio and Electronics	20	-	4
	Total	160	86	53
Building	Carpentry and Joinery - 1	20	22	-
	Carpentry and Joinery - 2	20	20	-
	Masonry - 1	20	20	-
	Masonry - 2	20	17	-
	Plumbing -1	20	10	-
	Plumbing -2	20	9	-
	Architectural Drawing	20	-	6
	Total	160	98	6
	Diploma in Computer Science - 1	20	20	12
	Diploma in Computer Science - 2	20	19	-
Business and Information Technology	Ordinary Diploma in Commerce - 1	20	16	-
	Ordinary Diploma in Commerce - 2	20	20	-
	Ordinary Certificate in Commerce	20	-	8
	Diploma in Secretarial Science	20	31	-
	First Year Business	20	28	-
	Basic Certificate in Business	20	-	7
	Total	160	134	27
	Grand Total	620	474	111

NEW AMSTERDAM TECHNICAL INSTITUTE

Current Organisation Chart



NEW AMSTERDAM TECHNICAL INSTITUTE – PROPOSED ORGANISATION CHART



Guyana Industrial Training Centre

For efficient and effective training of persons at the Guyana Industrial Training Centre an additional number of persons must be employed to perform prescribed duties. The Centre has Seven Workshops and an Information Technology Laboratory. Two additional workshops are to be established bringing the number of workshops to nine. The Task Team feels that two Departments should be established at this institution at some time in the not too distant future when they can be justified by an increase of the trainee population. This will provide a more efficiently monitored and supervised delivery system and reduce the span of control of the Chief Instructor. Consequently, the Task Team feels that a Building and a Mechanical Department should be established at this Institution. The Departments will be as follows:

<u>BUILDING</u>	<u>MECHANICAL</u>
Carpentry	Automotive Mechanic
Masonry	Fitting and Machining
Plumbing	Welding
Electrical Installation	Refrigeration
Literacy Education	Electronics
	Agricultural Science

Building Department: Carpentry, Plumbing, Masonry and Electrical Installation will be supervised by a Senior Instructor who is a specialist in one of the trade areas and has knowledge of the other trade areas. That Instructor will perform the functions of Senior Instructor Building Department. Literacy Education will also be catered for by this Department.

Mechanical Department: Automotive Mechanic, Fitting and Machining, Welding, Electronics and Refrigeration will form this Department which will be supervised by a Senior Instructor who is a

specialist in one of the trade areas and has knowledge of the others. It would be appropriate for Agricultural Science to fall under the supervision of the Senior Instructor (Mechanical).

These two proposed Departments will not be established until all the workshops at this institution are functioning and there is an adequate increase of the trainee population to justify their implementation.

Consequently, to reduce the workload and the span of control of the Chief Instructor, the Task Team wishes to recommend that a Senior Instructor be appointed. This Senior Instructor will report to the Chief Instructor and function as a member of the line management team. This arrangement will continue until the establishment of the Departments can be justified by the Administrator.

It would be necessary for the Senior Instructor to be a specialist in one of the specialized areas as well as having knowledge of the other trade areas.

Duties of the Senior Instructor

- Reports to the Chief Instructor;
- Supervises the operations of the Department;
- Checks registers daily;
- Collects lesson plans daily, reviews and returns lesson plans to Instructors;
- Inspects workshops to ensure safety standards are met during practical instructions;
- Carries out inventory of all tools and equipment and submits the inventory to the Chief Instructor;
- Recommends (a) the purchase of new equipment and tools;
(b) the writing off of defective tools and equipment to the Chief Instructor;
- Reviews test questions before their submission to the Chief Instructor;
- Develops timetable/calendar of activities for the Department for each academic year;

- Reviews final assessment tests with Instructors before submission to the Chief Instructor;
- Assists with preparing and securing aids for Instructions;
- Assists in the resolution of minor infractions of discipline by trainees;
- Visits industries and other agencies to assess trainees' progress on job attachments;
- Conducts tracer studies of graduates and assists with their job placement; and
- Performs such other duties which are within his/her particular competence as may be assigned from time to time by the Chief Instructor or Administrator.

The table and diagrams below show the trainee enrolment in the various disciplines; and the current and proposed organization charts.

