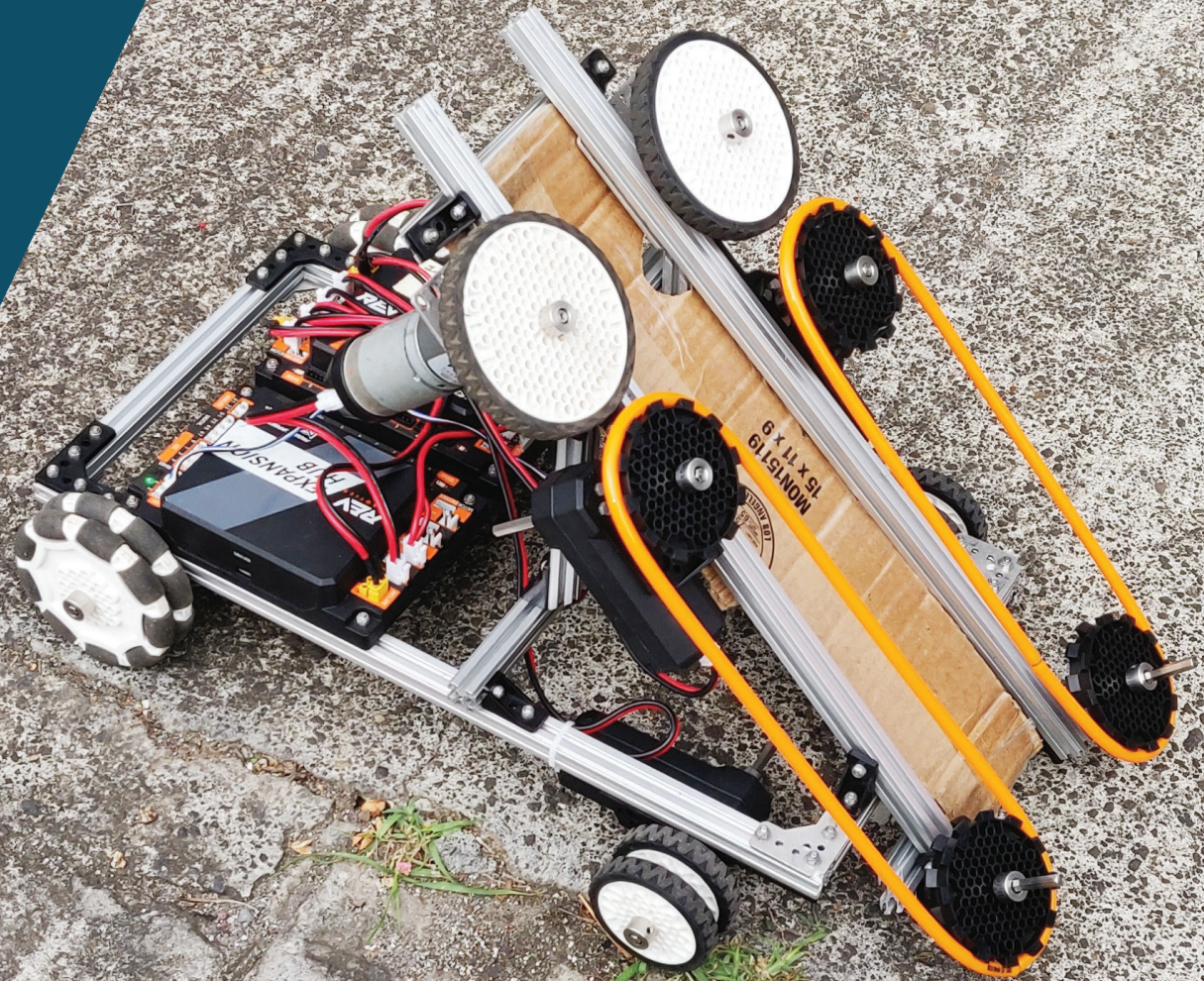


NATIONAL TRAINING AGENCY

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



2019 Annual Report

How can I get a Caribbean Vocational Qualification (CVQ)?

- ✓ Training with any Approved Training Centre
- ✓ In the workplace: Enterprise-Based Training programme
- ✓ Assessment of Prior Learning
- ✓ CVQ programme in secondary schools

CVQ Certification Levels

LEVEL 5

Chartered / Advanced Professional / Senior Manager

LEVEL 4

Technologist / Master Craftsman Manager / Graduate Professional

LEVEL 3

Technician / Supervisor

LEVEL 2

Independent or Skilled Worker Unsupervised

LEVEL 1

Semi-Skilled Supervised Entry Level Worker

NATIONAL TRAINING AGENCY



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

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

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List of Acronyms and Abbreviations

ABC	Andre Belfon Contractors Ltd.	ITO	Industry Training Organization
APL	Assessment of Prior Learning	LOC	Local Organising Committee
ASPIRE	Awakening Special Potential by Investing in Restoration and Empowerment (Programme in the Ministry of Youth)	MIS	Management Information System
ATC	Approved Training Centre	MOU	Memorandum of Understanding
CANQATE	Caribbean Area Network for Quality Assurance in Tertiary Education	MoEHRD	Ministry of Education and Human Resource Development
CANTA	Caribbean Association of National Training Authorities	NEWLO	New Life Organization
CARICOM	Caribbean Community	NOS	National Occupational Standards
CBET	Competency-Based Education and Training	NTA	Grenada National Training Agency
CDACT	Center for Development and Certification Training	NVQ	National Vocational Qualification
CDB	Caribbean Development Bank	NZMCITO	NewZealand Marine and Composites Industry Training Organization
CEEP	Centre for Enhancing Educational Performance	OECS	Organization of Eastern Caribbean States
CEO	Chief Executive Officer	PAM	Programme for Adolescent Mothers
CJET	Computerized Job Estimation Tool	P.S.	Permanent Secretary
COL	Commonwealth of Learning	QA	Quality Assurance
CSME	Caribbean Single Market and Economy	ROS	Regional Occupational Standard
CTCS	Caribbean Technology Consultancy Services	SAEP	Climate Smart Agriculture and Rural Enterprise Programme
CVQ	Caribbean Vocational Qualification	SAGE	Skills to Access the Green Economy
CXC	Caribbean Examinations Council	SENA	(Servicio Nacional de Aprendizaje) National Vocational Training Agency of Colombia
DFID	Department for International Development	SKYE	Youth Skills for Economic Growth in the Eastern Caribbean
EBT	Enterprise-based Training	TAMCC	T. A. Marryshow Community College
ETF	Enterprise Training Fund	TOR	Terms of Reference
GCSI	Grenada Coalition of Service Industries	TVET	Technical and Vocational Education and Training
GCTVET	Grenada Council for Technical and Vocational Education and Training	UNESCO	United Nations Educational, Scientific and Cultural Organization
GEEP	Grenada Education Enhancement Project	UNEVOC	International Centre for Technical and Vocational Education and Training
GIDC	Grenada Investment Development Corporation		
GNTA	Grenada National Training Agency		
IFAD	International Fund for Agricultural Development		
ILO	International Labour Organization		

GRENADA COUNCIL FOR TECHNICAL & VOCATIONAL EDUCATION & TRAINING



Mr. Jason Fletcher
Marine Sector Representative
Chairman



Mr. David Fleming
T.A. Marryshow Community College
Deputy Chairman



Mr. David Andrew
Ministry of Education



Ms. Hillary Baptiste
Construction Sector



Mr. Richardo KeensDouglas
Fine Arts Sector



Ms. Stacy Hastick
Grenada Employers Federation



K. Lincoln Morgan
Chief Executive Officer



Sr. Margaret Yamoah
Executive Director, NEWLO



Mr Sheldon Noel
Ministry of Economic
Development, Trade & Planning



Ms. Lima Frederick
Permanent Secretary
Ministry of Labour

NTA TEAM



K. Lincoln Morgan
Chief Executive Officer



Frances Ruffin
Quality Assurance Coordinator



Garvin Glasgow
Training Support Coordinator
(Up to July 2019)



Roderick Griffith
Standards Coordinator
(Up to June 2019)



Kay Julien-Gutu
Marketing & Communications
Officer



Gennesta Charles
Enterprise-based Training Officer
(Up to August 2019)
Standards Coordinator
(From September 2019)



Sonia Japal-Aban
Accountant



Nadine Lett
Quality Assurance Assistant



Edward Williams
Monitoring & Evaluation
Officer



Patti Joseph
Executive Assistant



Rocksann Jeremiah
Clerk/Typist



Dax Telesford
Chauffeur/Office Attendant



Gemma Boca-Johnson
Cleaner



Ricardo Nicholas
Enterprise-based Training Officer
(From August 2019)

Mission

To enhance the employability of Grenada's workforce.

Vision

A highly productive workforce increasing Grenada's competitiveness.

CHAIRMAN'S MESSAGE

In 2019 the Grenada Council for Technical and Vocational Education and Training (GCTVET) and the Grenada National Training Agency (GNTA) achieved a milestone as the organisation celebrated its 10th year of operations. The Grenada National Training Agency hosted the first WorldSkills Grenada competition after joining WorldSkills Americas in 2018. The organisation celebrated the double-digit anniversary through community outreach to various institutions such as the Programme for Adolescent Mothers and the Ford Pre-Primary School. A substantive amount of work was done on the implementation of a National TVET Policy Review in collaboration with the Ministry of Education and UNESCO. A draft of the review was presented to stakeholders for feedback in November 2019 prior to preparation of the final report.

The mandate of the GCTVET/GNTA is to create a highly productive workforce aimed at improving the nation's competitiveness through the implementation of a Competency-Based Education and Training (CBET) system that leads to the Caribbean Vocational Qualification (CVQ) and the National Vocational Qualification (NVQ) certification using occupational standards developed with significant input from various sectors.

The GNTA's mission "to enhance the employability of Grenada's workforce" both locally and regionally under the Caribbean Single Market and Economy (CSME) has placed significant emphasis on the implementation and monitoring of quality assurance procedures in line with the requirements established by CARICOM and the Caribbean Association of

National Training Authorities (CANTA) for the award of the CVQ.

A major goal of the GCTVET, is to work towards ensuring the sustainability of the GNTA. Outlined among the objectives of the second Strategic Development and Implementation Plan 2018-2020 is a proposal for establishing an Enterprise Training Fund (ETF), to ensure core funding that will support the development of Grenada's workforce. Other objectives in the Plan include building awareness of workforce development, enhancing the public perception of TVET, ensuring that the TVET system is adequately quality assured and expanding the certification capacity

As the world of work changes and becomes more heavily dependent on skills to advance economies, we in Grenada must do all we can to ensure that the workforce is adequately prepared to meet the changing demands of a more competitive world and an increasingly more diversified national economy. This requires greater dialogue with our stakeholders, and as a result, the GNTA in collaboration with the Youth Skills for Economic Growth in the Eastern Caribbean (SkYE) project facilitated an Employer Consultation specifically with owners, general managers and HR Managers from several business sectors in December 2019. The purpose was to share with employers information to foster a greater understanding of TVET development and benefits in the workplace and to receive feedback from employers on their training needs and labour demands. The GNTA will continue these types of engagements in 2020 and beyond.

We are extremely pleased with the increased interest and enthusiasm shown by individuals who register and pursue training and certification opportunities. The GCTVET and the GNTA remain committed to the mandate of ensuring that a well-trained, educated, skilled and certified cadre of individuals can take their places in the workforce.

GCTVET MEMBERSHIP AND MEETINGS

In accordance with the GCTVET Act of 2009, in 2019 the GCTVET comprised of members representing the following organizations and institutions: the Grenada Employers Federation; the Fine Arts, Marine, and Construction sectors; the T. A. Marryshow Community College; the New Life Organization; Ministry for Economic Development, Ministry of Labour, Ministry of Education and Human Resource Development and the National Training Agency. Representation for the Tourism and Hospitality sector remained vacant during the year. Also, during the year the position on the Council for a representative from the Grenada Employer's Federation became vacant and a replacement was not named.

Four meetings were convened by the Council during the year under review. During these meetings the GCTVET approved a total of 429 claims for CVQ/NVQ certification and thirteen (13) occupational standards including Photovoltaic Panel Installation level 2, Renewable Energy Technology Services level 3, Apparel Manufacturing Technology level 3, and Health Care Services – Medical Laboratory Technician level 3 among several others. The Council interviewed and appointed persons to fill two positions that became vacant during the year – Coordinator for Standards and Planning and Enterprise-Based Training Officer.

The GCTVET also approved the 2020 Budget, including the WorldSkills Grenada Budget and received the quarterly performance reports of the organisation which outlined the achievements and challenges related to the organization's core functions along with financial reports.

STRATEGIC DEVELOPMENT PLAN

The organisation continued to work steadily to implement the three-year Strategic Development and Implementation Plan 2018-2020. At the end of 2019, the GNTA had achieved thirty-five percent (35%) of the activities in the Strategic Plan based on the forty-five (45) result indicators for the ten (10) strategic objectives. The Plan aims to address current and future employment gaps in all sectors and to identify, develop and implement where necessary training programmes in various occupational areas and levels. The Plan therefore focuses on strengthening training institutions' capacity to deliver training leading to certification at Levels 3 and 4 in the workforce with the desire to strengthen middle and supervisory management and build visionary leaders to take businesses to the next level of competitiveness; to build awareness for TVET training and certification; the establishment of an Enterprise Training Fund to support workforce development for which a proposal has already been developed; establishment of an Assessment Centre and the implementation of annual WorldSkills Grenada competitions. In this light, the GNTA successfully hosted its first WorldSkills Grenada (WSG) competition in 2019. Additionally, the plan highlights the need to revise and strengthen the NTA's human resource capacity; to develop a physical plan for the establishment of an NTA owned office complex and to incorporate gender priorities in the implementation of the strategy.

PROJECTIONS FOR 2020

The GCTVET intends to continue supporting the development of TVET in Grenada through the achievement of the objectives outlined in the 2018-2020 Strategic Development Plan.

The GNTA is looking forward to hosting its second WorldSkills Grenada competition, a showcase of the best local skills talent, in at least six skill areas. It is anticipated that Grenada will be represented at World Skills Americas 2021 in at least one skill area.

The GNTA will continue to collaborate with local, regional and international partners such as the Climate Smart Agriculture and Rural Enterprise Programme (SAEP) and (SkYE) through the implementation of and support for skills training programmes leading to CVQ/NVQ certification. In addition, the GNTA will promote and strategically engage participation in the Assessment of Prior Learning (APL) programme.

The growth of TVET must be intentional, focused and mainstreamed and so the GNTA will continue to work with the Ministry of Education and Human Resource Development to strengthen the national education system to deliver CVQ/TVET programmes to all secondary schools on the island.

Through its Marketing and Communications activities in 2020 the GNTA will increase the promotion of TVET as a positive career alternative and the value of CVQ/NVQ certification.

