



**MINISTRY OF EDUCATION  
Trinidad and Tobago**

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**Policy Title:**

**Policy on the Provision of Supplemental Education Programmes and/or Activities and the Conducting of Research by External Providers**

**INTRODUCTION**

The Ministry of Education emphasizes the involvement of the community as one of its key priorities in its Corporate Plan 2008-2012. This emphasis is aimed at greater participation and communication and enhanced relationships between the school and various communities. The Ministry therefore welcomes the active support of the many stakeholders, organizations and associations to supplement the programmes of its Divisions/Units. The Ministry also recognizes that it has a duty to ensure that the students receive quality programmes that are in alignment with its own philosophy and curriculum. In all such partnerships, the safety of the students will be paramount.

Up to March 2008, persons seeking access to schools and students for instructional and/or research purposes sought the permission of the school principal. To ensure that persons who are to address the students are suitably qualified and that their material is appropriate and accurate, the Ministry of Education established proper procedures for the access of students by interested members of the public, such as companies, non-governmental organizations, researchers, training providers, motivational speakers and members of the media.

**LEGAL AUTHORITY**

The Education Act of 1966, Section 26:

A Supervisor with respect to all public schools, shall be responsible for the exercise and performance of such powers, duties and functions as are prescribed, and in particular for:

- (a) the supervision and inspection of the programme of education required by the curriculum;
  
- (d) the conduct and supervision of courses of induction and training for untrained teachers in service as well as courses for other teachers;

The Education Act of 1966, Section 27:

Principals of schools shall be responsible for the day to day management of their schools including

- (a) the supervision of the physical safety of pupils;
- (b) the suitable application of the syllabus in conformity with the needs of the pupils of the school, and the administration of the school's programme.

## **POLICY STATEMENT**

The Ministry of Education will ensure that all programmes, events and activities offered to its students by external partners under its aegis are relevant and appropriate to their needs. These must meet quality standards and be in alignment with its philosophy and the national curriculum. The Ministry of Education believes that supplemented educational services offered by external partners are an important contribution to enhancing basic education if developed and delivered responsibly and effectively.

## **PURPOSE AND OBJECTIVES**

This policy is intended to guide the evaluation, approval and implementation of externally generated programmes. Its objectives are as follows:

- To encourage community involvement, greater participation and communication between the school and the community.
- To promote quality education through the design and implementation of programmes and initiatives that support and are aligned to the national curriculum and its delivery;
- To ensure dignity and safety of the students who participate in these programmes and research; and
- To preserve and promote an environment that is conducive to learning, exploration, research and assessment.

## **POLICY SCOPE**

This policy addresses external providers of programmes, events, entertainment and lectures as well as persons undertaking research only. It does not address approved agents or partners of the Ministry of Education. It is intended to be applied to all institutions under the Ministry of Education, including Early Childhood centres, primary and secondary schools. In the case of denominational schools, the schools' management will seek concurrence with the Chief Education Officer.

## GENERAL PROVISIONS

- A. Any interested members of the public wishing to partner with the Ministry of Education, including corporate citizens, non-governmental organisations, researchers, service providers and motivational speakers, for the purpose of addressing, instructing, entertaining and/or evaluating and collecting data must first seek the written permission of the Director of School Supervision of the Ministry of Education. In the case of a request for a single school, the application must be forwarded to the School Supervisor III of the District after consultation with the Principal. In the case of multiple schools, the application is to be forwarded to the Director of School Supervision.
- B. Any interested internal stakeholders of the Ministry of Education, for example, student-teachers and/or employees of the Ministry, wishing to conduct research projects on the education system and by extension the Ministry of Education, must forward to the Chief Education Officer an outline of the Research Project three weeks prior to the proposed date of commencement. Upon completion, a final electronic copy of the approved research document is to be sent to the Educational Planning Division to facilitate utilisation and sharing of research findings.
- C. The application format for proposals is provided in Appendix I.
- D. The general procedures for application, evaluation criteria and terms and conditions of approval are provided in Appendix II.
- E. Approval will be granted only where the proposed activity or instruction does not interfere with the activities scheduled by the school.
- F. The Ministry of Education reserves the right to deny permission for access to the students for whatever purpose indicated on the application form or to amend or cancel any previously-issued permission for any reason.
- G. The Ministry of Education reserves the right to demand sufficient time for full investigation of applicant biographies and recommendations, as well as at least a month for notice and arrangements of all requests for the use of school facilities/building.
- H. Parental permission/approval will be required in writing for students to participate in activities where the students will be tested or evaluated other than by the Ministry of Education or where data will be collected.
- I. The applicant and the proposed activity/instructional programme will be subject to the Ministry of Education's Policy on the Use of School Facilities by External Parties, in terms of mandatory fees, use of school equipment, damage and/or property loss and cleanup and maintenance requirements where necessary.