COURSES AND STUDENT POPULATION

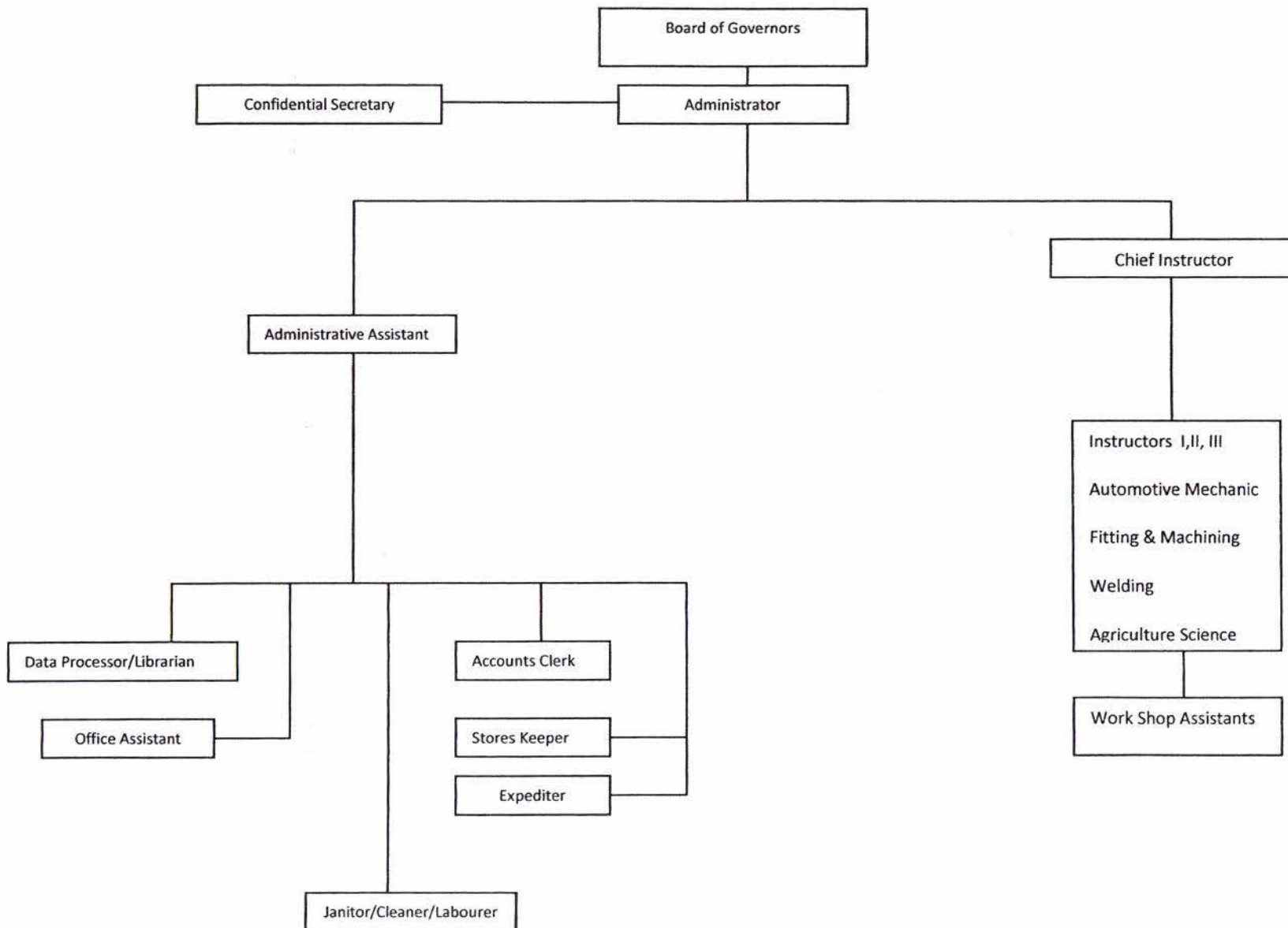
GUYANA INDUSTRIAL TRAINING CENTRE CURRENT SITUATION.

Courses Offered	Available Places	Registration 2008-2009	
		Full Time	Part Time
*Information Technology	-	-	-
Welding	20	20	14
Fitting and Machinery	20	17	8
Agriculture Mechanic	20	24	16
Carpentry	20	22	06
Electrical Installation	20	27	21
Masonry	20	22	7
Plumbing	20	20	9
Total	140	152	81

*Done by all Full Time Students.

