



The Ministry of Education

Who We Are, What We Do

**Leading the modernization and renewal of the system of education
in the Republic of Trinidad and Tobago.**

The Government of the Republic of Trinidad and Tobago has ranked Education as the top national priority and envisions that by the year 2020 the Republic of will be a fully developed nation. It has positioned human resource development as the platform for taking the nation to developed country status. Education is the key to human resource development.

In its Strategic Plan for the period 2002 to 2006, the Ministry of Education has aligned its key activities with the goals set for national human development. Cognisance has been taken of the objective to improve the quality and equity of access to education and training at all levels of the system and to create and sustain a culture of lifelong learning. The goals of an Education Policy Paper 1993 – 2003 have also influenced the strategic planning exercise.

The Ministry has identified four major strategic objectives as it moves to expand service delivery from early childhood care and education to adult literacy and the need to establish quality in all the processes involved. The strategic priorities include:

1. Accessibility to quality educational opportunities for all.
2. Delivery of quality education to citizens at all levels of the education system.
3. Sustainable policy development for the education sector.
4. Continuous alignment of the strategic direction in the education system with objectives set for National Development.

This document announces the presence of the Ministry of Education and tells who we are and what we do. It is a brief statement of our prime activities, operational structure and key statistical information.

OUR MISSION

To lead the modernization and renewal of the system of education.

OUR VISION

To be a pacesetter in the holistic development of an individual through an education system that enables meaningful contributions within the global context.

OUR CORE VALUES

- ❖ Integrity and trust
- ❖ Respect
- ❖ Empowerment
- ❖ Stretch
- ❖ Customer service
- ❖ Courage
- ❖ Security
- ❖ Balance
- ❖ Openness
- ❖ Teamwork
- ❖ Love
- ❖ Loyalty
- ❖ Commitment

OUR MANDATE

The purpose and mandate of the Ministry of Education is explained in the Education Act, Ch. 39:01 that articulates the powers, functions and responsibilities devolving on the Minister of Education and by extension the Ministry.

The powers conferred on the Minister by this Act include-

- (a) promotion of the education of the people of Trinidad and Tobago and the establishment of institutions devoted to the development of the human resources, physical, mental, moral and spiritual needs of the community;
- (b) establishment of a system of education designed to provide adequately for the planning and development of an educational service related to the changing needs of the society;
- (c) effective execution of the education policy of the Government.

Given this purpose and mandate, the Ministry's responsibility is exceedingly wide. It manages a school network consisting of:

428	Primary Schools
135	Secondary Schools
3,000	Public Servants
260,000	Students (primary and secondary)
14,000	Teachers
2	Teacher Training Colleges

OUR MINISTER

Senator Hazel A. Manning

PERMANENT SECRETARY

Mrs. Angella Jack

DEPUTY PERMANENT SECRETARIES

Mrs. Diana Rutherford
Mrs. Marlene Juman-Redhead

CHIEF EDUCATION OFFICER

Mr. Peter O'Neil

OUR PHILOSOPHY

- ❖ Every child has an inherent right to an education that will enhance the development of maximum capability regardless of gender, ethnic, economic, social or religious background.
- ❖ Every child has the ability to learn and we must build on this positive assumption.
- ❖ Every child has an inalienable right to an education that facilitates the achievement of personal goals and the fulfillment of obligations to society.
- ❖ Education is fundamental to the overall development of Trinidad and Tobago.

OUR FUNCTIONS

The Ministry of Education is the arm of Government that:

- (i) Promotes the education of the people of Trinidad and Tobago and establishes institutions devoted to that purpose;

(ii) Establishes a system of education designed to provide adequately for the planning and development of an educational service related to the changing needs of the community;

(iii) Ensures the effective execution of the education policy of the Government.