- J. The activity/programme should be aligned with goals that are established by the school or by the Ministry of Education.
- K. Where necessary, the provider should tailor its approach to the school's unique circumstances and needs.
- L. Persons collecting or capturing data or information should be required to sign a confidentiality agreement at the time of approval.
- M. Evaluation of the programme/event/activity should be conducted by both the Principal and the Provider and subsequently submitted to the School Supervisor III/Director of School Supervision.
- N. Persons requesting permission to evaluate or test students will be required to sign a confidentiality agreement at the time of application.
- O. Applications for permission will be granted in accordance with the order of priority established by the Ministry of Education. The School Supervisor III/Director of School Supervision shall have authority to resolve conflicts among conflicting users in the same priority category.

## **POLICY IMPLEMENTATION**

The School Supervisor III/Director of School Supervision shall promulgate the rules and regulations necessary for the implementations of this policy.

## **ROLES AND RESPONSIBILITIES**

### **School Supervisor III/Director of School Supervision**

The School Supervisor III/Director of School Supervision reviews all applications in accordance with the evaluation criteria laid out by the Ministry of Education. S/he consults with respective Divisions/Units for comments/recommendations. The School Supervisor III/Director of School Supervision grants approvals and co-signs the agreement for programme implementation between the provider and the Ministry of Education.

### **Heads Of Division/Units**

Heads of Divisions/Units will receive applications for appropriate evaluation from the School Supervisor III/Director of School Supervision. They will evaluate the proposals using the criteria as laid out by the Ministry of Education, as well as in accordance with

the standards, policies, regulations of their respective curriculum /programmes/syllabuses.

They will submit their recommendation to the School Supervisor III/Director of School Supervision within the given time frame.

### **The Principal**

Where the application is made to an individual school, the Principal reviews, endorses/recommends and submits it to the School Supervisor III of the District for consideration. When the application is approved and formal agreements have been signed, the Principal engages in discussions with the provider re the date, time, etc of implementation. The principal is responsible for the supervision of the programme and ensures that the Terms and Conditions of the signed agreement are respected and carried out.

### **External Training Provider**

The External Training Provider is responsible for completing the required application in accordance with the format laid down Ministry of Education. He/she must provide all necessary information to allow for effective evaluation of the said application. Applications can be disapproved if the appropriate information is not forthcoming. The provider/researcher will be required to sign an Agreement with stated terms and conditions of that approval when granted and has the responsibility to act in accordance with such terms.

## **POLICY MONITORING AND EVALUATION**

This policy will be evaluated and reviewed from time to time or when the need arises.

## APPENDIX I

### APPLICATION FORMAT FOR PROPOSALS

- |      |                                     |   |  |
|------|-------------------------------------|---|--|
| (1)  | Name of Programme/Activity          |   |  |
|      | Agency Responsible                  | - | Description, background, qualification to deliver programme. Details of all entities to interface with students. |
|      | Contact Person                      |   |  |
|      | Contact Information                 |   |  |
| (2)  | Rationale                           | - | Underlying reasons for developing programme  |
| (3)  | Objective(s)                        | - | Intentions of the programme and alignment to curriculum or co-curricular objectives                              |
| (4)  | Target Group                        | - | Levels, gender, numbers  |
| (5)  | Duration                            | - | Dates and times  |
| (6)  | Expected Outcomes                   | - | Learning, Psychosocial, Behavioural, Entertainment etc.  |
| (7)  | Performance                         | - | Specific indicators that the programme has been successfully implemented vs objectives stated.                   |
| (8)  | Main Activities                     | - | Agenda, content of activities, resources to be used, materials to be distributed, presentations.                 |
| (9)  | Monitoring and Evaluation Plan      | - | Methods/questionnaires, oral etc.  |
| (10) | Other relevant Information          |   |  |
| (11) | Cost/Resources                      | - | Costing of programme, disclosure of any part funding required  |
| (12) | Expected input from School/Ministry | - | Supervision, security, equipment, finances etc.  |