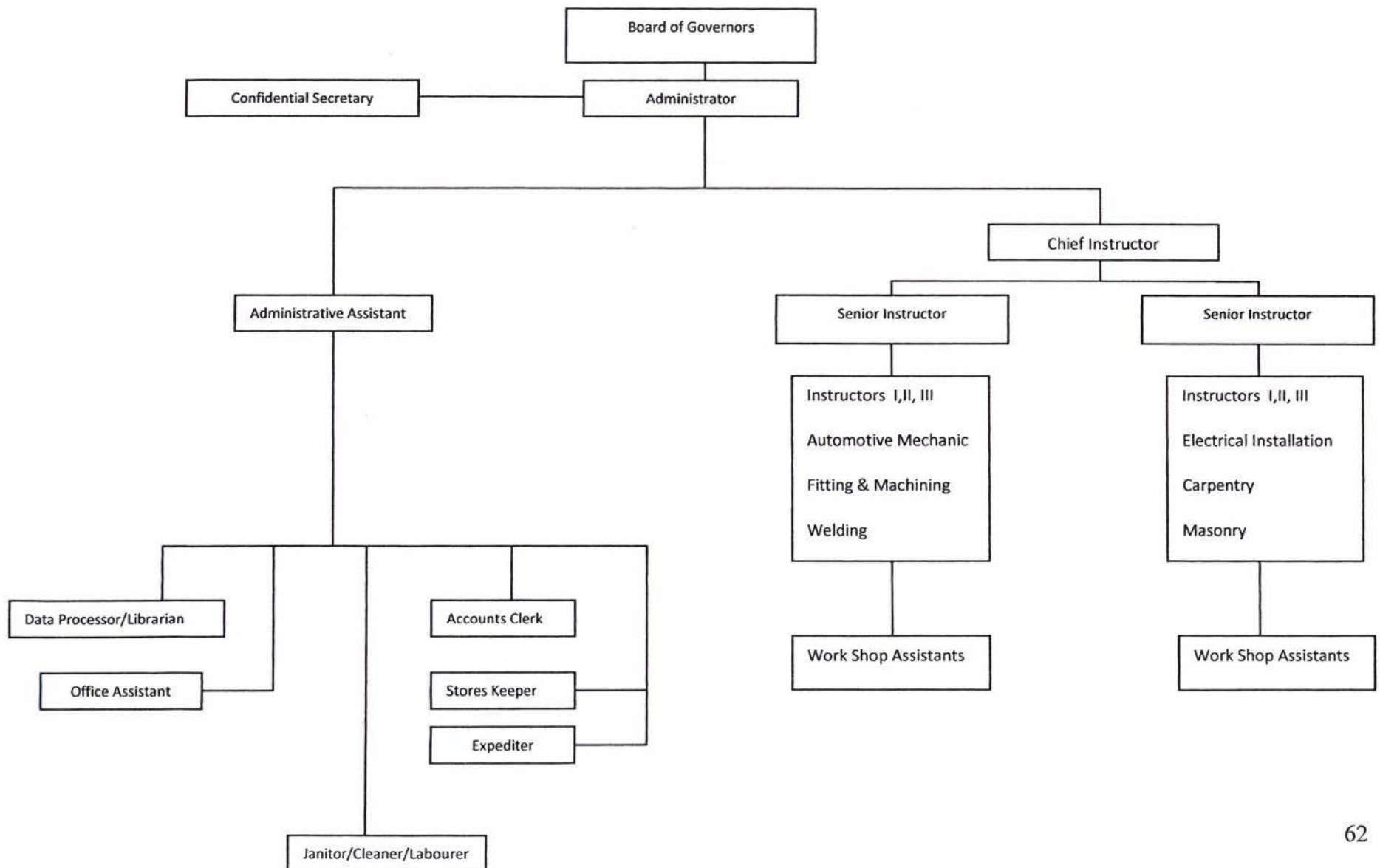
GUYANA INDUSTRIAL TRAINING CENTRE

Current Organisation Chart



GUYANA INDUSTRIAL TRAINING CENTRE

Proposed Organisation Chart



Upper Corentyne Industrial Training Centre

The effective and efficient training of persons as well as the supervision of such training at the Upper Corentyne Industrial Training Centre, requires that the number of courses offered should be organised in Departments so that they are supervised by Senior Instructors. The Centre has seven workshops and an Information Technology Laboratory. Five of the seven workshops are operational. The other two that were closed (Agricultural Mechanic and Masonry) were reopened in January 2009.

To improve monitoring and supervision of the various sections it is recommended that two Departments be established as shown below.

<u>BUILDING</u>	<u>MECHANICAL</u>
Carpentry	Automotive Mechanic
Masonry	Fitting and Machining
Electrical Installation	Welding
Literacy Education	Agriculture Mechanic
	Agricultural Science

The Building Department: Carpentry, Electrical Installation, Masonry and Information Technology will be supervised by a Senior Instructor who is a specialist in one of the trade areas and has a sound knowledge of the other two trade areas. That Instructor will perform the duties of Senior Instructor Building Department. Literacy will also be supervised by this Senior Instructor.

The Mechanical Department: Automotive Mechanics, Fitting and Machining, Agriculture Mechanic and Welding are closely related and will be in the same Department. They will be supervised by a Senior Instructor who specializes in one of the trade areas and has knowledge of the other three. It would be

appropriate for Agricultural Science to fall under the supervision of the Senior Lecturer (Mechanical) since Agricultural Science would include areas which are mechanical by nature.

The Task Team feels that a proactive approach must be adopted by this institution to increase its student population before the two Departments can be established. Consequently, one position of Senior Instructor should be created to reduce the workload and the span of control of the Chief Instructor. The student population of this institution must be monitored by the DCEO (Tech.). When it has increased adequately to justify the establishment of the Departments that system will be implemented.

Duties of the Senior Instructor

The list of duties of the Senior Instructors will be similar to those proposed for the Senior Instructor of the Guyana Industrial Training Centre.

The figures below show the number of students that were registered in each discipline in January, 2009 as well as, the new organization structure.

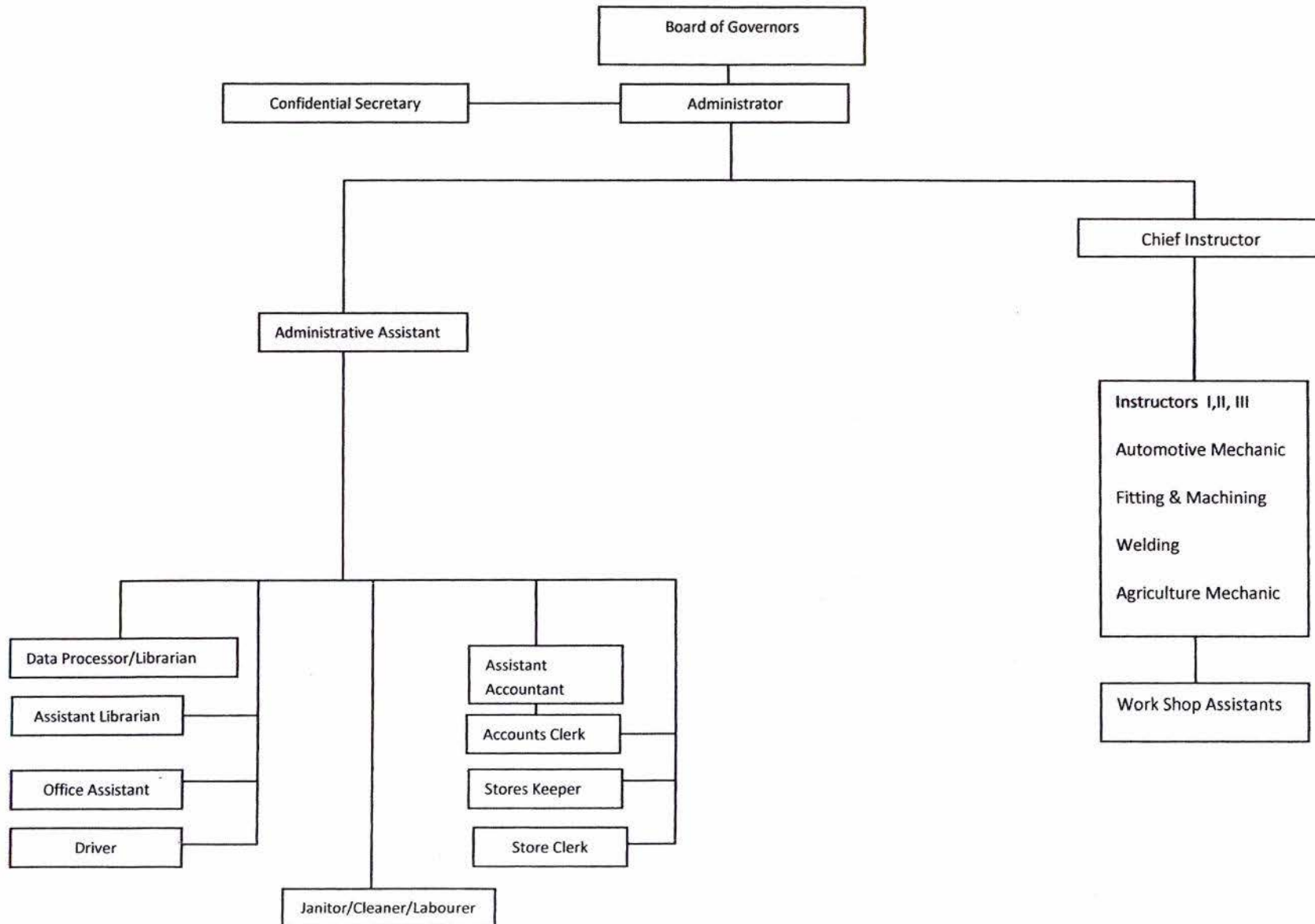
COURSES AND STUDENT POPULATION BY DEPARTMENT:

UPPER CORENTYNE INDUSTRIAL TRAINING CENTRE CURRENT SITUATION.

Courses Offered	Available Places	Registration 2008-2009	
		Full Time	Part Time
Agricultural Mechanic		18	-
Welding I		25	-
Fitting and Machinery		11	-
Automotive Mechanic		22	-
Carpentry		8	-
Electrical Installation		24	30
Masonry		6	-
Information Technology		19	25
Total		133	85

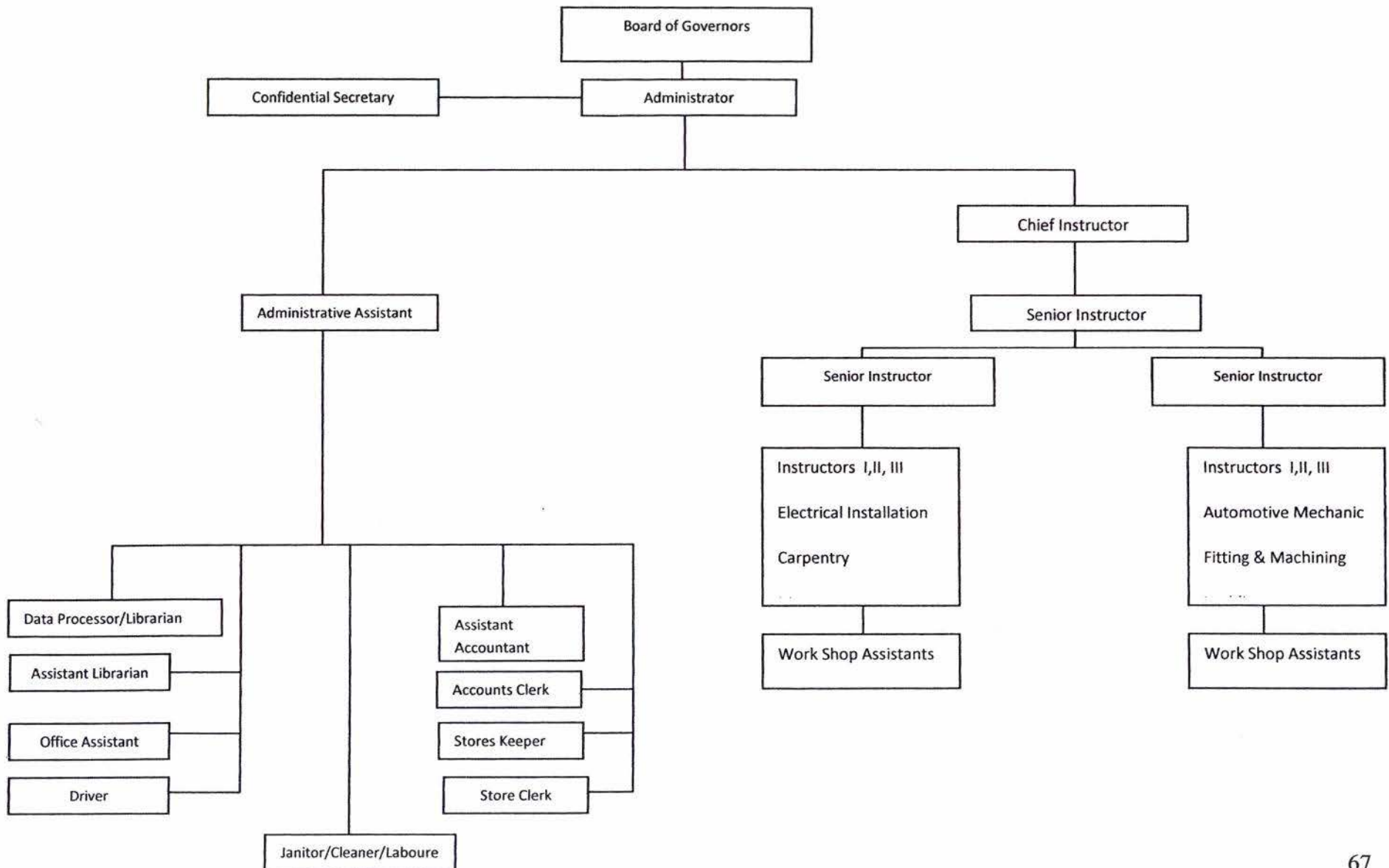
UPPER CORENTYNE INDUSTRIAL TRAINING CENTRE