The Education Act 1966 Chapter 39:01 (copy available at the Government Printer) confers on the Minister of Education such powers as to ensure –

- (a) the promotion of the education of the people of Trinidad and Tobago the establishment of institutions devoted to that purpose by means of which she/he shall thereby contribute towards the development of the human resources, physical, mental, moral and spiritual of the community;
- (b) the establishment of a system of education designed to provide adequately for the planning and development of an educational service related to the changing needs of the community;
- (c) The effective execution of the education policy of the Government.

STRATEGIC PLAN 2002 – 2006

The Ministry of Education in its Strategic Plan 2002 - 2006 has aligned its key activities with the goals set for national human development. High priority is placed on education and training to promote human development and higher levels of economic growth. These are the principal means by which citizens will be empowered to participate in and contribute to economic and social development

The focus of Government's policy is the creation of a comprehensive, modern education system that is able to provide the training and knowledge as well as inculcate the skills and aptitudes relevant to the development needs of Trinidad and Tobago. Consequently, the pre-school, primary and secondary levels are being strengthened to provide a stronger foundation for the development of scientific and technical skills, and greater participation in higher and continuous learning.

The specific objectives of the education policy are to:

- Increase access to educational opportunities;
- Improve the quality of the education at all levels of the system;

- Promote skills development;
- Expand participation in tertiary and technical education; and
- Create and sustain a culture of lifelong learning

OUR STRUCTURE

The present structure of the Ministry of Education makes provision for a Minister of Education who is assisted by a Permanent Secretaries, two Deputy Permanent Secretaries and a Chief Education Officer. They are charged with responsibility to develop and deliver quality education in the Republic of Trinidad and Tobago up to secondary school level. The organizational structure includes the following Divisions:

- ❖ Human Resource Management
- ❖ Finance and Accounts
- ❖ Educational Planning
- ❖ Curriculum Development
- ❖ Educational Services
- ❖ Educational Research and Evaluation
- ❖ School Supervision
- ❖ Student Support Services
- ❖ Technical/Vocational Education and Training
- ❖ Educational Facilities Management Unit
- ❖ General Administration

Other organisational Division include:

Secondary Education Modernization Programme (SEMP)
 Education Programme Coordinating Unit (EPCU)
 Trinidad & Tobago, National Commission for UNESCO
 Internal Audit
 Information Technology
 Legal Services
 Communications
 School Nutrition Programme
 Rudranath Capildeo Learning Resource Centre (RCLRC)

EDUCATION DISTRICT OFFICES

Caroni Education Office
14 Camden Court, Couva

North Eastern Education Office
Savi Street Boodooville, Sangre Grande

Port of Spain and Environs
50a Jerningham Avenue, Belmont

St. George East Education Office
El Dorado Road, Tunapuna

St. Patrick Education Office
Farah Street, San Fernando

South Eastern Education Office
Corner High Street and St. Croix Road, Princes Town

Victoria Education Office
Farah Street, San Fernando

Pre-School Education Office
Frederick Street, Port of Spain

Tobago Education Office
Tobago Lumber and Hardware Building
Milford Road, Scarborough

SCHOOLS IN EDUCATION DISTRICTS

<i>DISTRICT</i>	<i>PRIMARY SCHOOLS</i>	<i>SECONDARY SCHOOLS</i>
Port of Spain and Environs	72	34
St. George East	88	18
North Eastern	43	9
South Eastern	51	4
Caroni	67	13
Victoria	75	30
St. Patrick	57	14
Tobago	33	8
TOTAL	486	130