ACKNOWLEDGEMENT

As I demit office, having guided the GNTA these past ten years I sincerely thank all the Members (past and present) of the GCTVET, the Chief Executive Officer and staff of the GNTA for their support, hard work and dedication to successfully carrying out the mandate of the organisation to improve workplace productivity and competitiveness through the promotion and advancement of TVET amongst the population. You have faced the challenges which came your way with steadfastness, commitment and a positive attitude.

Our success and achievements during the past ten years are largely due to the co-operation and support of all our stakeholders. I would like to acknowledge our TVET training providers, CBET Instructors, Assessors, Verifiers, Quality Auditors and members of Industry Lead Groups whose roles have been critical to the work of the GNTA. The contributions of our regional counterparts including CANTA have also been important in our growth and development and we look forward to increased co-operation in 2020.

The GNTA is poised to be a local and regional TVET leader contributing to making a difference in the lives of the Grenadian population as they plot their careers, employment paths and seek ways of creating more sustainable futures through the development of personal and professional skills.

Jason Fletcher

Chairman, GCTVET

CHIEF EXECUTIVE OFFICER'S REPORT

In 2019, the Grenada National Training Agency took the opportunity to reflect on its performance during its first ten years of operations. The occasion was used to heighten public visibility through outreach to various communities and institutions involved in education and training to broaden the scope and knowledge of TVET in Grenada.

Highlights of the GNTA's efforts during the year include the focus on advancing the work towards the development of a national TVET policy; the conduct of an internal audit of our quality assurance policies and procedures that underpin the award of CVQ/NVQ certification to ensure continued compliance with the requirements of CANTA/CARICOM; hosting the first WorldSkills Grenada competition to showcase the skills of Grenada's youth and the engagement of employers in a stakeholder consultation to enlighten employers of their role in the TVET process and overall workforce development. Additionally, a Memorandum of Understanding (MOU) was signed with SAEP. The main objective of the MOU was to implement skills training programmes leading to CVQ/NVQ certification for one hundred sixty (160) young persons. Four training programmes commenced in October 2019.

The GNTA continued working to build Quality Assurance capacity in the TVET system through the facilitation of Instructor and Assessor training. In 2019, three Instructor training and two assessor training workshops were held to support the activities in the Strategic Plan. In addition, the GNTA facilitated one Assessor training workshop in St. Kitts, contributing to the building of capacity for TVET training and certification in the OECS.

During the period under review, 429 candidates were certified with CVQs and NVQs in seventeen (17)

occupational areas bringing the total number of candidates certified by the GNTA over the past ten years to 4407. Nine hundred and nineteen (919) candidates registered for C/NVQ certification, compared to 764 in 2018. A survey instrument was developed for the implementation of a tracer study in early 2020 to determine the impact CVQ/NVQ certification.

In 2019 the GNTA continued the implementation of its second three-year Strategic Development Plan - 2018-2020. One of the objectives is the expansion of training and certification at higher levels on the TVET qualification framework (levels 3, 4 and 5). Certification at levels 3 and 4 continued to increase in 2019. Another major objective is to host WorldSkills Grenada competitions to showcase the skills of youth in the country. The inaugural competition was held in July 2019 and preparations have already begun for hosting the event again in 2020.

Additionally, changing the public perception of TVET and creating awareness of the value of skills development in building careers and securing workforce placement remained a priority for the GNTA. This called for increased outreach to potential stakeholders and participation in activities such as career and community fairs as well as increased utilization of the media.

There were significant challenges in the period under review including having to operate without a functioning Council in the last quarter due to delays in the reconstitution of the Council after the expiration of the term of office of the members of the GCTVET. This presented challenges with regards to the filling of critical vacancies and the certification of candidates in a timely manner.

TRAINING AND CERTIFICATION

Providing support for the training and certification of present and future members of Grenada's workforce remained one of the major functions of the GNTA's operations in 2019.

The GNTA worked along with several government ministries and agencies as well as the private sector seeking to get their employees or those preparing to enter the workforce trained and certified.

Registration of Candidates

In 2019, a total of 919 candidates registered for various programmes leading to CVQ/NVQ certifications either through Institutions, Enterprise-Based Training (EBT) or APL while 429 candidates were certified with CVQ/NVQs bringing the total number of CVQ/NVQ certifications to 4,407 since the NTA began issuing certificates in 2011.

Figure 1: Registration by Parish - 2019

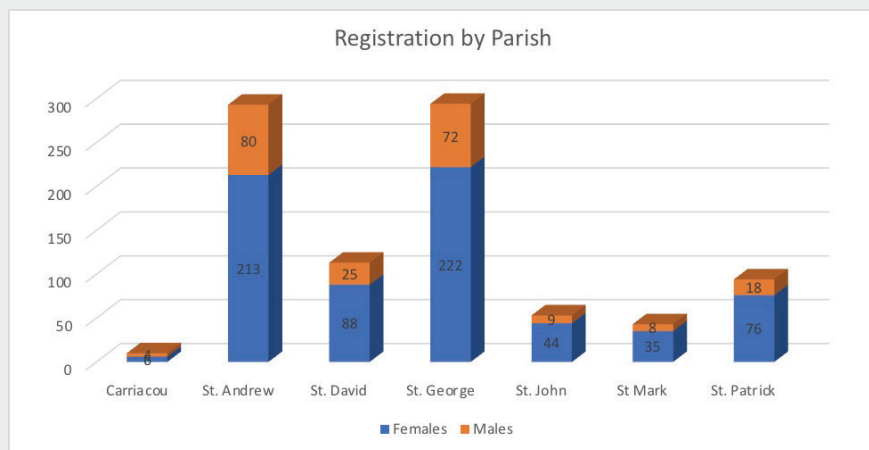
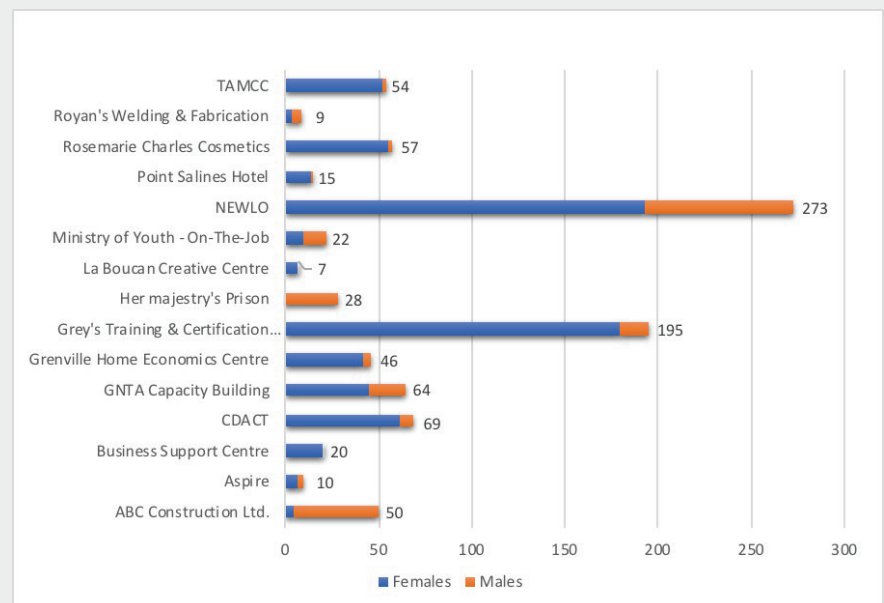


Figure 1 shows that in 2019 nine hundred (900) candidates from seven parishes in Grenada registered for various programmes leading to C/NVQ certifications either through Institutions, Enterprise-Based Training

(EBT) or APL with an overall ratio of 76% female to 24% male. Nineteen candidates from St. Kitts were also registered for Assessment Level 4, bringing the total registration to 919. Registration from the various parishes are as follows: Saint George 33%, Saint Andrew 32%, Saint David 13%, Saint Patrick 10%, Saint John 6%, Saint Mark 5% and Carriacou 1%

As can be seen in Figure 2, in 2019, registration was distributed across 15 different training centres. NEWLO registered 30% of the candidates,

Figure 2: Registration by Training Centres - 2019



followed by Grey's Training & Certification Centre with 21% while CDACT and GNTA Capacity Building accounted for 8% and 7% respectively. Rosemarie Charles Cosmetics, TAMCC and Andre Belfon Construction Limited registered 6% each, while the other centres accounted for the remaining 16%.

Table 1 shows the registration of candidates in 2019 by occupational standards. Nine hundred and nineteen (919) candidates registered in 35

occupational areas ranging from levels 1 to 4 representing a 19% increase in registration compared to 2018. Additionally, the ratio of registration for CVQ to NVQ in 2019 was 10:1 compared to 2018 when it was 3:1 indicating an increased preference for CVQ over NVQ certification.

Table 1: Registration by Occupational Standards -2019

Occupational Area	Level	Qualification	Total
Accounting Clerk	2	NVQ	16
Administrative Assistant	3	CVQ	33
Allied Health - Geriatric Care	2	CVQ	50
Assessment	4	CVQ	38
Basic Chaining	1	CVQ	5
Business Administration	2	CVQ	82
Call Centre Operations	1	CVQ	13
Coaching & Instructing in Sports	3	CVQ	22
Commercial Food Preparation - Cookery	1	CVQ	24
Cosmetology	2	CVQ	53
Crop Production	1	CVQ	10
Customs Service	2	CVQ	54
Early Childhood Development	2	CVQ	43
Electrical Installation	1	CVQ	27
Excavator Operations	2	CVQ	15
Fashion Design	2	CVQ	5
Food & Beverage - Bar Service - Bartending	2	CVQ	6
Food & Beverage Restaurant Service Server	1	CVQ	10
Food & Drink Service	2	CVQ	17

The following Level 2 occupational areas recorded highest candidate registration: Business Administration, Cosmetology, Customs Service and Allied Health Geriatric Caregiver. The programmes with the lowest registration included, Level 1 Basic Chaining, Crop Production, Food & Beverage-Restaurant Service Server and Poultry Rearing, and Level 2 Welding and Payroll Clerk.

Occupational Area	Level	Qualification	Total
Food Preparation and Cookery	2	CVQ	41
General Construction	1	CVQ	11
General Construction	2	CVQ	32
General Office Administration	2	NVQ	13
Hospitality Service - Villa & Other Properties	2	NVQ	42
Housekeeping	2	CVQ	42
Human Resource Management	3	NVQ	21
Management	3	CVQ	24
Massage Therapy	3	CVQ	20
Payroll Clerk	2	CVQ	10
Plumbing	1	CVQ	32
Poultry Rearing	1	NVQ	10
Properties & Facilities Maintenance	1	CVQ	16
Receptionist	2	CVQ	32
Soft Furnishing	2	CVQ	15
Welding	2	CVQ	9
Training & Development	4	CVQ	26
TOTAL			919

Figure 3: Registration by Levels - 2019

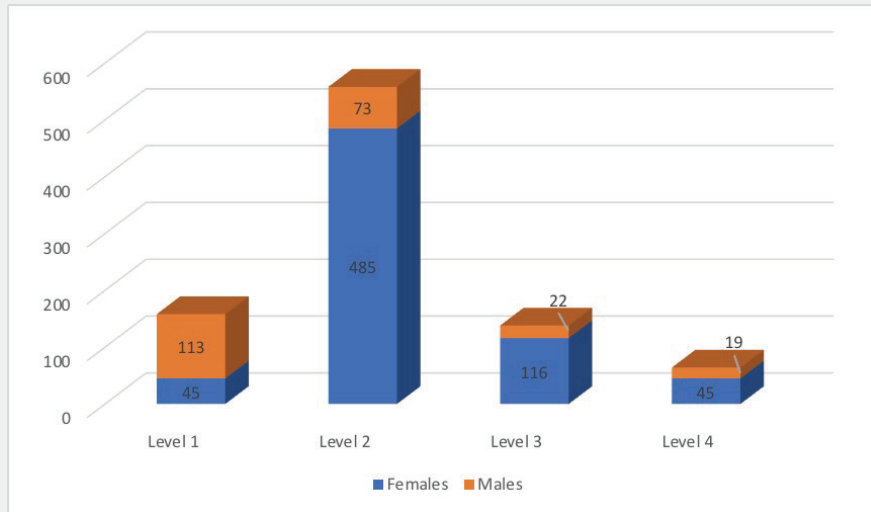


Figure 3 shows 2019 registration by qualification levels. The majority of candidates registered for level 2 qualifications with an 87% to 13% female to male split. The data also indicates that while more males than females registered for level 1 programmes (29% to 71% female to male split) males were underrepresented at levels 2, 3 and 4.

Certification of Candidates

In 2019 the number of candidates certified declined by 33% in comparison to 2018 as depicted in Figure 4. A total of 429 persons were certified with CVQ/NVQ at the end of 2019, bringing the total number of certifications to 4407 since certification began in 2011. It should also be noted that there has been a steady decline in unit certification of candidates which reflects the efforts of the GNTA and training centres in promoting full certification. In 2018 there was also a decrease in unit certification of 13% compared to 2017 and in 2019, a decrease of 51% compared to 2018.