Current Organisation Chart



UPPER CORENTYNE INDUSTRIAL TRAINING CENTRE

Proposed Organisation Chart



Carnegie School of Home Economics

The increasing demands by industry and the community have necessitated expansion of the training operations of this Institution. Consequently, the establishment of Departments will be necessary in the not too distant future to promote effective and efficient monitoring and supervision of the various programmes.

Two Departments are being proposed to be established when increase in the student population permits. They are as follows:

- Catering ; and
- Household Management.

The organization structure of the institution has been adjusted to show the proposed Departments and the two new positions of Senior Instructor.

However, the current student population cannot justify the establishment of the Departments at this time. Hence, the Task Team wishes to recommend that the student population be monitored over the next two years with the objective of implementing the departmental structure if a justifiable increase in student enrollment and workload is evident.

To reduce the span of control of the Vice Principal and improve the line management capability of the institution, therefore, one position of Senior Instructor must be created. The incumbent will report to the Vice Principal. The job-description of the Senior Instructor will be similar to that of the Senior Instructor proposed for the GITC.

Shown below, therefore, are the Student Population of the various Programmes and the current and proposed organization chart.

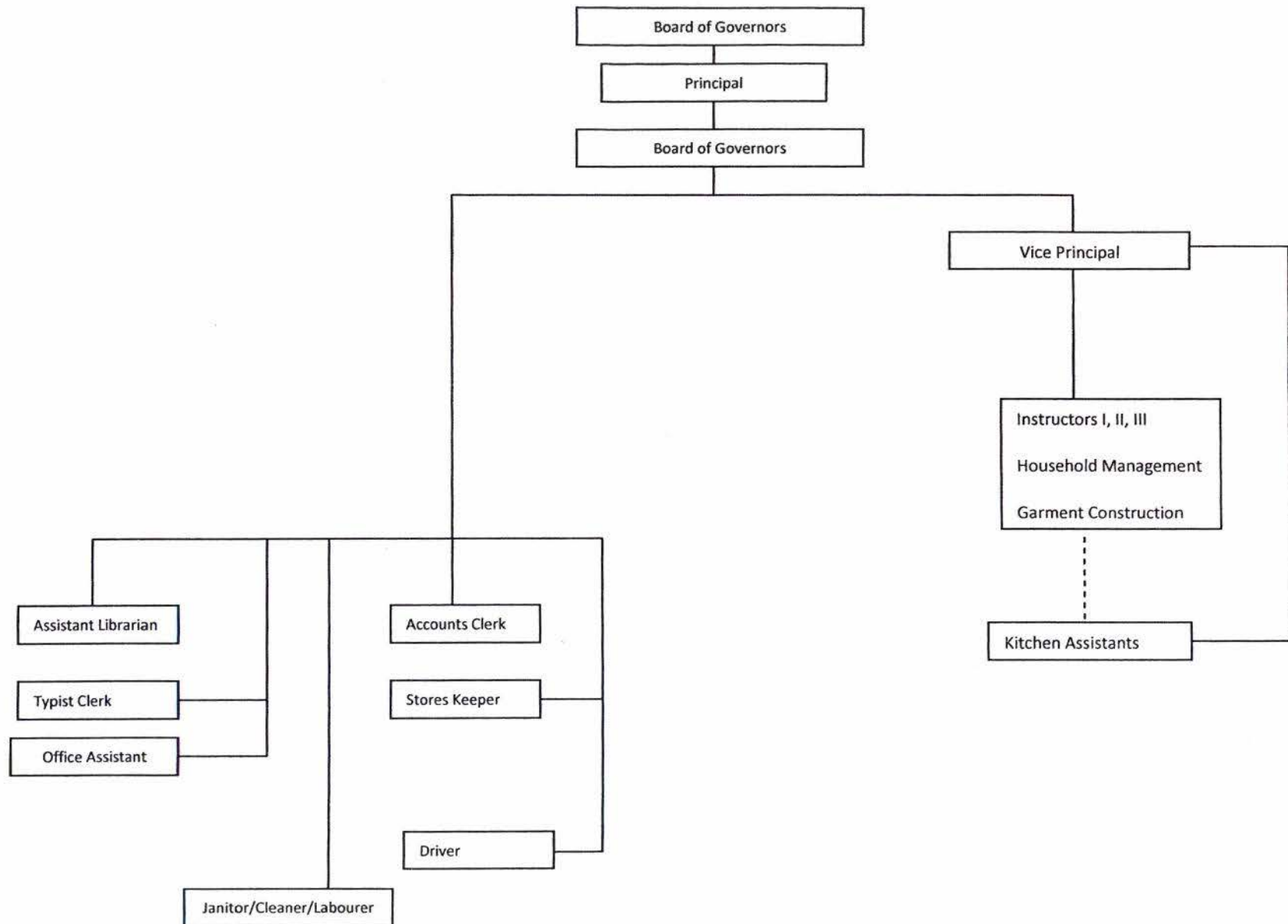
COURSES AND STUDENT POPULATION:

CARNEGIE SCHOOL OF HOME OF ECONOMICS.