DIRECTORY OF OFFICES

<i>NAME OF UNIT</i>	<i>ADDRESS</i>	<i>TELEPHONE NUMBER</i>
<i>FINANCE AND ACCOUNTS</i>	33 PEMBROKE STREET, PORT OF SPAIN	628-8589/628-6573
<i>STUDENT SUPPORT SERVICES</i>	66 PEMBROKE STREET, PORT OF SPAIN	627-1271; 625-7935
<i>SECONDARY EDUCATION MODERNISATION PROGRAMME - SEMP</i>	MIS PLAZA, ARANGUEZ MAIN ROAD, SAN JUAN	675-9739 / 9746
<i>CURRICULUM DEVELOPMENT</i>	RUDRANATH CAPILDEO LEARNING RESOURCE CENTRE ME BEAN, COJVA	636-1057/1069 EXT 1009
<i>GENERAL ADMINISTRATION</i>	HEAD OFFICE, ALEXANDRA STREET, ST. CLAIR	628-7868 EXT.293/294
<i>EDUCATIONAL PLANNING/PSIP</i>	ALEXANDRA STREET ST. CLAIR	622-2867 EXT.228/229
<i>INTERNAL AUDIT</i>	HEAD OFFICE ,ALEXANDRA STREET, ST. CLAIR	622-1219 EXT. 299/300
<i>INTERNATIONAL COOPERATION INITIATIVES</i>	18 ABERCROMBIE STREET, PORT OF SPAIN	625-8900; 625-9001
<i>SCHOOL SUPERVISION</i>	18 ABERCROMBIE STREET, PORT OF SPAIN	624-6412; 623-0661
<i>SECONDARY EDUCATION MODERNISATION PROGRAMME COORDINATING UNIT</i>	MIS PLAZA ARANGUEZ MAIN ROAD, SAN JUAN	675-9739/9746
<i>T & T NATIONAL COMMISSION FOR UNESCO</i>	15 WAINWRIGHT STREET, ST. CLAIR	622-0939; 628-0711
<i>EMPLOYEE ASSISTANCE PROGRAMME</i>	86 FREDERICK STREET, PORT OF SPAIN	625-9960
<i>PAN IN THE CLASSROOM</i>	86 FREDERICK STREET, PORT OF SPAIN	624-2807; 2812
<i>RESTRUCTURING & DECENTRALISATION</i>	6-10 LONDON STREET, PORT OF SPAIN	625-4306
<i>EXAMINATIONS UNIT</i>	ALEXANDRA STREET, ST. CLAIR	622-1365 EXT. 250
<i>HUMAN RESOURCES MANAGEMENT</i>	ALEXANDRA STREET, ST. CLAIR	622-4805 EXT. 259
<i>EDUCATIONAL RESEARCH AND EVALUATION</i>	18 ABERCROMBY STREET, PORT OF SPAIN	624-2145

EDUCATIONAL SERVICES	RUDRANATH CAPILDEO LEARNING RESOURCE CENTRE, M ^o BEAN, COUVA	679-2574/4119 EXT. 1026
SCHOOL NUTRITION COMPANY	6 NEWBOLD STREET, ST. CLAIR	622-2735/8435 622 - 6659
TECHNICAL VOCATIONAL EDUCATION AND TRAINING	AGA KHAN BUILDING, PEMBROKE STREET, PORT OF SPAIN	627-3991

<i>NAME OF UNIT</i>	<i>ADDRESS</i>	<i>TELEPHONE NUMBER</i>
COMMUNICATIONS UNIT	HEAD OFFICE, ALEXANDRA STREET, ST. CLAIR	628-2519;628-1581
SCHOOL SECURITY	RUDRANATH CAPILDEO LEARNING RESOURCE CENTRE M ^o BEAN, COUVA	636-1057 / 1069
INFORMATION TECHNOLOGY	IBIS BUILDING, LONDON STREET, PORT OF SPAIN	623-5724 / 8712
ADULT EDUCATION	FREDERICK STREET PORT OF SPAIN	622-1237/625-4091
RCLRC LIBRARY /SCHOOL LIBRARIES DIVISION	RUDRANATH CAPILDEO LEARNING RESOURCE CENTRE M ^o BEAN, COUVA	636-1057/1069 EXT 1009
RUDRANATH CAPILDEO LEARNING RESOURCE CENTRE	RUDRANATH CAPILDEO LEARNING RESOURCE CENTRE M ^o BEAN, COUVA	636-1057/1069 EXT 1009

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