Figure 4: Certification of Candidates (CVQ/NVQ) 2011-2019

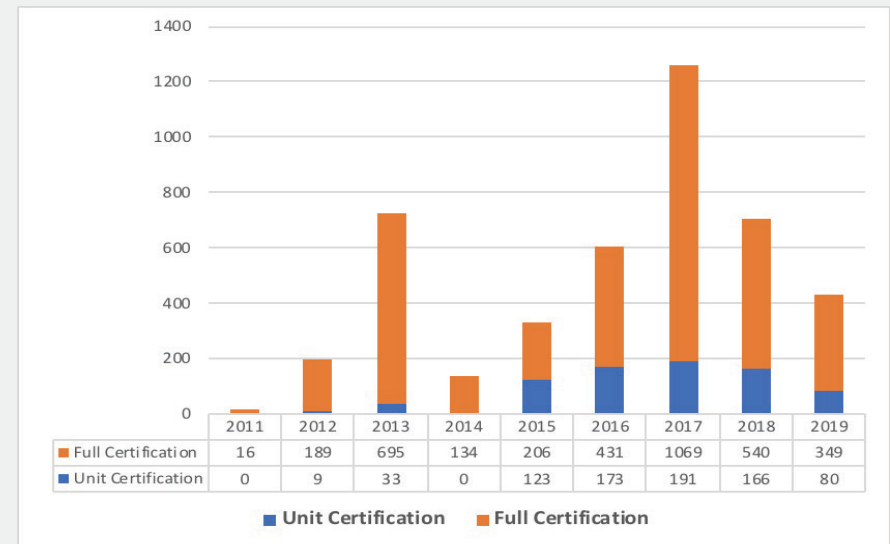


Figure 5: Percentage of Male to Female Certifications, 2011-19

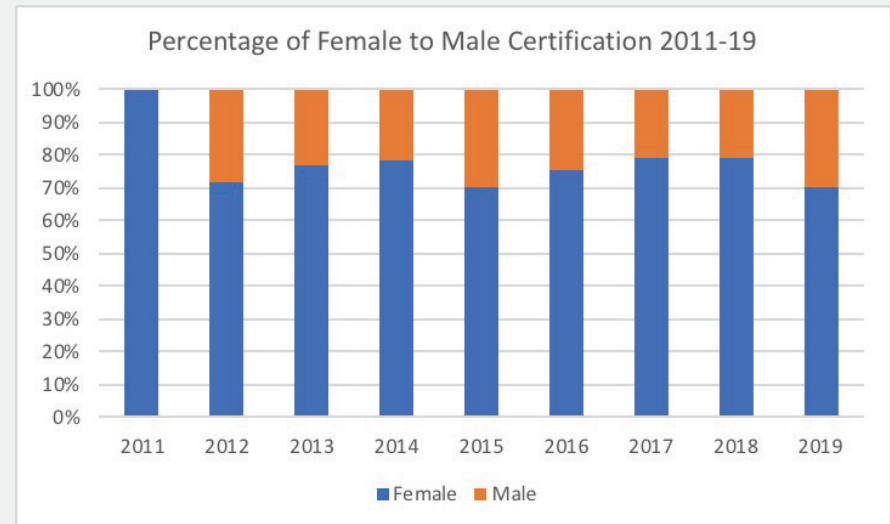


Figure 5 shows that in 2019 the female to male ratio of 30% to 70% has equaled the highest ratio for the period 2011 to 2019, an 8% increase compared to 2018. This highlights the need for continued emphasis on

increasing male participation in skills training and certification programmes.

Figure 6: Certification by Qualifications - 2011 to 2019



In 2019 the proportion of CVQ to NVQ certification remained high. Eighty-eight percent of the certifications were CVQs with NVQs accounting for 12% (Figure 6). This pattern has persisted during the period 2011-2019 with the exception of 2017 when there was an almost even split.

In 2019, there was a shift in the sector that dominated certification. The business sector dominated certification in 2017 and 2018, however this year the Education sector registered the highest number of certification which accounted for 30%. This was followed by Tourism & Hospitality with 23%, Construction and Engineering & Maintenance with 13% each, Business Services 9%, Personal Services 8% and Printing & Packaging 2%, (Figure 7).

Table 2, presents the 429 certifications in 2019 according to occupational areas, qualifications and certification levels. It shows certification distributed across seventeen (17) occupational areas with the highest

Figure 7: Certification by Sector – 2019

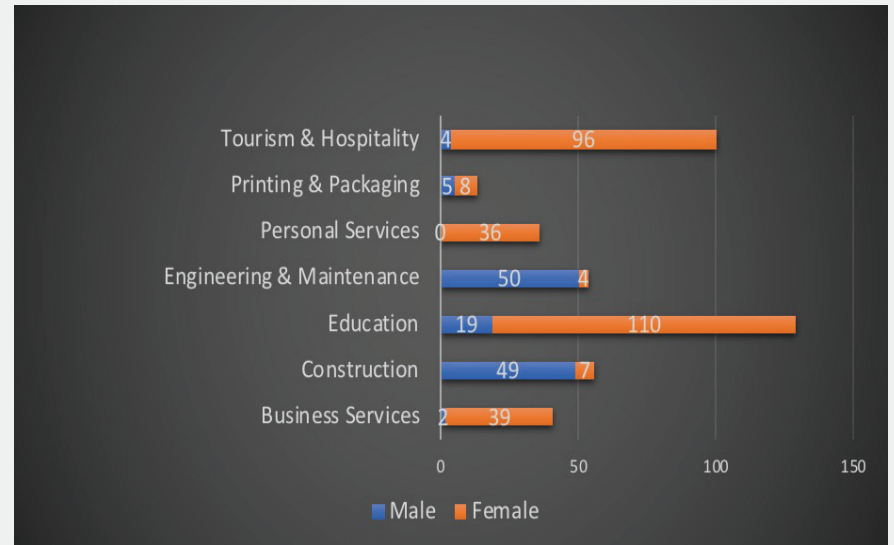


Table 2: Certification by Occupational Areas Relating to Sectors - 2019

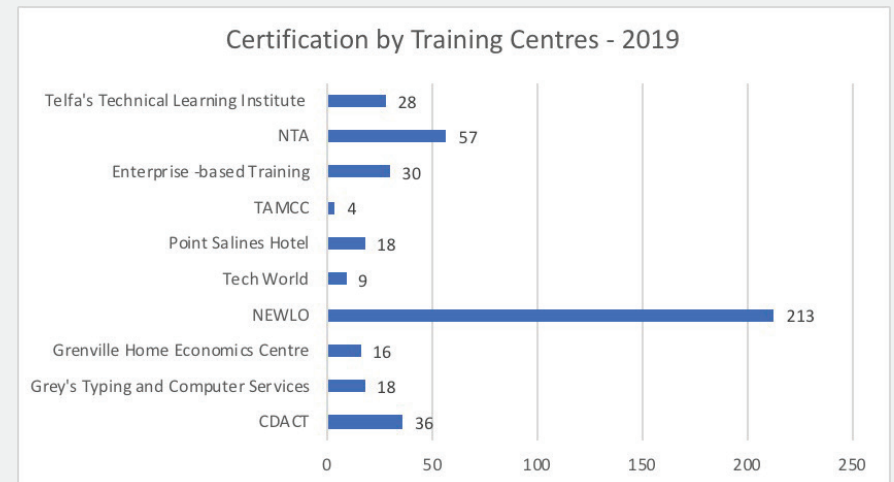
Occupational Area	Level	Qualification	Certification Awarded		Total
			Full	Unit	
EDUCATION SECTOR					
Assessment	4	CVQ	25	1	26
Early Childhood Development	2	CVQ	72	0	72
Training & Development	4	CVQ	0	31	31
TOURISM & HOSPITALITY SECTOR					
Commercial Food Preparation - Cookery	1	CVQ	15	1	16
Food & Beverage - Bar Service (Bartending)	2	CVQ	1	9	10
Food Preparation & Cookery	2	CVQ	23	5	28

Occupational Area	Level	Qualification	Certification Awarded		Total
			Full	Unit	
Hospitality Services - Villa & other properties	2	NVQ	25	3	28
Housekeeping	2	CVQ	3	15	18
PERSONAL SERVICES					
Cosmetology	2	CVQ	6	0	6
Fashion Design	2	CVQ	1	0	1
Massage Therapy	3	CVQ	20	0	20
Massage Therapy	4	CVQ	9	0	9
ENGINEERING & MAINTENANCE					
Electrical Installation	1	CVQ	25	0	25
Electrical Installation	2	CVQ	16	0	16
Electrical Installation	3	CVQ	1	0	1
Plumbing	1	CVQ	25	6	31
Plumbing	3	NVQ	2	0	2
Small Appliance Repairs	1	CVQ	12	0	12
CONSTRUCTION					
General Construction	2	CVQ	19	3	22
General Construction	3	CVQ	1	0	1
Business Services					
General Office Administration	2	NVQ	36	5	41
PRINTING & PACKAGING					
Printing & Graphic Designs	2	CVQ	12	1	13
TOTAL			349	80	429

numbers in the Education and Tourism & Hospitality sectors.

In 2019, candidates were certified from eight (8) training centres with NEWLO recording the highest number of certifications (50% of total certifications). EBT programmes (7%) and capacity building activities conducted by the NTA (13%) together accounted for 20% of 2019 certifications (Figure 8).

Figure 8: Certification by Centres - 2019



SAEP Vocational Skills Training Programmes

The GNTA signed a Memorandum of Understanding (MOU) on July 12, 2019 with the Climate Smart Agriculture and Rural Enterprise Programme (SAEP) to implement vocational skills training programmes for 160 youth from rural communities between the ages of 15 and 35 over a period of three years, 2019-2021. The training will include life skills, vocational training, job traineeship and certification likely to lead to employment opportunities.

For the first round of training the GNTA identified Agro-Food Processing, Crop Production, Community Cultural Performance, and Food

Preparation and Cookery as the four areas for recruitment. Eighty-three (83) candidates were successfully recruited in July and August 2019 (Table 3). An Orientation exercise was held on October 3rd, 2019 and training commenced at four locations throughout the country.

During the early weeks of training the programme was monitored via site visits by both the GNTA and SAEP to observe progress and receive feedback from trainees and facilitators. Satisfaction was expressed with

Table 3: SAEP Training Programmes Implemented by the NTA

Training Provider	Occupational Area	Number of Trainees		
		Male	Female	Total
Produce Chemist Laboratory, Tanteen, St. George	Agro-Food Processing - CVQ Level 2	1	21	22
Lloyd Panchoo, Mac Donald College, St. Patrick	Crop Production - CVQ Level 2	3	14	17
Grenville Home Economic Center, Grenville, St. Andrew	Food Preparation & Cookery - CVQ Level 2	2	24	26
La Boucan Creative Center, GCNA Complex, Kirani James Boulevard, St. George	Community Cultural Performance - CVQ Level 2	1	17	18
Total		7	76	83



the programme materials, class participation, and programme delivery. As the weeks progressed many trainees became dissatisfied with the non-payment transportation and childcare assistance. This contributed to inconsistencies in attendance and to drop-outs in some cases. The Community Cultural

Performance and the Crop Production programmes were the most severely affected. Classes were suspended from mid-November to December 2019 to facilitate outstanding payments to the trainees. However, payments were not made before year-end and the suspension was extended to January 2020.



The SAEP Project is managed through the Rural Development Unit under the Ministry of Finance and is funded by the Government of Grenada, the International Fund for Agricultural Development (IFAD) and the Caribbean Development Bank (CDB).

Assessment of Prior Learning (APL)

During 2019 there were 13 new registrations in 6 occupational areas under the NTA's Assessment of Prior Learning (APL) programme as shown in Table 4 below. This included six technicians at the Facilities & Maintenance Department of the T.A Marryshow Community College (TAMCC) who registered in four occupational areas to pursue CVQ Level 3 certification. All the new registrations were at CVQ Level 3 which is in line with the NTA's focus on promoting higher level skills certification among the workforce.

Figure 10 indicates that forty-seven (47) persons were certified through APL in 2019. The occupational area with the highest number of candidates certified was Massage Therapy with eleven (11) candidates having received level 3 CVQ and nine (9) received both levels 3 & 4 CVQs. This was as a result of a collaboration involving the Ministry of Trade, Rosemarie Charles Cosmetics and the GNTA to provide an opportunity for certification to persons working in the tourism and hospitality sector

providing massage services. Additionally, as is evident in Figure 10 that more females than males were certified.

Table 4. Registration of APL Candidates - 2019

Occupational Areas	Level	Number Registered
General Construction	3	1
Plumbing	3	2
Electrical Installation	3	1
Air Conditioning & Refrigeration	3	2
Massage Therapy	3	6
	3	1
TOTAL		13

Figure 9. APL Certification 2013-2019

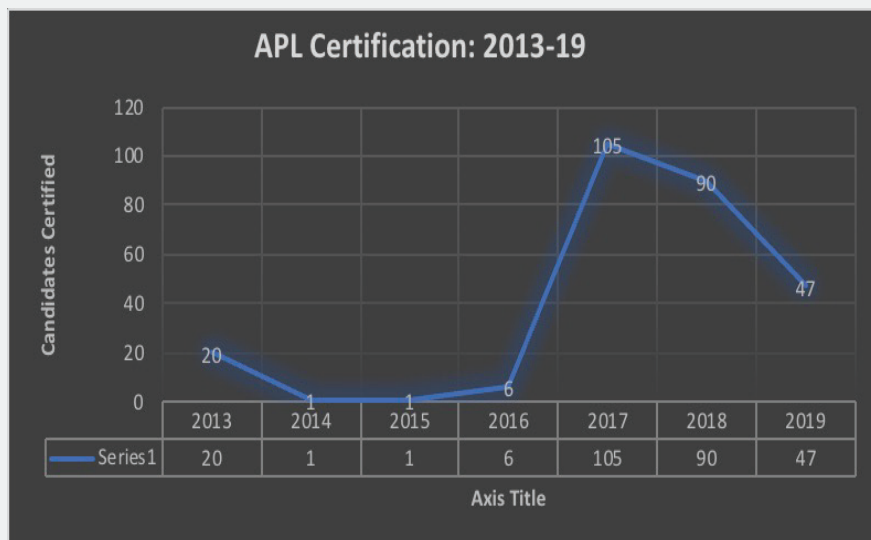
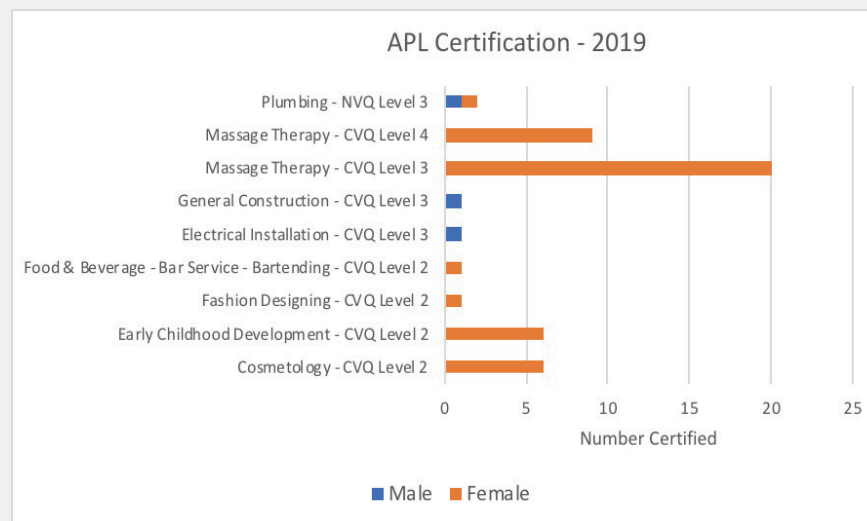


Figure 10. APL Certification 2019



Institution Based Training

The NTA worked with the eleven (11) Approved Training Centres (ATCs) and those pursuing Centre Approval that were delivering training throughout the year under review. This included conducting quality audits, monitoring of programmes, providing guidance and oversight to the implementation of quality assurance processes leading to CVQ/NVQ certification.

Of the 429 candidates certified the majority were from institution-based training programmes. This accounted for 325 certificates or (75%) of the total with NEWLO accounting for 211 candidates.