Courses Offered	Available Places	Registration 2008 - 2009	
		Full Time	Part Time
Food & Beverage I-II	30	33	-
Hot Meats I-II	30	39	-
Bakeshop I-II	30	25	-
Cosmetology – Year I	20	21	-
Garment Construction – Year I	20	-	-
Household Management – Year I	45	47	-
Household Management – Year II	45	38	-
Total	220	203	-

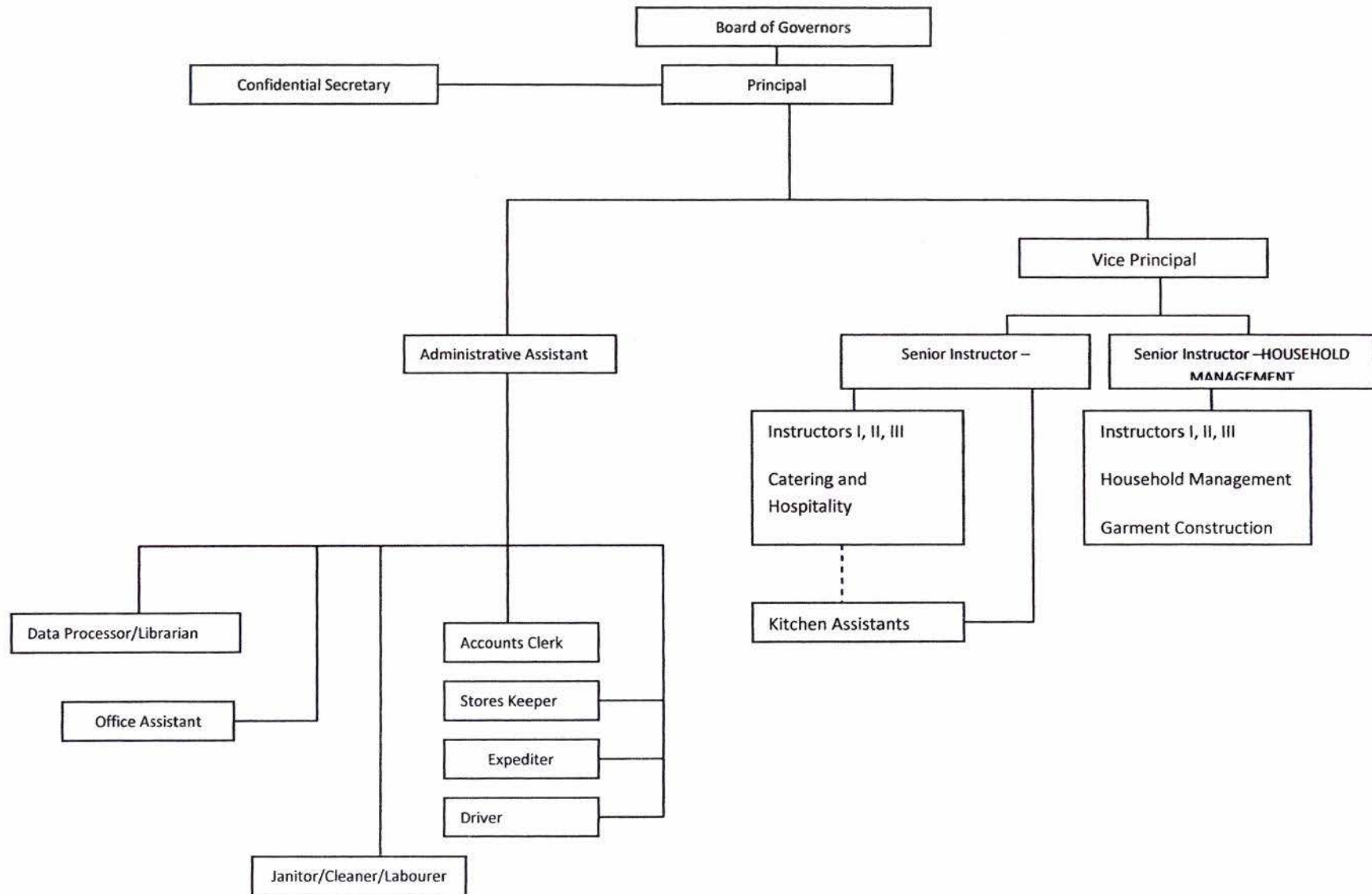
CARNEGIE SCHOOL OF HOME ECONOMICS

Current Organisation Chart



CARNEGIE SCHOOL OF HOME ECONOMICS

Proposed Organisation Chart



Essequibo Technical Institute

The Essequibo Technical Institute was established on 12th March, 2001.

The Institution has the following assets:

- One Information Technology Laboratory
- Six Classrooms
- One Auditorium
- One Staff Room
- One Electrical Laboratory
- Six Workshops, namely: Agriculture Mechanic
Automotive Mechanic
Welding
Fitting and Machining
Carpentry and Joinery
Masonry
- One Library
- One Canteen

There is no established Department. However, the Principal is recommending that three Departments be established in September, 2009 as follows:

- Business and Information Technology Department
- Electrical Department, and
- Mechanical Department.

Staffing Implications

With the establishment of these Departments, three Senior Lecturers will have to be appointed.

The Carpentry and Joinery Programme will be supervised by the Electrical Department.

The Task Team is of the view that:

- The full-time student population of this institution cannot justify the establishment of three Departments. Consequently, it is supportive of the establishment of two Departments if there is an adequate increase of the student population to justify such a structure. The proposed Departments are as follows:
- Electrical and Information Technology Department; and
- Mechanical Department.