## **APPENDIX II**

### **APPLICATION PROCEDURES**

- ❖ Parties requesting approval for access to schools and students for instructional and/or research purposes or for the purpose of hosting events (sporting, entertainment, etc) must obtain an application format for this purpose from the District/School's Office. This format must be completed by the individual applicant or Head of the organizations applying for permission.
- ❖ In cases where the request is for programme implementation at one school only, the application is submitted through the Principal of the school who endorses it, and submits to the School Supervisor III of the District.
- ❖ In other cases where the programme is national or District in scope, the application is submitted to the School Supervisor III/Director of School Supervision for consideration.
- ❖ All Applications will be evaluated according to the criteria laid down by the Ministry of Education (See Appendix III - Evaluation Criteria).
- ❖ In cases of single school applications, the School Supervisor III, having conducted the appropriate consultations and is satisfied that the criteria has been met, grants a reservation approval. In cases where they are not met, the School Supervisor III liaises with the appropriate agency to assist where possible to meet the required standards.
- ❖ In cases of national/District applications, the School Supervisor III/Director of School Supervision will engage in extensive consultation with other Units/Divisions of the Ministry of Education for investigation, comments and recommendations. Criteria being met, reservation approval is granted.
- ❖ Applicants are advised to submit their application at least two months in advance of their intended programme implementation.
- ❖ All applicants who have been issued with reservation approvals will be invited to sign an agreement with the Ministry of Education at the appropriate District Office. This agreement contains the Terms and Conditions of the approval granted.
- ❖ Approved users should have their copy of their signed approval and agreement for presentation to school officials upon request.
- ❖ The Ministry of Education does not bind itself to approving all applications duly submitted.

## **APPENDIX III**

### **CRITERIA FOR EVALUATION OF PROPOSALS**

All external providers must submit the programme's rationale, goals, objectives, outcomes, activities and monitoring and evaluation plan using the prescribed format.

Approval will be considered based on the following criteria:

- ❖ Evidence of clearly stated programme goals and efficacy/effectiveness based on methodology.
- ❖ Evidence of the programme taking into consideration the characteristics of the target population.
- ❖ The extent to which the provider describes how programme goals, and overall agency philosophy are integrated into School's Ministry's curriculum and co-curricular activities or innovate activities that can be of benefit.
- ❖ The extent to which the programme's content and processes are aligned with the curriculum. (Linkages with various subject areas eg. Social Studies should be identified, where possible).
- ❖ The extent to which the implementation process effectively engages the intended population.
- ❖ Evidence of evidence-based interventions – to what extent does the programme address research based risk, resiliency and treatment factors.
- ❖ Evidence of the programmes taking into consideration issues of school safety and school discipline.
- ❖ Evidence of the personnel conducting the programme/activities as being appropriately qualified and experienced with appropriate references.
- ❖ The extent to which the programmes provide the necessary information for replication in other appropriate settings.
- ❖ Agreement and adherence to the various policies of the Ministry of Education (eg. Media, Health and Family Life Education, HIV and AIDS, drug and alcohol abuse prevention and No Smoking).

## **APPENDIX IV**

### **TERMS AND CONDITIONS FOR APPROVAL**

Any member of public, non governmental organisation, corporate citizen, researcher, service provider or motivational speaker (hereinafter referred to as “External Provider”) wishing to address, instruct, entertain, collect data and/or evaluate students or to conduct any programmes or projects must adhere to the following terms and conditions in the application process and in the implementation and operation of the programmes or projects:

1. External Providers must first obtain the written consent of the Director of School Supervision in order to implement their programmes or projects in multiple schools.
2. In the case of a single school’s participation, then the application is to be forwarded to the School Supervisor III of the District after consultation with the Principal.
3. External Providers must ensure that their proposals are in the approved format and that they have adhered to the general procedures for applications, evaluation criteria and to these terms and conditions. External Providers must also provide all necessary information to allow for the effective evaluation of their application.
4. The External Provider must sign a confidentiality statement in order to ensure that student/school data and information will not be published or used without the express permission of the Ministry of Education. All data or information so retrieved must be stored in full with the Ministry of Education whether published or not.
5. Any activity undertaken by an External Provider must be formulated and conducted in alignment with the Ministry of Education’s philosophy, policies and with the National Curriculum and its delivery and all External Providers must behave in accordance with professional ethical standards as outlined by the Ministry and the Teachers Code of Conduct.
6. All programmes are the responsibility of the provider for implementation and evaluation and evaluation reports must be submitted to the Ministry of Education within one (1) month of completion.
7. External Providers must not in any way seek to advertise their products or procure clients as a result of their programmes or projects with the Ministry of Education.
8. External Providers cannot refer students to external agencies. All referrals fall under the jurisdiction of the Principal/s of the School/s.

9. Public announcements, press releases, evaluation reports and/or research information concerning the programmes or project implemented by the External Providers shall not be made without the explicit prior written approval of the Ministry of Education.
10. External Providers must liaise with principals to arrange for the implementation of programmes or projects as they are responsible for the determination of the time and date of implementation.
11. External Providers must conduct their programmes or projects in a safe and secure environment to ensure student safety.
12. If the programmes or projects are conducted on school premises and/or using school equipment, furniture and/or facilities the External Providers are to ensure that they remain in good condition and are to reimburse the school for any damage caused by the External Provider and/or its agents.
13. All programmes must be sensitive to the diversity of the school's population and may not be insensitive or offensive to any group.