Enterprise Based Training

During the year under review, the EBT Officer worked with several employers including public sector to promote training and certification

for employees through organized training programmes and APL. Figure 11 reveals that ninety-six percent (96%) of the certifications issued through EBT were CVQs. Forty-seven candidates were certified through EBT Programmes in 2019. Of the 47 certifications, 29 were candidates pursuing Massage Therapy CVQ Level 3 and 4 through a programme under the Ministry of Trade.

Eighteen persons received training in Parenting Facilitation CVQ Level 3 through a collaboration between the NTA and the Child Protection Authority to have social workers adequately prepared and certified for the job.

Twenty-two Ministry of Education and Human Resource Development (MoEHRD) clerks, secretaries and clerk typists began training in Customer Service Level 2 in June 2019 at Grey's Training and Certification Center under the GEEP Project. The NTA is managing the training component of the project.

During the third quarter of 2019, the Grenada Ports Authority expressed interest in training for twenty-five (25) workers in Forklift Operations CVQ Level 2. Additionally, a needs assessment was done with staff at the Cadrona Home for the Aged as a preparatory step for the implementation of APL in Allied Health Geriatric Caregiver CVQ Level 2.

The Enterprise-Based Training (EBT) Programme is intended to offer opportunities to workers to gain certification through training and assessment conducted at the workplace.

Figure 11. EBT Certification by Qualification - 2019

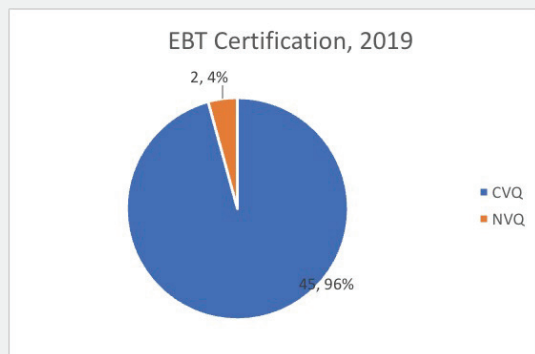
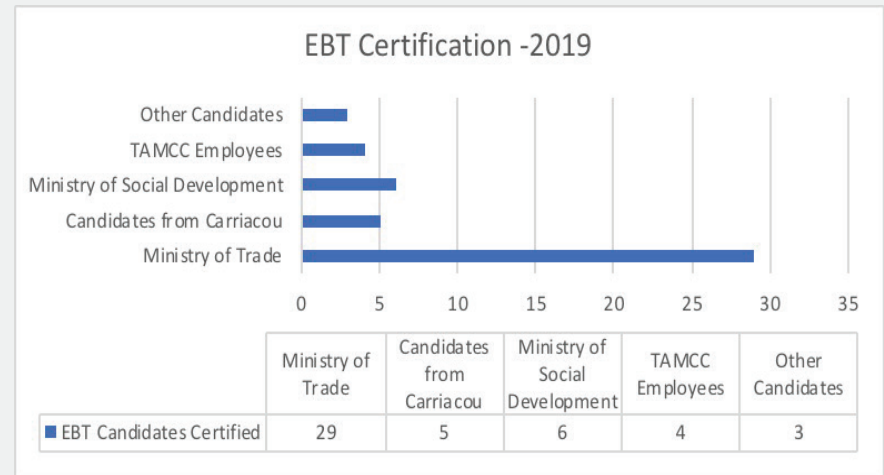


Figure 12: EBT Certification - 2019



Revision of Life Skills Curriculum

During the review year, proposals were received and a consultant contracted to review the existing Life Skills Curriculum. The revised Curriculum was submitted to the GNTA and presented to Training Providers in October 2019.

Training Providers being introduced to the revised Life Skills Curriculum



QUALITY ASSURANCE

A major focus of the GNTA as outlined in the Strategic Development and Implementation Plan 2018-2020 is to strengthen the capacity of the organisation to support the delivery of skills training and certification programmes leading to CVQ/NVQ certifications at higher levels on the qualifications framework. Key to achieving this objective was the conduct of an internal audit to evaluate the GNTA's quality assurance system.

During the year under review, several CBET instructors and assessors were trained as the NTA continued to build capacity within the TVET system in Grenada and the OECS. The NTA has developed a strong sub-regional presence having gained a reputation as a leader in TVET development in the OECS. In 2019 support was provided to St. Kitts & Nevis to build capacity for delivery and certification of TVET using CBET approaches. Additionally, the Quality Assurance Department continued to work closely with the Ministry of Education on the implementation of the CVQ in Secondary School programme as well as with several persons who were interested in establishing training centres to deliver programmes leading to CVQ/NVQ certifications. The department continued to monitor Approved Training Centres' (ATCs) performance and compliance with the NTA's quality assurance policies and procedures.

Quality Assurance Capacity Building

NTA Quality Assurance Audit

The NTA contracted an auditor to conduct an internal audit of the Quality Assurance system in October 2019. The three-day audit which commenced on October 28, 2019, was conducted by CANTA's Technical Officer, Dr. Hamilton Jemmott who is based in Barbados. The audit was based on the eight criteria for CVQ awarding bodies as defined in

CANTA's QA Criteria and Guidelines 2015. The findings for each criterion can be rated as one of the following:

- Conformance
- Opportunity for Improvement
- Minor non-conformance
- Major non-conformance

The NTA received a rating of "Conformance" for seven of the eight criteria and "Opportunity for Improvement" in one criterion.



Instructor Training

Two groups of candidates were trained in four units of the Training and Development Level 4 CVQ standard. This training which focused on CBET methodology was done in March and April of 2019 with a total of twenty-eight candidates. The training was facilitated by Master Assessor, Mr. Alford Tannis, the Enterprise Based Training Officer and the Quality Assurance Coordinator.

The GNTA was contracted by the Ministry of Education and Human Resource Development in June 2019 to facilitate capacity building for the CVQ in Schools programme. The first component was to train and certify seventeen secondary school teachers in four units of the Training and Development Level 4 occupational standard. The training which was funded through the Grenada Education Enhancement Project (GEEP) was conducted from July 10-19, 2019.



Assessor Training

- Six candidates completed CVQ Assessment Level 4 training during the first quarter of the year. The training was done over a two-week period in March 2019.
- Two candidates completed the Online Assessor Training Programme which included the practicum which was done face-to-face. .
- During the months of October and November 2019, the NTA facilitated the training of thirteen secondary school teachers in Assessment Level 4 (CVQ) as part of the contractual arrangements with the Ministry of Education and Human Resource Development (MoEHRD) funded through the (GEEP). The training and practicum sessions were facilitated by Mr. Alford Tannis, Master Assessor,



Mrs. Frances Ruffin, Quality Assurance Coordinator and Ms. Gennesta Charles Standards & Planning Coordinator. The candidates will receive the CVQ Level 4 in Assessment.

Assessor Training in St. Kitts/Nevis

Assessor Training was conducted in Assessment Level 4 CVQ for a group of seventeen educators in St. Kitts and Nevis during the period May 13 to 24, 2019. This followed the training of TVET teachers in October and November 2018 in CBET methodology. The training was part of a contract with the St. Kitts/Nevis TVET Council to build quality



assurance capacity and increase their ability to deliver TVET programmes. The training was facilitated by the Enterprise Based Training Officer and the Quality Assurance Coordinator.

Instructor Training

Twenty-eight candidates, in 2 cohorts of 14, received training in four units of the Training and Development CVQ standard during March and April of 2019. The training was facilitated by the Enterprise Based Training Officer and the Quality Assurance Coordinator. During the training participants were exposed to the CBET Methodology.

Instructor Training in CBET methodology was conducted for 16 teachers, from July 10-19, 2019, through an MOU with the Ministry of Education to facilitate capacity building for the CVQ in Schools programme. The candidates covered four units of the Training and Development Level 4 occupational standard.

Regional Verifier Training

Two GNTA officers, the Quality Assurance Coordinator, Frances Ruffin and the Quality Assurance Assistant, Nadine Lett were among seven regional participants at a workshop for the development of a Regional Online Training Programme for TVET Verifiers which would lead to certification in Verification Level 4. Additionally, a review was conducted of the current Online Assessor Training Programme. The other participants were from Trinidad and Tobago and Barbados. The workshop was held at the GNTA from February 11 to 15, 2019. It was sponsored by the Commonwealth of Learning and facilitated by consultant, Sandy Hertz.



Certification Ceremony for RGPF Assessors

Seven members of the Royal Grenada Police Force who completed training as Assessors for occupational areas in Policing received their Assessment CVQ Level 4 certificates during a brief ceremony at the National Training Agency's Office on Wednesday January 23rd, 2019. The Officers were presented with their certificates by Chief Executive Officer of the NTA, Mr. Lincoln Morgan. The Officers receiving



certification were Cpl. Ralph Baptiste, Sgt. Michelle Bedeau, Insp. M. Simon Douglas, Sgt. Donald Gilbert, PC Darwin Matthew, Sgt. Joseph Romain and Insp. Maureen Stanislaus.

CVQ in Secondary Schools

During the academic year 2018-2019, four secondary schools (as shown in Table 5 below) registered candidates with the Caribbean Examinations Council for the award of the CVQ. These four schools are preparing candidates for the same qualifications for the academic year 2019-2020.

Additionally, MacDonald College has begun preparing students for the Crop Production level 1 programme. Furthermore the MoEHRD has given their commitment to continue capacity building activities including the training of teachers and facility and equipment upgrade for the implementation of the CVQ programme in secondary schools in 2020.

Table 5: Schools Implementing CVQ

Schools	Occupational Areas	Candidates
Westerhall Secondary School (WSS)	General Construction level 1	9
St. Andrew's Anglican Secondary School (SAASS)	Furniture Making level 1	9
St. Mark's Secondary School	Furniture Making level 1	15
St. Rose Modern Secondary School	Commercial Food Preparation level 1	10

A critical quality assurance mechanism in the assessment process for the certification of the CVQ to secondary school students is the conduct of audits by CXC. In 2019, Dr. Hamilton Jemmott, the CXC the auditor, visited Grenada and conducted in-training audits of the four (4) schools involved in the CVQ in schools programme. On May 6th, St. Rose Modern Secondary and St. Mark's Secondary were visited. The following day, May 7th, audits continued at St. Andrew's Anglican Secondary School and Westerhall Secondary School. The reports from these visits were sent to CXC and the Ministry of Education in Grenada.

Centre Approval

In keeping with the Centre Approval Policy, the NTA has accredited eleven (11) training institutions as Approved Training Centres (ATCs) to deliver training programmes which lead to CVQ/NVQ certification. During the year under review, two of these Centres, La Boucan Creative Center and Greys Training and Certification Center were re-audited while other previously approved centres are scheduled to be re-audited in 2020. (see Approved Training Centres- pp. 45-47). Additionally, ABC Ltd, was approved by the GCTVET as an ATC to provide primarily training in construction related areas. Eight other training institutions: Royan's Welding, Grand Anse Social Development Centre, Grenville Home Economics Centre, Horizon Learning Centre, Grand Bacolet Rehabilitation Centre, Her Majesty's Prison, Aspire Training Centre and

Rosemarie's Cosmetics are at various stages in the process leading to Center Approval.

OCCUPATIONAL STANDARDS

Standards Development

In 2019, thirteen (13) occupational standards were approved by the GCTVET (see Table 6) of which sixty two percent (62%) were Regional Occupational Standards (ROS) and the other thirty-eight percent (38%) were National Occupational Standards (NOS). This brought the total number of standards approved for CVQ/NVQ training and certification to 182. Although there was a 100% increase in the number of occupational standards approved at level 4, there was a decrease in those approved at levels 1, 2 and 5 and consequently an overall decrease in the number of those approved in 2019 in comparison to 2018 (see Table 8).

Among the approved occupational standards are 10 at levels 3 and 4 in keeping with Objectives 1, 2, and 3 of the Strategic Development and Implementation Plan. These objectives focuses on building greater capacity for the delivery of higher level training, facilitating greater demand for higher level training at levels 3 and 4 by employers, and promoting greater public awareness of the higher level CVQ/NVQ qualifications. Figure 13 indicates that twenty-two (22) occupational standards were used to certify 429 candidates in 2019.

The NTA received requests from various stakeholders interested in implementing training programmes to develop NOS in the following areas:

- Poultry Rearing Level 2
- FullStack Web Development Level 2
- Dietary Aide Level 2

- Health Care Services -Patient Care (Orderly) Level 2
- Health Care Services – Patient Care (Nursing Assistant) Level 2

These standards are at varying stages in the development process and will be validated for use in 2020.

Additionally, to support the implementation of training programmes at higher levels, that is level 3 and above, the NTA purchased and received eighteen (18) occupational standards, fourteen (14) curricula and two (2) facilities standards from HEART Trust NTA Jamaica, during the year under review. These included occupational standards in Wall and Floor Tiling Level 3, Barbering Level 3, Entrepreneurship Level 3, Welding Level 3, Hotel Property Maintenance Level 3, General Beauty Therapy Level 3, Nail Technology Level 3, Motor Vehicle Loss Adjusting Level 3, General Insurance Investigating Level 3, General Insurance Investigating

Table 6: Occupational Standards Approved in 2019

Occupational Standard	Level	Qualification
Executive Secretary	4	NVQ
Health Care Services (Medical Laboratory Technician)	3	NVQ
Management	4	NVQ
Training and Development	4	CVQ
Health Care Services (Medical Laboratory Assistant)	2	CVQ
Developing New or Existing Enterprise	3	CVQ
Photovoltaic Panel Installer-Roofer Fitter	2	CVQ
Renewable Energy Technology Services	3	CVQ
Marketing	3	CVQ
Cake Baking & Decorating	2	CVQ
Apparel Manufacturing Technology	3	CVQ
Applied Fashion Design & Technology	3	NVQ
Applied Fashion Design & Technology	4	NVQ

Level 3, Property Loss Adjusting Level 3, Motor Vehicle Loss Adjusting Level 3, and Applied Fashion Technology Levels 3 and 4.