It would be necessary to monitor the student population of this institution over the next two years to determine the viability of the new organisation structure.

Shown below are the student population for each of the programmes offered at this institution for the school year 2008-2009; the current organization structure and the proposed organization structure.

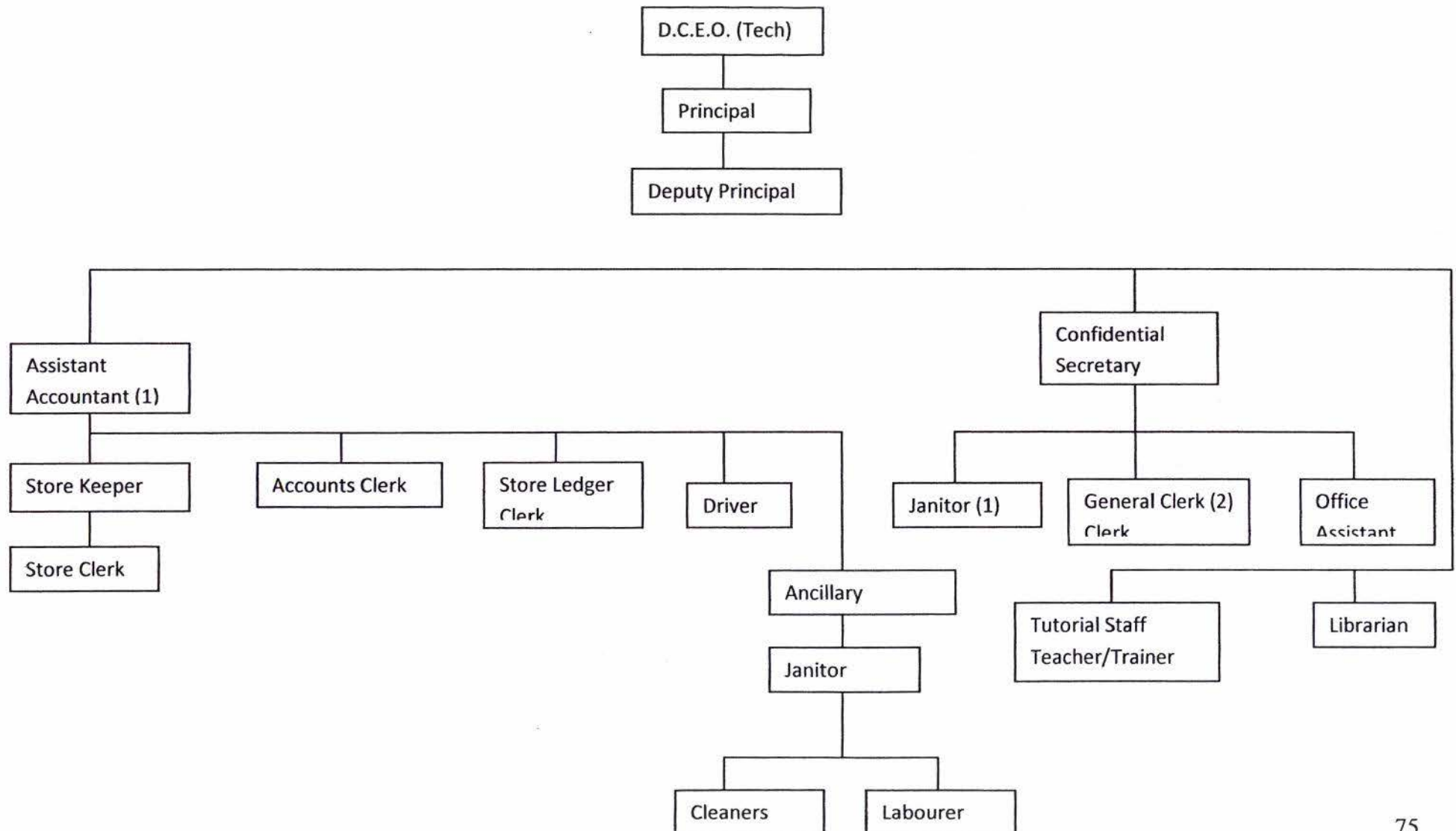
COURSES AND STUDENT POPULATION:

ESSEQUIBO TECHNICAL INSTITUTUTE.

Courses Offered	Available Places	Registration 2008 - 2009	
		Full Time	Part Time
Agricultural Machinery 1	35	10	18
Agricultural Machinery 2	35	15	-
Internal Combustion Engine 1	35	20	-
Internal Combustion Engine 2	35	24	-
Welding 1	35	15	15
Carpentry and Joinery 1	35	10	-
Electrical Installation 1	35	35	20
Electrical Installation 2	35	24	-
Diploma in Computer Science 1	60	45	-
Diploma in Computer Science 2	60	25	-
Fitting and Machining	35	-	16
Motor Rewinding 2	35	-	12
Radiator Repair	35	-	16
Air Conditioning	35	-	14
Ordinary Diploma in Commerce	50	-	25
Auto CAD	50	-	16
Web Page Design	50	-	18
Computer Repair and Maintenance	50	-	18
Certificate in Computer Science	50	-	21
Elementary Computering	50	-	38
Intermediate Computering	50	-	26
Advance Computering	50	-	28
Total	940	223	301