Table 7: Occupational Standards Under Development in 2019, Pending approval

Occupational Standard	Level	Qualification
Basic Chaining	1	CVQ
Dietary Aide	2	NVQ
Full Stack Web Development	2	NVQ
Health Care Services - Patient Care (Nursing Assistant)	2	NVQ
Medical Missionary	3	NVQ
Phlebotomy	2	NVQ
Poultry Rearing	2	NVQ

Figure 13. Occupational Standards used for Certification of Candidates 2011-2019

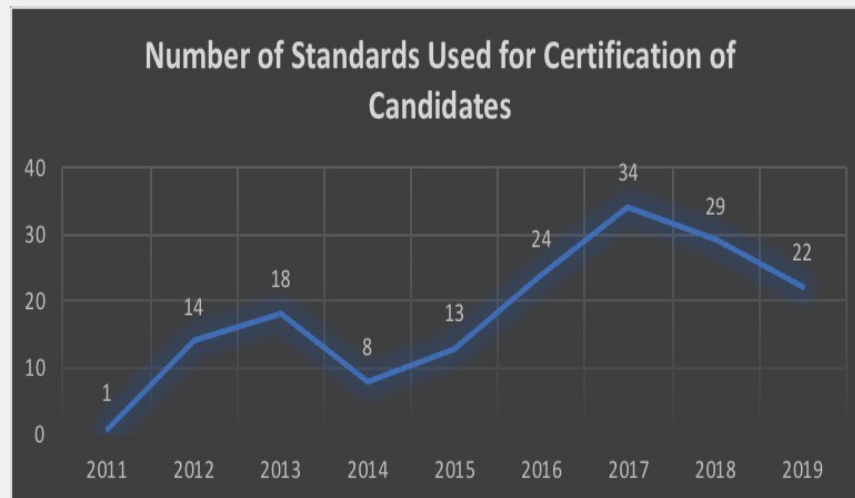


Table 8: Comparison of Standards Approved in 2018 and 2019

Levels	2018			2019			Annual % Change
	CVQ	NVQ	TOTAL	CVQ	NVQ	TOTAL	
1	1	4	5	0	0	0	-100%
2	5	4	9	3	0	3	-66.70%
3	3	3	6	4	2	6	0%
4	1	1	2	1	3	4	100%
5	0	1	1	0	0	0	-100%
Total			23			13	-43.50%



Community Cultural Performance Learners perform at LaBoucan Creative Centre

COMMUNICATIONS

In 2019, to support the achievement of objectives outlined in the Strategic Development and Implementation Plan, Marketing and Communications focused on promoting the NTA and its services using a variety of media. These included improved online postings, public presentations, and participation in several career and community fairs and expo. The Marketing and Communications Officer engaged in the following:

- At least 86,687 users were reached through 89 postings on Facebook, while 5,097 users visited the NTA's website.
- Increased information sharing on social media and the NTA's website resulted in at least 86,687 users being reached through 89 Facebook posts while 5,097 users visited the NTA's website.
- A Community Education Fair in St. Mark on February 28, 2019, which included a presentation on the Role and Functions of the NTA and participation in a mini exhibition along with a team from the NTA.
- Co-presented with the EBT Officer and the M & E Officer a presentation to employees of Grenada Marine at Corinth, St. David on May 9th, to apprise staff of value of CVQ training and certification and to explain how an apprenticeship works.
- The Marketing & Communications Officer facilitated all promotions of the WorldSkills Grenada Competition and chaired the Public Relations Sub-Committee for the Competition.
- Participation in a Community Empowerment Fair at Gouyave on June 25, 2019 where the NTA staged a booth with PowerPoint displays, giveaways and informational materials

- Participation in a two-day Grenada Coalition of Service Industries (GCSI) Expo on July 18 and 19, 2019 at the Grenada Trade Centre where the NTA displayed an information booth. A special feature of the Expo was the opportunity for the NTA to showcase the products of competitors in the Fashion Technology category of the inaugural WorldSkills Grenada competition.
- Participation in the "We Biz Expo" hosted by the Grenada Investment Development Corporation (GIDC) on August 2nd, 2019 in Grenville, St. Andrew to promote and recruit participants for the NTA/SAEP Vocational Skills Training programme.



- The Marketing and Communications Officer accompanied by the Monitoring and Evaluation Officer participated in a Career Fair and Youth Expo organized by the Ministry of Youth Empowerment on October 30, 2019. The Officers used the occasion to recruit participants for the NTA/SAEP Vocational Skills Training programme.
- The Communications Officer and the Quality Assurance Coordinator travelled to Carriacou on the invitation of the Youth Department of the Ministry of Carriacou and Petite Martinique Affairs, to participate in a Youth Fair and Expo on November 4, 2019. Additionally, the visit included:
 - A radio interview on Vibes 103.7 FM.
 - A meeting with welders interested in APL

- A meeting with employers to share information and receive feedback on training needs.
 - with a meeting with Ministry officials to discuss training needs.
 - A meeting with a private employer in the Hospitality sector with an interest in training and apprenticeship.
- Delivery of a joint presentation with the Quality Assurance Assistant to TAMCC technical students to sensitize them about the CVQ/NVQ certification on November 21, 2019 at the TAMCC Tanteen campus.

feedback, responses and enquiries from countries such as Jamaica, Canada UK and even Australia.

- A special MTV news interview was done to discuss WorldSkills Grenada, the skills gap, shortage of trained labour and higher level CVQ/NVQ qualifications.
- A special interview with GBN to discuss the achievements of the NTA in its 10th year of operation.

The media was invited to attend and provided coverage of several activities throughout the year including WorldSkills Grenada, MOU Signings, SAEP Orientation, Ford-Pre-School Anniversary visit, UNESCO TVET Policy Validation Workshop and NTA Employer Consultation

World Youth Skills Day

UNESCO/UNEVOC World Youth Skills Day was observed on July 15, 2019. The Marketing and Communications Officer in collaboration with Mrs. Marlene Finlay of the TAMCC organized activities to commemorate the occasion including two television interviews – one through GBN's Mid-Morning Buzz programme and the other through MTV News. Both TAMCC and NTA selected three skilled young persons to be interviewed. Additionally, a news release and posters were distributed to the media, a report sent to UNESCO/UNEVOC and information on the activity posted on the NTA's Facebook page.

Media Relations

- A special interview was done with GBN Television to promote the NTA and its priorities for 2019 which included greater engagement with employers to support workforce development and training, to encourage level three and four certifications through APL and to encourage more males to participate in skills training and certification. The story with a reach of 5,326 at the end of first quarter of the year had far reaching impact on social media with



MONITORING AND EVALUATION

Establishment of a Management Information System

During the year in review, several meetings were held to discuss the development and capabilities of a Management Information System (MIS) for the organisation. A Terms of Reference for the system was designed and discussed with staff and other stakeholders. The TOR was presented to the GCTVET in May 2019 and received approval to proceed.

Research

In October 2019, the GNTA collaborated with the Central Statistics Office in the preparation and review of the instrument for a Labour Market needs Assessment Survey for Grenada, Carriacou and Petite Martinique.

Monitoring and Evaluation Framework

A major responsibility of the Monitoring and Evaluation Officer is the development of a Monitoring and Evaluation (M & E) Framework for the NTA. A Theory of Change activity was held early in the year with staff to help construct the Framework. The Framework was used to monitor and analyze the NTA Strategic Development and Implementation Plan 2018-2020. The plan contains ten (10) strategic objectives and eighty (80) separate actions for implementation over a three-year period, 2018 to 2020. Thirty-five (35) actions, or forty-three percent (43%) of the total of eighty (80) actions, were to be initiated in Year 1 with many of these actions continuing into Years 2 and 3 and new actions added in Years 2 and 3.

Indicators were created to measure the achievement of the objectives outlined in the Strategic Development Plan. An evaluation of the strategic plan implementation revealed that the GNTA had achieved approximately eighteen (18) out of forty-five (45) indicators or thirty-five percent (35%) of the plan based on the results indicators for monitoring the progress. Eleven percent (11%) of the indicators were achieved, thirty-six percent (36%) are on target, nine percent (9%) are partially met and forty-four percent (44%) are pending. Pages 48-53 provide a synopsis of the progress in 2018 and 2019.

COLLABORATIVE ARRANGEMENTS

Youth Skills for Economic Growth in the Eastern Caribbean (SkYE)

During the first half of 2019, the NTA signed a Memorandum of Understanding (MOU) to work with the “Youth Skills for Economic Growth in the Eastern Caribbean (SkYE) Project managed by Mott MacDonald. The Project was launched in Grenada on February 26, 2019. Eight proposals for training were submitted by training providers in Grenada for evaluation by the Project Technical Committee. Training began during the second half of the year. The four-year programme which is UK funded by the Department for International Aid is intended to provide training to over 6000 young people in four Caribbean countries to improve their employability in sectors with a demand for skilled workers.

On December 3, 2019, the NTA in collaboration with SkYE hosted an Employer Consultation at the Radisson Grenada Beach Resort. Twenty-six (26) organisations from both the private and public sectors participated. The keynote speaker at the event was Mrs. Pauline

Whiteman, CEO (Ag.) of the National Training Agency of Trinidad and Tobago. Her presentation focused on the work of the NTA and the CVQ/NVQ qualification. She also reminded employers of their roles in the development of a skilled workforce. At the end of the presentation participants provided feedback through discussion on present and anticipated labour demands, training needs and areas for further collaboration.



Collaboration with the Ministry of Youth, Sports, Culture and the Arts

During the year under review, the NTA continued to provide support to the Ministry of Youth, Sports, Culture and the Arts for the implementation of skills training programmes managed and funded by the ministry. Some of the projects include the New IMANI programme, M-Power, HOPE and ASPIRE. Candidates were registered in several occupational areas including; Small Appliance Repairs Level 2 and Electrical Installation Level 2 Business Administration Level 2, Housekeeping Level 2, Massage Therapy Level 3, Welding Level 2, Cosmetology Level 2, and Receptionist Level 2. Twenty-two young persons attached to the Ministry of Sports who provide coaching services to schools and communities were registered during the last quarter of the year for certification in Coaching and Instruction in Sports CVQ Level 3.

UNESCO (National TVET Policy Review)

Following a formal request made to UNESCO in 2018 by the Government of Grenada to seek the organisation's assistance in developing a National

TVET Policy for Grenada, a scoping mission arrived in Grenada in May 2019 to launch the process of conducting a review to understand the context.

The Mission to gather information and meet with various stakeholders was conducted from July 22-26, 2019. The aim was to assess developments in the field of TVET, to identify specific needs for transformation in the national TVET system and plan a policy review exercise to be conducted before year end.

UNESCO consultants, Ramón Iriate and Hiromichi Katayama met with twenty-four stakeholder groups or organisations including the NTA to collect information for creating the first draft of the TVET Policy Review for Grenada. A Validation Workshop was held on November 28, 2019 to present the draft TVET Policy Review to major TVET stakeholders for feedback and validation.

Skills to Access the Green Economy (SAGE)

SAGE Project officials Dr. Linda Cooke and Milica Njegovan of Colleges and Institutes Canada met with NTA staff to discuss the main elements of the project which was in its exploratory phase. Several online meetings were also held between SAGE and NTA as they worked through various aspects of project design. SAGE intends to provide demand driven TVET training in six Caribbean countries including Grenada in occupational areas focused on climate change, mitigation and adaptation.



New Zealand Marine and Composite Industry Training Organisation (NZMCTO)

Securing funding for the licencing of the NZMCTO Marine and Composite Industry Training Organisation to establish an apprenticeship programme for the Marine sector in Grenada remains a challenge. NZ indicated a willingness to begin with a pilot programme which will allow Grenada to gain experience working with the New Zealand Marine standards, products and systems and to build on the pilot over time. While the Marine sector has been experiencing tremendous growth over the past six years, there remains a great shortage of locally trained and certified workers in the sector.

SENA (Servicio Nacional de Aprendizaje) Technical Education on Agro-Processing

In 2019, following an exploratory mission to Grenada, St. Lucia and Antigua and Barbuda in 2018, SENA (Servicio Nacional de Aprendizaje), the National Vocational Training Agency in Colombia, launched its technical assistance programme for the above-named three Eastern Caribbean countries. One of the first activities of the Project was a workshop on Agribusiness Curriculum design and development for Caribbean Countries which was held from 11 to 17 August 2019 in the city of Rionegro, Colombia. Grenada was represented at the workshop by Mrs. Deborah Gilchrist, Curriculum Officer in the Ministry of Education, Human Resource Development and Religious Affairs, Deborah Gilchrist. SENA is working closely with GNTA to implement the project locally.

CONFERENCES, WORKSHOPS, MEETINGS

CANQATE Conference

Grenada hosted the 16th Annual Conference of the Caribbean Area Network for Quality in Tertiary Education (CANQATE) from October 22nd to 24th 2019 at the Radisson Grenada Beach Resort. A presentation was made at the Conference by Standards and Planning Coordinator, Gennesta Charles and Quality Assurance Coordinator, Frances Ruffin based on the findings of the 2018 Employer Satisfaction Survey. The theme of the Conference was, "Creating an enabling environment for the pursuit of quality tertiary education: opportunities and challenges"



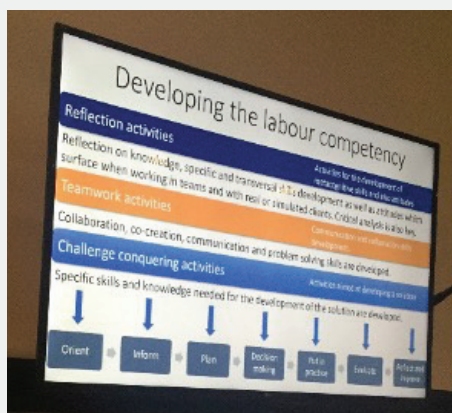
National Skills Development Consultation

Grenada hosted the 16th Annual Conference of the Caribbean Area Network for Quality in Tertiary Education (CANQATE) from October 22nd to 24th 2019 at the Radisson Grenada Beach Resort. A presentation was made at the Conference by Standards and Planning Coordinator, Gennesta Charles and Quality Assurance Coordinator, Frances Ruffin based on the findings of the 2018 Employer Satisfaction Survey. The theme of

the Conference was, “Creating an enabling environment for the pursuit of quality tertiary education: opportunities and challenges”.

Sub-regional TVET Workshop on the Future of Work

The CEO, K. Lincoln Morgan and the Enterprise Based Training Officer, Ricardo Nicholas and attended a sub-regional workshop hosted by HEART Trust/NTA in collaboration with the ILO/CENTERFOR in Jamaica from November 5th to 8th, 2019. The theme for the workshop was: In the Centenary of the ILO, Vocational Training in the Caribbean: Gaps and Challenges. Among the presentations delivered were “The Future of Work”, “The Future of Work in the face of Industry”, “Responding to Industry Employment Needs”, “Quality Apprenticeship: Role Play “and the “Future of Work in the Context for the Best practices in the Caribbean”.



CANTA Meeting

The CEO and QA Coordinator attended a meeting of CANTA held at the Jolly Beach Starfish Resort in Antigua from December 12-13, 2019. During elections held at the meeting, the CEO, K. Lincoln Morgan was elected Chair of the Quality Assurance Committee for the next two years. The next face-to-face meeting of CANTA is scheduled to be hosted by the Grenada NTA in November 2020.

Seminar on Vocational Education Management in China

The NTA's Quality Assurance Assistant, Nadine Lett attended a three-week seminar on Vocational Education Management in China in July 2019 along with 19 other Grenadians. The training was at Ningbo Polytechnic, an institution which plays a significant role in vocational research, and training and development to meet the needs of a wide variety of industries.

CJET Train the Trainer Workshop

The M & E Officer, Gordon Williams attended a CDB sponsored training in Barbados from 8-17 July 2019 through the CDB's Caribbean Technology Consultancy Services Network (CTCS). The workshop trained participants in the use of the Computerised Job Estimation Tool (CJET) which is an Excel based tool. This tool will assist small contractors and artisans when preparing job estimations. The intention is to have it included as part of the TVET training curriculum in construction.

UNEVOC TVET Leadership Workshop

The M & E Officer attended a UNEVOC TVET Leadership programme in St. Lucia from 23-27 September 2019. The aim was to empower TVET experts to contribute to the realization of the Sustainable Development Goals (SDGs). It was designed to update participants' understanding on the latest developments in TVET and equip them with skills and tools required for effective leadership in the TVET sector.

Gender Mainstreaming Workshop

The Marketing and Communications Officer, Kay Julien-Gutu, attended a two-day Inter-Ministerial Council and Gender Focal Points Mainstreaming



Workshop on April 2nd and 3rd at the Grenada National Stadium. The workshop provided participants with clarity surrounding definitions related to sex and gender, gender equality concepts, gender

and sustainable development, and gender mainstreaming and results-based management. The workshop was followed by a National Consultation on Gender Equality and the Empowerment of Women and the Launch of the Inter-Ministerial Council of Gender Focal Points at the Public Workers Conference Room on April 4, 2019.

Social Media Master Class

The Marketing and Communications Officer attended a one-day training workshop in Social Media Marketing hosted by Kimron Corion Digital on April 30, 2019 at the GIDC Conference Room in Frequente, St. George's. Participants were exposed to several topics including: The Key Features to Create a Successful Media Strategy; How to Set Up and Use Key Social Media Platforms; The Basics of Social Media Advertising; Understanding Social Media Storytelling.

WORLDSKILLS GRENADA 2019

The first WorldSkills Grenada competition was implemented successfully on June 18 and 19, 2019 at the T.A Marryshow Community College in Tanteen, St. George's. The two-day competition modeled on WorldSkills International, was held in four areas: Cooking, Beauty Therapy, Fashion Technology and Graphic Design Technology. Finalists were chosen after a preliminary round of competition in each area. Robotics, Bartending, and



Cosmetology were skill areas which were on exhibition at the competition. Grenada staged the competition less than a year after applying for and becoming members of Worldskills Americas, based in Chile with a



registered membership of twenty-six (26) countries in Latin America and the Caribbean. The WorldSkills Grenada competition began with an opening ceremony at the Kirani James Athletic Stadium where the feature speaker was Permanent Secretary, Kevin Andall, of the Ministry of Education, Human Resource Development and Religious Affairs. Also, in attendance was the Minister for Education with responsibility for Tertiary Education, Skills Development and Education Outreach, Pamela Moses. Planning for the Second WorldSkills Grenada began in the last quarter of 2019 with a meeting of the Local Organising Committee and the Technical sub-committee.

10TH ANNIVERSARY CELEBRATIONS

PAM Presentation

A presentation of baby supplies was made to the Programme for Adolescent Mothers (PAM) on March 12, 2019 as part of the NTA's 10th Anniversary celebrations. The presentation was made by CEO, Lincoln Morgan to PAM's Interim President, Ann Greaves. Among the items handed over were pampers, milk, baby wipes and cereal.

Community Outreach to Ford Pre-Primary School

The NTA concluded its 10th Anniversary celebrations on November 14, 2019 with a Community Outreach project to the Ford Pre-Primary School in Ford, St. Andrew. The objective of the outreach was to create greater awareness of the NTA in a rural community. During the visit Mr. Adrian Harford, Social Worker, facilitated a session on Positive Parenting for the parents and guardians of the children attending the school. The NTA presented the school with a Dell Monitor and HP printer to build the school's learning capacity. The NTA also provided refreshments for the occasion and used the opportunity to interact with children, teachers and parents.

STAFFING

The National Training Agency was staffed in 2019 by a complement of twelve individuals headed by the Chief Executive Officer, Mr. K Lincoln Morgan. There were three coordinators for the first half of the year: - Mr. Garvin Glasgow, Training Support; Mrs. Frances Ruffin, Quality

Assurance and Mr. Roderick Griffith, Standards and Planning. Mr. Garvin Glasgow resigned in June 2019 and the position remains vacant up to present. Mr. Roderick Griffith retired in June 2019 and the position was filled by former EBT Officer, Ms. Gennesta Charles in September 2019. She was replaced as EBT Officer by Mr. Ricardo Nicholas in August 2019. The position of Monitoring and Evaluation Officer which was vacant in 2018 was filled in January 2019 by Mr. Gordon Williams. Accountant, Mrs. Sonia Japal-Aban resigned in December 2019. The positions of Training Support Coordinator and Accountant are expected to be filled in early 2020.

CHALLENGES

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

- The persistence of the relatively low levels of males gaining CVQ/ NVQ certification when compared to females continues to be a significant challenge. One of the contributors to this trend might be the range of TVET programmes offered within the TVET system. Certification data indicates that programmes from sectors such as Engineering and Maintenance, Construction and the Creative Industries attract mostly males while training for sectors such as Tourism and Hospitality, Information Technology, Business Services and Health & Wellness attract a lot more female than male candidates. However there seems to be fewer training and certification opportunities in the TVET system related to the sectors that are attracting males probably pointing to the need for building capacity in the system to address the issue.
- Achievement of greater alignment of the TVET system with the needs of the labour market.

- Achieving wide recognition for CVQ and NVQ by employers in both the private and public sectors.
- Working with training institutions to increase the opportunities for Grenadians to achieve certification at higher levels on the qualifications' framework (levels 3, 4 and 5).
- The establishment of a sustainable funding mechanism for the development of a TVET system that could more adequately respond to the needs of workforce development thus creating a highly productive workforce that will contribute to increasing Grenada's competitiveness.
- The provision of adequate facilities to house the operations of the NTA.
- During the period under review there was a delay in the reconstitution of the GCTVET. This has affected the filling of vacancies, the renewal of contracts and the timely certification of candidates.

APPRECIATION

Through the many collaborative arrangements entered and maintained in 2019, the NTA's relationship with its many local and regional partners was strengthened and continued to grow.

We express our sincere gratitude to the GCTVET for the oversight and guidance provided for the work of the NTA and to the Ministers, Permanent Secretaries and staff of the Ministry of Education, Human Resource Development and Religious Affairs for their consistent support. We also extend thanks to the Ministries responsible for Finance, Trade and Youth as well as other government agencies and departments which provided support for the work of the NTA during the period under review

The support of training providers, quality assurance personnel (assessors, internal and external verifiers), employers and non-governmental partners who have worked with the NTA to build TVET capacity and workforce productivity over the past 10 years has contributed to the many successes and strides we have made in the development of TVET locally and in the OECS. We are thankful for the continuous support.

Our employers play a critical role in the promotion of the CVQ/NVQ among workers, in the provision of traineeships, as representatives on Industry Lead Groups and through their participation in stakeholder consultations. We are grateful for your efforts.

Finally, we thank all trainees and candidates for the confidence you placed in the NTA in 2019 for training and certification. In 2020, we will strive to continue to provide quality services aimed at improving the TVET environment which adds value to education and training and in turn creates a more productive workforce and a better society.

K. Lincoln Morgan
Chief Executive Officer



OCCUPATIONAL STANDARDS APPROVED BY THE GCTVET

NTA SERVICES

- *CVQ / NVQ Certification*
- *Development and validation of occupational standards.*
- *Accreditation/approval of training and assessment centres.*
- *Capacity building for training centres and the TVET system: Training of assessors, instructors, verifiers, quality auditors and master assessors.*
- *Quality assurance of the TVET system.*
- *Development and implementation of training schemes.*
- *Certification of candidates through the Assessment of Prior Learning (APL) programme.*
- *Support for the implementation of Enterprise-based Training (EBT) programmes.*

Occupational Standards Approved by the GCTVET

	Occupational Area	Level	Qualification
Agriculture			
1	Agro-Food Processing	1	CVQ
2	Agro-Food Processing	2	CVQ
3	Agro-Food Processing	3	CVQ
4	Apiculture	2	CVQ
5	Aquaponics	1	NVQ
6	Aquaponics	2	NVQ
7	Aquaponics	3	NVQ
8	Crop Production	1	CVQ
9	Crop Production	2	CVQ
10	Dairy Farming	1	CVQ
11	General Agriculture	2	NVQ
12	Horticultural Nursery Operations	1	NVQ
13	Livestock Rearing	1	CVQ
14	Poultry Rearing	1	NVQ
15	Rabbit Rearing	2	CVQ
Automotive			
16	Motor Vehicle Engine Systems	1	CVQ
17	Motor Vehicle Engine Systems	2	CVQ
18	Motor Vehicle Repairs (Cars and Light Trucks)	1	CVQ
19	Motor Vehicle Repairs (Cars and Light Trucks) *	2	NVQ
20	Motor Vehicle Repairs – Truck and Transport Vehicle Maintenance – Diesel Vehicles*	3	NVQ
21	Motor Vehicle Air Conditioning Systems	1	NVQ
22	Motor Vehicle Chassis System	1	CVQ
23	Small Engine Repairs	1	CVQ
Business			
24	Accounting Clerk	2	NVQ

	Occupational Area	Level	Qualification
25	Accounting	3	NVQ
26	Administrative Assistant	3	CVQ
27	Business Administration - Secretarial Skills	2	CVQ
28	Customer Service	1	CVQ
29	Customer Service	2	CVQ
30	Customs Services	2	CVQ
31	Customs Services	3	CVQ
32	Developing a New and Existing Enterprise*	3	CVQ
33	Events Management - Balloon Craft	1	CVQ
34	Events Management – Events Planning	3	CVQ
35	Executive Secretary*	4	NVQ
36	General Office Administration – Office Clerk	1	CVQ
37	General Office Administration – Office Clerk	2	NVQ
38	Human Resource Management	3	NVQ
39	Management	3	CVQ
40	Management*	4	NVQ
41	Marketing*	3	CVQ
42	Payroll Administration	3	CVQ
43	Payroll Clerk	2	CVQ
44	Reception	1	CVQ
45	Reception	2	CVQ
Construction			
46	Carpentry	1	CVQ
47	Carpentry	2	CVQ
48	Building & Construction – Construction Site Supervision	3	CVQ
49	Draughting and Construction Technician Work	3	CVQ
50	Excavator Operations	2	NVQ
51	Forklift Operations	2	NVQ

	Occupational Area	Level	Qualification
52	General Construction	1	CVQ
53	General Construction	2	CVQ
54	General Construction	3	CVQ
55	Masonry	1	CVQ
56	Masonry	2	CVQ
57	Property and Facilities Maintenance (Building Maintenance)	1	CVQ
58	Quantity Surveying	3	NVQ
59	Quantity Surveying	4	NVQ
Creative Industries			
60	Audio and Visual Editing Operations	2	CVQ
61	Camera Operations	2	CVQ
62	Community Cultural Performance	2	CVQ
63	Live Sound Engineering	2	CVQ
64	Live Sound Engineering	3	CVQ
65	Photography	1	CVQ
66	Musical Performance	1	CVQ
67	Musical Performance	2	CVQ
68	Printing and Graphic Arts – Computer Graphic Arts	1	CVQ
69	Printing and Graphic Arts – Computer Graphic Arts	2	CVQ
70	Radio Broadcasting	2	NVQ
71	Recording Engineering	2	CVQ
72	Technical Assistance in TV and Video Production	1	CVQ
Education			
73	Assessment	4	CVQ
74	Coaching and Instructing in sports	3	NVQ
75	Early Childhood Development	1	CVQ
76	Early Childhood Development	2	CVQ
77	Library Information Services (Library Clerk)	1	CVQ

	Occupational Area	Level	Qualification
78	Library Information Services (Library Assistant)	2	CVQ
79	Parenting Facilitation	3	CVQ
80	Teacher Assistant	2	NVQ
81	Training and Development*	4	CVQ
82	Youth Development Work	1	CVQ
83	Youth Development Work	2	CVQ
Energy			
84	Photovoltaic Panel Installation (Roof-Fitter)*	2	CVQ
85	Renewable Energy Technology Services*	3	CVQ
Engineering and Maintenance			
86	Air Conditioning & Refrigeration	2	CVQ
87	Air Conditioning & Refrigeration	3	NVQ
88	Electrical Installation	1	CVQ
89	Electrical Installation	2	CVQ
90	Electrical Installation	3	CVQ
91	Heavy Equipment Maintenance	2	NVQ
92	Metal Work Engineering	2	CVQ
93	Plumbing	1	CVQ
94	Plumbing	2	CVQ
95	Plumbing	3	NVQ
96	Refrigeration and Air-Conditioning	1	CVQ
97	Small Appliance Repairs	1	CVQ
98	Welding	1	CVQ
99	Welding	2	CVQ
Fish and Fish Processing			
100	Fish Handling and Processing	1	CVQ
101	Fish Handling and Processing	2	CVQ
Health, Safety and the Environment			

	Occupational Area	Level	Qualification
102	Occupational Safety & Health	3	CVQ
103	Environmental Sustainability Practices	2	NVQ
104	Environmental Sustainability Practices	3	NVQ
105	Environmental Sustainability Practices	4	NVQ
Health and Wellness			
106	Allied Health - Geriatric Care Giver	2	CVQ
107	Allied Health – Geriatric Care Giver	3	CVQ
108	Allied Health – Health Care Assistance – Patient Care	2	CVQ
109	Health Care Services – Medical Laboratory Assistant*	2	CVQ
110	Health Care Services – Medical Laboratory Technician*	3	NVQ
Information Technology			
111	Call/Contact Centre Operations	1	CVQ
112	Data Operations	1	CVQ
113	Data Operations	2	CVQ
114	Network Engineering	4	CVQ
115	Personal Computer Repairs	2	NVQ
116	Web Programming	3	CVQ
117	Using Information Communication Technology	1	CVQ
Manufacturing			
118	Apparel Manufacturing Technology*	3	CVQ
119	Furniture Finishing	1	CVQ
120	Furniture Making	1	CVQ
121	Furniture Making	2	CVQ
122	Jewelry Production - Precious Metal	2	NVQ
123	Jewelry Production – Seeds	2	CVQ
124	Jewelry Production – Leather	2	CVQ
125	Jewelry Production - Precious Metal -Clay	2	NVQ
126	Leather Goods Manufacturing	2	CVQ