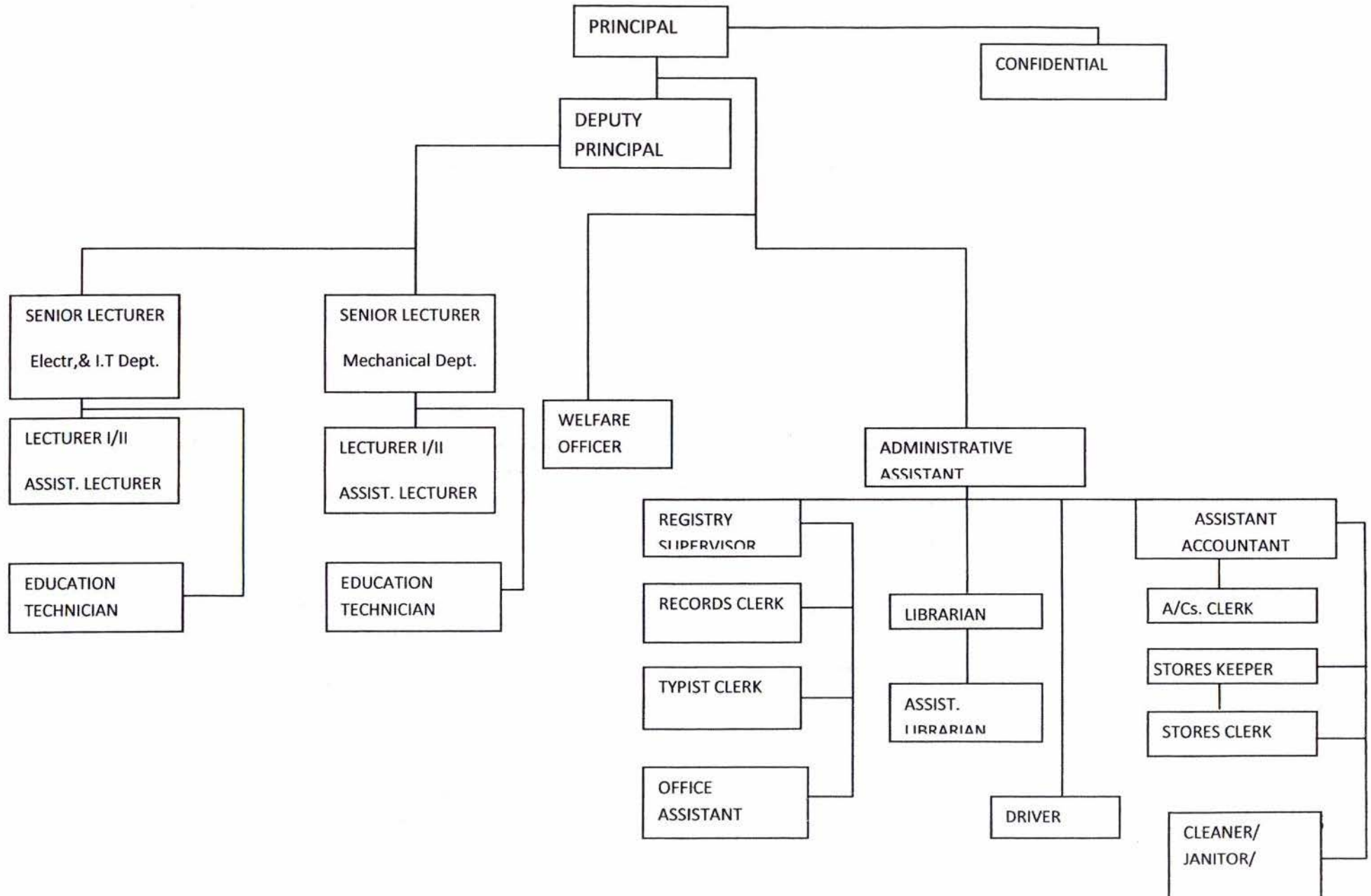
ESSEQUIBO TECHNICAL INSTITUTE

Current Organisation Chart



ESSEQUIBO TECHNICAL INSTITUTE

Proposed Organisation Chart



RECOMMENDATIONS:

The Task Team wishes to make the following recommendations:

- That all the Post-Secondary Institutions continue to use the current arrangement that is in place for the supervision of evening classes.
- Where Information Technology is under the Business Department the name Business Department should be changed to Business and Information Technology Department.
- That the Information Technology Programme at the GTI be placed under the Business Department and that the name of the Department be changed to the Business and Information Technology Department.
- That the Land Surveying Programme at the GTI be placed under the Science Department to form the Land Surveying and Science Department.
- That a Coordinator be appointed to organize and implement the field practice exercise for the Land Surveyors Programme.
- That the recommendation for the establishment of Departments at the GITC, UCITC, ETI and CSHE be approved when the Principals/Administrators can justify their implementation.
- That the position of Senior Instructor recommended for GITC, UCITC and CSHE be approved and the vacant position filled.

- That the amended organization structure for each institution be approved and permission given for the new positions of Senior Lecturers/Senior Instructors to be filled.
- That the new position of Administrative Officer for GTI, NATI and LTI be approved and the vacancy filled.
- That the status of the Departments at each Post-Secondary Institution be reviewed every two years.
- That the establishment of new Departments be justified by the submission of information on the number of sections that will form the Department; authorization for the establishment of each section if they are new; availability of facilities for each section based on the requirements of CARICOM Regional Facility Standards and the CARICOM Regional Occupational Standards for each new programme; availability of the Competency Based Modularized Curriculum for each new programme; permission for the employment of additional staff for each new programme; and adjustment of the Organization Structure of the institution to show the new Department.
- That all Post-Secondary Institutions adhere to the requirements for the maximum and minimum number of students for each class as outlined in the report on “Contact Hours for Various Categories of Staff and Lecturer/Instructor-Student/Trainee Ratio”.