	Occupational Area	Level	Qualification
127	Soft Furnishing	1	CVQ
128	Soft Furnishing	2	CVQ
129	Soft Furnishing	3	CVQ
130	Straw Craft Production	2	NVQ
Maritime			
131	Marine Mechanics	2	NVQ
132	Marine Electrical	2	NVQ
133	Marine Electrical	3	NVQ
134	Marine Services Technician	1	NVQ
135	Outboard Engine Repairs	2	CVQ
136	Seamanship	2	NVQ
137	Traditional Boatbuilding	1	NVQ
138	Traditional Boatbuilding	2	NVQ
139	Traditional Boatbuilding	3	NVQ
140	Traditional Boatbuilding	4	NVQ
141	Traditional Boatbuilding	5	NVQ
Merchant Marine			
142	Commercial Diving (Air)	3	CVQ
Personal Services			
143	Applied Fashion Technology*	3	NVQ
144	Applied Fashion Technology*	4	NVQ
145	Barbering	2	CVQ
146	Cosmetology	2	CVQ
147	Fabric Design	1	CVQ
148	Fashion Designing	2	CVQ
149	Floral Arrangement	1	CVQ
150	Garment Production	1	CVQ
151	General Cosmetology	1	CVQ

	Occupational Area	Level	Qualification
152	Massage Therapy	3	CVQ
153	Massage Therapy	4	CVQ
154	Nail Technology	2	CVQ
Public Services			
155	Custodial Services	2	NVQ
156	Industrial Security Operations	1	CVQ
157	Policing and Law Enforcement (Cybercrime)	3	NVQ
158	Policing and Law Enforcement (Investigative Interviewing)	3	NVQ
159	Policing and Law Enforcement (Stop and Search Vehicles)	3	NVQ
160	Policing and Law Enforcement (Use of Firearms)	3	NVQ
161	Policing and Law Enforcement (Use of Force)	3	NVQ
162	Policing and Law Enforcement (Crime Scene Investigations)	3	NVQ
163	Security Operations	3	CVQ
Tourism and Hospitality			
164	Cake Baking and Decorating*	2	CVQ
165	Commercial Food Preparation (Cookery)	1	CVQ
166	Commercial Food Preparation (Chef de Parte)	3	CVQ

	Occupational Area	Level	Qualification
167	Commercial Food Preparation (Pastry Chef/Patisserie)	3	CVQ
168	Commercial Food Preparation (Sous Chef)	3	CVQ
169	Community Tourism	1	CVQ
170	Cricket Pitch and Field Maintenance	1	CVQ
171	Cruise line Services	2	NVQ
172	Domestic Housekeeping Services	2	CVQ
173	Food and Beverage - Restaurant Service (Server)	1	NVQ
174	Food and Beverage - Bar Service (Portering)	1	NVQ
175	Food and Beverage-Bar Service (Bartending)	2	CVQ
176	Food and Drink Service	2	CVQ
177	Food Preparation and Cookery	2	CVQ
178	Hospitality Services - (Villa and Other Properties)	2	NVQ
179	Hospitality and Coastline Services for Tour Guiding and Cruises	2	NVQ
180	Housekeeping (Room Attendant)	1	NVQ
181	Housekeeping	2	CVQ
182	Water Taxi Operations	2	NVQ

STRATEGIC OBJECTIVES
2018-2020

- Capacity to deliver competency-based training strengthened
- Employers' awareness of and demand for Levels 3 and 4 skills increased
- Public awareness of the value of N/ CVQ higher qualifications improved
- ETF established and operationalized in Grenada
- A centralized assessment centre established in Grenada

- WorldSkills competition established at local level in Grenada
- Education system more closely aligned with labour Market priorities
- Human resource planning re-visited and strengthened at the NTA
- A physical plan to establish an NTA-owned office complex is developed
- Gender priorities are incorporated into strategy implementation.

2019 YEAR IN REVIEW

NTA QUICK FACTS

3210
CVQ Awarded

182
Occupational
Standards
Approved

10
Approved
Training Centres
+ 7 Centres Pending Approval

397
CBET Instructors
Trained

94%
Employer
Satisfaction - C/
NVQ Holders

1197
NVQ Awarded

3
Master
Assessors
Certified

18
Quality Auditors
Trained

93
Verifiers Trained

315
Assessors
Trained

2019: Year in Review

January

- 15 WorldSkills Grenada LOC meets to plan first Grenada competition scheduled for June 2019.
- 22 NTA CEO presents at Stakeholder's Consultation for NEWLO's Strategic Plan at Norton Hall, Church Street, St. George's.
- 23 CVQ distribution ceremony to seven (7) officers of the RGPF completing CVQ level 4 in Assessment. The ceremony was held at the NTA Conference Room.
- 28 Meeting to discuss MOU for SkYE Project with all NTA Technical Officers.
- 29 CDB Office of Independent Evaluation interview with NTA officers – "Evaluation of CDB's Support to the OECS Countries" Mission to Grenada.
- 31 GCTVET Meeting.

February

- 1 GNAB CANQATE organising committee meeting at MoEHRD. NTA represented by Quality Assurance Coordinator, Frances Ruffin.
- 4 Meeting to discuss draft MOU between SAEP and NTA.
- 5 Meeting with TAMCC Instructors and Assessors in Training under TAMCC MOU.
- 5 Meeting with Mott Macdonald, UK consultant Richard Hanson re implementation of SkYE Project.
- 11-15 Commonwealth of Learning (CoL) funded regional CVQ Verifiers Training at NTA Conference Room.

- 18 OECS Education Support Project national stakeholder sensitization and consultation exercise at Ministry of Education. NTA represented by CEO.
- 19 Capacity Building training under the DFID Project at the Grenada National Stadium.
- 26 Launch of Youth Skills for Economic Growth Programme at the Spice Basket (SkYE).
- 26 Inter-Ministerial Council of Gender Focal Points at Ministry of Works – NTA represented by Kay Julien-Gutu.
- 27 NTA Staff Development Session – Creating a Theory of Change.
- 28 Career and Education Fair at St. Mark's Resource Centre. Power Point presentation made by Communications Officer. Other NTA representatives included EBT and M & E Officers. NTA literature displayed and brief meeting held with potential APL General Construction candidates working in the parish.
- 28 PR Sub-Committee meeting planning the marketing and promotion of WorldSkills Grenada.

March

- 4-5 GNAB Training Workshop. NTA was represented by QA Coordinator, Frances Ruffin and QA assistant Nadine Lett.
- 5-7 Assessor Training (NTA Conference Room).
- 12-14 Assessor Training (NTA Conference Room).
- 8 National Skills Development Institute meeting at the NTA.
- 11 Meeting with Ag. Commissioner of Police to discuss CVQ training within the RGPF.

- 12 Presentation of baby supplies to the Programme for Adolescent Mothers as part of the NTA's 10th Anniversary Celebrations.
- 12 EBT Officer meets with the PS, Ministry of Works to discuss training of transport wardens and other training.
- 19-21 Instructor Training - NTA Conference Room.
- 19 NTA-SAEP MOU meeting.
- 19 Education Advisory Council Meeting. The NTA was represented by CEO, K. Lincoln Morgan.
- 20 NTA makes presentation at St. Marks Secondary School Career and Bazaar day, under the theme "My career, my possession".
- 25 Meeting with ILO consultant, Winston Fletcher and NTA technical staff re ILO study of the effectiveness of C/NVQ in facilitating employment.
- 25-27 Instructor Training.
- 28 CDACT 2019 Graduation and Emulation Ceremony at the Kirani James Athletic Stadium. Remarks were made by NTA Communications Officer, Kay Julien-Gutu, while CEO, K. Lincoln Morgan assisted with the presentation of certificates.

April

- 2-3 Gender Mainstreaming Workshop at the Grenada National Stadium organized by the Ministry of Social Development and Housing. The Communications Officer represented the NTA as a participant.
- 4 National Consultation on Gender Equality and the Empowerment of Women and Launch of the Inter-Ministerial Council and Gender Focal Points. Marketing and Communications Officer, Kay Julien-Gutu is the NTA's Focal Point representative on the Inter-Ministerial Council.

- 9-11 Instructor Training - Ministry of Youth Conference Room, Morne Rouge.
- 15-17 Instructor Training continues.
- 11 GCTVET Meeting.
- 12 National Skills Development Institute Meeting – NTA Conference Room.
- 15 WorldSkills Grenada Planning meeting.
- 18 Meeting of Education Minister with GCTVET Chairman and Deputy Chairman of GCTVET.
- 23 Workshop for trained Assessors at the NTA.
- 25 Meeting re the implementation of training under GEEP with PS of Education, CEO of Education and Project Coordinator and EBT Officer, Gennesta Charles and Quality Assurance Coordinator of the NTA, Frances Ruffin.
- 29 Meeting with Dr. Linda Cooke and Milica Njegovan of Colleges and Institutes Canada re the Skills to Access the Green Economy (SAGE) Project.

May

- 3 Preliminary competition – WorldSkills Grenada – Fashion Design Technology.
- 8 Meeting with Training Providers.
- 9-10 Meetings with UNESCO National TVET Policy fact finding team.
- 10 Breakfast meeting with GCTVET Chairman, Chairman of GRENLEC's Board, and CEO, NTA at the Spice island Beach Resort.
- 16 Technical Committee Meeting – WorldSkills Grenada.

- 17 Meeting with Prime Minister, Minister for Education and the PS, DPA, Karina Arid re Skills Development Programme at the PM's office, Ministerial Complex.
- 21 SkYE Project virtual meeting to discuss capacity building plans.
- 24 WorldSkills Local Organisation Committee meeting.
- 31 Preliminary - WorldSkills Grenada – Beauty Therapy.

June

- 11 SkYE Monitoring and Evaluation Officers Meeting.
- 12 Signing of Training Contract – SAEP Project- Ministry of Finance Conference Room by NTA CEO and witnessed by Quality Assurance Coordinator, Frances Ruffin.
- 13 Online Meeting with SENA - NTA CEO & Deputy Chairman, David Fleming.
- 13 Orientation for MOE Customer Service Training at Grey's Training and Certification Centre.
- 17 Opening for WorldSkills Grenada Competition at the Kirani James Athletic Stadium.
- 18 Day 1 – WorldSkills Grenada Competition – Tanteen Campus, TAMCC.
- 19 Day 2 – WorldSkills Grenada Competition – Tanteen Campus, TAMCC.
- 24-26 GNAB “Train the Trainers” Workshop. NTA represented by QA Coordinator, Frances Ruffin.
- 25 NTA hosts information booth at Gouyave Community Empowerment Fair held on St. Dominic's Street, Gouyave. The Marketing and Communications Officer led the team which included the EBT Officer and M & E Officer.

- 25 Meeting with Bill Chislett, Director of Marine Institute (MI) International and Joe Singleton, Assistant head of School of Ocean Technology of Memorial University of Newfoundland in Atlantic Canada. CEO, EBT Officer and QA Coordinator.
- 27 Youth Skills Development Programming Consultation at Grenada National Stadium. NTA CEO and the EBT Officer, delivered a joint presentation on the NTA, CVQ/NVQ and skills needs in Grenada.

July

- 5 GNAB meeting re CANQATE Conference. NTA represented by Frances Ruffin.
- 5 National Skills Development Programme debriefing session at Cabinet Office. The meeting was attended by the CEO and EBT Officer.
- 5 SkYE Strategic Advisory Committee/Training Fund Board Meeting. NTA represented by Mr. Morgan.
- 8-17 CDB Regional Train-the-Trainer Workshop in Computerised Job Estimation Tools (CJET) in Barbados. Grenada was represented by NTA's M&E Officer, Edward G. Williams and Training Provider, Andrae Belfon.
- 11 Ministry of Youth Development Certificate Ceremony at Spice Basket for the New IMANI Programme trainees completing Early Childhood L2. NTA M & C Officer, assisted in the presentation of certificates.
- 11 GCTVET Meeting.
- 18 SAEP/NTA Meeting.
- 22-26 National TVET Policy – UNESCO factfinding mission. The consultants meet with various public and private sector stakeholders.

- 24 SkYE meeting with Mott Macdonald consultant Richard Hanson, GCTVET Chairman and Deputy Chairman and NTA CEO.
- 25 Grey's Training and Certification Centre's CVQ Graduation at the Grenada Trade Centre. EBT Officer, Gennesta Charles made remarks on behalf of the NTA while Marketing and Communications Officer, Kay Julien-Gutu assisted with the handing out of CVQ/NVQ certificates.

August

- 1 SAEP trainee recruitment drive – TAMCC Campus, St. Patrick's.
- 1 New EBT Officer, Ricardo Nicholas takes up position at NTA.
- 2 SAEP trainee recruitment drive/GIDC "We Biz Expo" Entrepreneurs Exhibition – Grenville Car Park, Grenville.
- 12-16 Agrobusiness Regional Project Workshop on Agrobusiness Curriculum Design and Development for Caribbean Countries in Baranquilla, Colombia. Grenada represented by Debra Gilchrist of the MOE.
- 19 NTA 2020 Budget preparation meeting.
- 28 CEO meets with TAMCC School of Applied Arts and Technology re Orientation to CVQ programmes. The meeting was held at TAMCC with the Dean of the Department, Marlene Finlay.
- 30 Distribution of certificates to trainees completing Massage Therapy Level 3 at Ministry of Finance Conference Room. The programme was sponsored by the Ministry of Trade, Industry, Co-operatives, and CARICOM Affairs. NTA CEO made remarks at ceremony.

September

- 1 Ms. Gennesta Charles, former EBT Officer, takes up position as Standards and Planning Coordinator.
- 4 SAGE National Steering Committee Meeting.
- 17 CANQATE Planning Committee Meeting.

- 18 MoEHRD Budget consultation at Ministry of Finance. NTA CEO, Standards and Planning Coordinator and Accountant attend.
- 19 Instructor Training (Practicum) – Gennesta Charles – NTA Conference Room.
- 24 Visit to the Caribbean Institute for Technical Studies at Bailies Bacolet, St. David by NTA CEO and technical staff.
- 26 CVQ Graduation Ceremony at the Birchgrove New Testament Church - Fletcher's Creations. Standards and Planning Coordinator makes remarks.
- 27 SkYE Quality Assurance meeting via skype between Abraham Durand and NTA CEO.
- 30 SAEP Stakeholders Engagement Workshop at the Kirani James Athletic Stadium. M & E Officer represents NTA.

October

- 2 SkYE Strategic Advisory Committee/Training Fund Board Meeting. CEO represents.
- 3 Orientation for SAEP Training component under the NTA – VIP Lounge, Kirani James Athletic Stadium.
- 9 Assessor Training begins under the Ministry of Education GEEP Project at the NTA Conference Room. Thirteen teachers formerly trained as CVQ Instructors were the participants.
- 22-24 CANQATE Conference at Radisson Grenada Beach Resort. Standards and Planning and Quality Assurance Coordinators make Presentation on results of Employer Satisfaction Survey completed in 2018. CEO, EBT Officer and QA Assistant also attend.
- 28-30 NTA Internal Quality Assurance Audit conducted by Dr. Jemmott.
- 30 NTA participates in Youth Career Fair on Granby Street, St. George's in observance of National Youth Week with an Information Booth. The booth was manned by the Marketing

and Communications Officer and the Monitoring and Evaluation Officer.

November

- 5 NTA participates in Youth Career Fair and Expo in Hillsborough, Carriacou with an Information Booth. M & C Officer and QA Coordinator are the representatives. The M & C Officer is interviewed on Vebes 103.7 FM radio. An evening meeting is held with employers and potential APL candidates.
- 5 WorldSkills Grenada Local Organising Committee Meeting at NTA Conference Room.
- 6 Meeting with senior officials within the Ministry of Carriacou and Petite Martinique Affairs re training needs in Carriacou. Meeting with employer interested in training in the hospitality sector.
- 7 Atlantic Canadian Trade Mission to Grenada involving Nova Scotia Community College and the Marine Institute to look at potential collaborations in marine training.
- 27-29 UNESCO Mission visit Grenada to present findings of TVET Policy Review for development of National TVET Policy.
- 28 UNESCO Validation Workshop at the Radisson Grenada Beach Resort to present findings of TVET policy review.

December

- 3 NTA Employer Consultation with support from the SkYE Project at the Radisson Grenada Beach Resort.
- 9 Meeting with CEEP team leaders and the S & P Coordinator re standards development.
- 12-13 CANTA Executive Meeting in Antigua. The meeting was attended by NTA CEO and QA Coordinator.

- 12 Meeting between PS Education and S & P Coordinator and QA Assistant.
- 17 Meeting at NTA to discuss Nursing Assistant Programme with Ministries of Health and Youth officials.

APPROVED TRAINING CENTRES

STRATEGIC OBJECTIVES

2018-2020

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- ETF established and operationalized in Grenada
- A centralized assessment centre established in Grenada

- WorldSkills competition established at local level in Grenada
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- Human resource planning re-visited and strengthened at the NTA
- A physical plan to establish an NTA-owned office complex is developed
- Gender priorities are incorporated into strategy implementation.

Approved Training Centres

Training Centres	Occupational Areas	Levels
Business Support Centre	General Office Administration	1 & 2
	Data Operations	1 & 2
	Customer Service	1 & 2
	Payroll Clerk	2
Center for Development Certification Training (CDACT)	General Office Administration	1 & 2
	Data Operations	1 & 2
	Customer Service	1 & 2
	Management	3 & 4
	Human Resource Management	3
	Printing and Graphic Arts	1 & 2
	Occupational Safety and Health	3
Grey's Training and Certification Centre	Accounting Clerk	2
	Accounting	3 & 4
	Administrative Assistant	3
	Business Administration	2
	Customer Service	1 & 2
	Customs Service	2
	Executive Secretary	4
	General Office Administration	1 & 2
	Human Resource Management	3
	Payroll Administration	3
	Payroll Clerk	2 & 3
	Printing and Graphic Arts	1 & 2
	Management	3
	Marketing	3
	Receptionist	2 & 3

Training Centres	Occupational Areas	Levels
Fletcher's Creations	Garment Production	1
	Fashion Design	2
La Boucan Creative Centre	Allied Health - Geriatric Caregiver	2 & 3
	Community Cultural Performance	2
	Customer Service	1 & 2
	Musical Performance	2
	Audio & Visual Editing Operations	1 & 2
	Live Sound Engineering	2 & 3
	Recording Engineering	2
New Life Organisation (NEWLO)	Allied Health - Geriatric Care	2
	Commercial Food Preparation (Cookery)	1
	Cosmetology	2
	Crop Production	1
	Data Operations	1 & 2
	Electrical Installation	1 & 2
	Early Childhood Development	1 & 2
	Food Preparation & Cookery	2
	Food and Beverage Bar Service (Bartending)	2
	Food and Beverage Bar Service (Portering)	1
	Food and Beverage Restaurant Service (Server)	1
	Garment Production	1
	General Construction	2
	Housekeeping	1
	Hospitality Services (villas and other properties)	2
	Personal Computer Repairs	2
	Plumbing	1 & 2
	Poultry Rearing	1

Training Centres	Occupational Areas	Levels
T. A. Marryshow Community College (TAMCC)	Accounting Clerk	2
	Air Conditioning and Refrigeration	3
	Data Operations	1 & 2
	Electrical Installation	1, 2 & 3
	Furniture Making	1 & 2
	General Construction	1 & 2
	General Office Administration	1 & 2
	Parenting Facilitation	3
	Property and Facilities Maintenance	1
	Welding	1 & 2
TechWorld	Customer Service	1 & 2
	Data Operations	1 & 2
	General Office Administration	1 & 2
	Food and Beverage - Bar Service (Portering)	1
	Food and Beverage - Bar Service (Bartending)	2
	Personal Computer Repairs	2
Telfa's Ttechnical Learning Centre ABC Ltd.	Electrical Installation	1 & 2
	Building & Construction - Construction Site Supervision	3
	Carpentry	2
	Drafting and Construction -Technician Work	3
	Excavator Operations	2
	General Construction	1 & 2
	Masonry	2
	Quantity Surveying	4
Wilma Forteau *	General Cosmetology	1
	Cosmetology	2
Pogramme for Adolescent Mothers *	Data Operations	2

* Currently not operational

Institutions Seeking Approved Training Centre Status

Training Centre	Occupational Areas	Levels
Grand Anse Social Development Centre	Commercial Food Preparation and Cookery	1
	Fabric Design	2
	Garment Production	1
	General Cosmetology	1
	Nail Technology	2
Grand Baccholet Rehabilitation Centre	Barbering	2
	Crop Production	1 & 2
	Poultry Rearing	1
	Small Appliance Repairs	1
Grenville Home Economics Centre	Food Preparation and Cookery	2
Her Majesty's Prison	Crop Production	1
	Electrical Installation	1
	General Construction	1
	Poultry Rearing	1
	Small Appliance Repairs	1
Horizon Learning Centre	Call Centre Operations	1
	Carpentry	1
	Customer Service	1
	Data Operations	1
	Furniture Making	1
	Rosemarie Charles Cosmetics	Cosmetology
	Massage Therapy	3 & 4
Rohan's Welding	Welding	1 & 2

STRATEGIC PLAN IMPLEMENTATION



Objectives	Indicators	Targeted Valued	Status
Objective One: Capacity to deliver competency-based training strengthened	i. Conducts an audit of the quality assurance system and identify SWOT of the system	1	Achieved. Dr. Hamilton Jemmott conducted an internal audit from the 21st - 23rd October 2019
	ii. Number of students graduating with CVQ in schools	2018 2019 2020 10 15 25	2018 2019 11 32 On Target - exceeded targeted expectations. 42 students were registered in 2019 and 32 were successful
	iii. Increased the number of teachers trained as: Instructors Assessors	2018 2019 2020 10 15 20 10 15 20	2018 2019 00 26 00 12 Partially met. Although the targeted expectation was exceeded for teachers trained as instructors, the target for assessors was not met. These teachers were trained under GEEP project funded by CDB.
	iv. Increased the number of trained and certified Instructors Assessors	2018 2019 2020 15 25 35 15 25 35	2018 2019 00 31 19 26 On Target - exceeded targeted expectations.
	v. Design and create an "Instructor's Training Manual"	1	Achieved. The Instructor's Training Manual" is a Quality Assurance archived document at the GNTA
	vi. The number of training centers increased from 10 to 13 (2018 - 2020)	3	Achieved and exceeded expectation value. Currently, four (4) centers were approved and five (5) centers are in the process of becoming approved. These centers are now in the process of being audited by GNTA.
	vii. Increase the number of standards approved at Level 3 Level 4 Level 5	2018 2019 2020 5 8 10 3 6 08 2 3 05	2018 2019 06 24 03 09 01 00 Partially Met. The GNTA has purchased eleven (11) Level 3 CVQ and one (1) level 4 from Jamaica, however, they are not yet vetted by the industry experts.
	viii. Increase the number of CVQ/NVQ standards reviewed and updated within a year (10-16 per year)	10-16 per year	Pending - The process of reviewing the CVQ/NVQ is done by volunteers in the various industries which have posed a challenge in achieving this goal.

Objectives	Indicators	Targeted Valued	Status
	ix. Increase the number of APL certifications	2018 2019 2020 50 60 70	2018 2019 65 47 Partially Met.
	x. Number of projects undertaken/discussed with the public and private sectors	2018 2019 2020 02 05 08	2018 2019 04 07 On Target - currently, the GNTA is working along with government ministries, Child Protection, Siesta Hotel, The Home for the Aged, Grand Anse Home, Cadrona Home, and the Marine Industry to build standards and certify their staff.
Objective Two: Employers' awareness of and demand for Level 3 and Level 4 skills increased	i. Increased awareness/ advertising campaign on the benefits of levels 3 & 4 by utilizing 5 different types of media	5 different types of media	On Target - Facebook, WhatsApp, Newspaper, Radio, Television, Brochures and Website has been used to sensitize the public on the benefits of Levels 3 and 4 CVQ/NVQ hence the increase in certification. Further, a baseline survey/study is carded in the first quarter of 2020 to determine our current position.
	ii. Host an annual CBT awards/competition ceremony once per year		1
	iii. Number of businesses have recognized CVQ/NVQ as part of their hiring policy (2-3 per year)	2-3 per year	2018 2019 02 03 On Target - based on the awareness campaign a number of businesses are now recognizing CVQ/NVQ as part of their hiring policy - Rex, Sandals Grenada, GNTA. These companies job vacancies were advertising with the local newspaper companies.
	iv. Increased the number of certifications in Level 3 Level 4	2018 2019 2020 30 40 50 20 30 40	2018 2019 70 20 20 66 On Target - the expectation for Levels 3 and 4 in 2018 was exceeded by more than 50%. In 2019, we have doubled the target for level 4 certification and are on course to surpass the target for level 3.
Objective Three: Public awareness of the value of N/ CVQ higher qualifications improved	i. Development and implementation of a public awareness plan/strategy	Yes	On Target - There is a Communication Strategy however it needs reviewing/updating
	ii. Host an event (Seminar/Forum) every year where major stakeholders are invited	1	On Target - The GNTA host an Employer Consultation forum on the 3rd December 2019 at the Radisson Beach Resort.

Objectives	Indicators	Targeted Valued	Status
Objective 3 (contd.)	iii. Number of public forums to disseminate promotional materials. (5 per year)	10 per year	2018 2019 16 18 On Target - GNTA would have participated in numerous public forums to educate the public about the work of the GNTA. Some of these forums include Gouyave Improvement Committee - Community Empowerment Fair, GIDC Expo, St. Mark's Community Education Fair
Objective Four: Enterprise Training Fund (ETF) established and operationalized in Grenada	i. Make a presentation to Cabinet on ETF Bill proposals	Yes	Pending - The GNTA is awaiting a confirmation date from Cabinet to present the ETF proposal, in which Dr. Hassan Ndahi from the International Labor Organization (ILO) has given his commitment to assist in the presentation to the cabinet.
	i. Appointment of ETF Project Manager/ Director	Yes	Pending cabinet's approval
	i. Formulation of ETF committee	Yes	Pending cabinet's approval
	i. Development of ETF Bill	Yes	Pending cabinet's approval
Objective Five: A Centralized Assessment Centre (CAC) established in Grenada	i. Develop a Plan to establish a Centralized Assessment Centre. (TOR, EOI & RFP)	Yes	Pending - the GNTA has discussed the idea with various stakeholders and found that the concept of a Centralized Assessment Centre (CAC) should be redefined/rethink. There is a suggestion that says, instead of having a centralized building, we should develop/assist Centers to become a "Centre of excellence".
	ii. Identify a location for the CAC	Yes	Pending the approval on the concept of CAC
	iii. Develop an Operational Manual for the CAC	Yes	Pending the approval on the concept of CAC
	iv. Conducts audits on the CAC	Yes	Pending the approval on the concept of CAC
Objective Six: World Skills Competition (WSC) established at local level in Grenada	i. Formulation of the Local Organizing Committees and sub-committees	Yes	On Target - The Local Organizing Committees (LOC) was formulated in 2018 together with the Terms of Reference. The Technical and Logistics Committees was later constituted during the first quarter of 2019 and the Chairs were expected to be members of the LOC.
	ii. Establishment of PR Campaign to promote the WSC	Yes	On Target - various mediums were used to advertise World-Skills 2019. Refer to Objective 2, Indicator 1 as to the mediums used.

Objectives	Indicators	Targeted Valued	Status
	iii. Hosting of the WSC	Yes	On Target - World-skills was held on the 17th and 18th of June 2019 at the TAMCC Hospitality Department. There were four (4) areas of competition - Beauty, Cooking, Fashion Technology, Graphic Design Technology. Reference can be made to the GNTA "Third Quarter Report" for full details. June 2020 is proposed for the next World-Skills
	iv. Postmortem of WSC in preparation for the next competition	Yes	On Target - A postmortem on WorldSkills was done with different stakeholders on the 1st of July 2019.
Objective Seven: Educational system more closely aligned with labour market priorities	i. Engage and/or work along with the Ministry of Labour to conduct labour market research/ recurring surveys/needs assessments (1 per year)	Yes	On Target - dialogue was held with the Ministry of Labour as it relates to conducting research and sharing of data. Currently, they have shared with the GNTA the National Labour Force Survey Results, Grenada National Export Strategy and Action Plan. The GNTA was able to conduct a satisfaction survey in 2018 and is scheduled to present the finding at CANQATE Conference 2019 in October 2019
	ii. Conducts a study/research on an apprenticeship model that is suitable for Grenada	Yes	Partially Met - Although a study was not conducted Mr. Lincoln Morgan and Mr. Ricardo Nicholas attended a sub-regional TVET Workshop hosted by HEART Trust in collaboration with ILO/CINTERFOR in Jamaica which presented their apprenticeship Model
	iii. Design and develop an Apprenticeship programme (1 industry per year)	Yes	On Target - GNTA has begun reviewing the job description. Monitoring and Evaluation and Standards and Planning job descriptions were reviewed and updated.
Objective Eight: Human Resource Planning Re-visited and strengthened at the NTA	i. Review/update job descriptions of staff members	Yes	On Target - GNTA has begun reviewing the job description. Monitoring and Evaluation and Standards and Planning job descriptions were reviewed and updated.
	ii. Staff members develop an annual work plan that is aligned with the strategic plan and vision of the GNTA	Yes	On Target - the staff 2019 work plan is aligned with the strategic plan and vision of the GNTA
	iii. Number of Staff development/Training sessions	2 per year	Pending
	iv. Established a committee to develop benefits package, recognition and rewards system/policy for employees	Yes	Achieved - An HR committee was appointed by the Council and held its first meeting on the 28th of June 2019. Reference can be made to Grenada Council for Technical and Vocational Education and Training Committee for Employment Terms and Conditions, Minutes of Meeting Friday 28th June 2019

	v. Development of benefits package for employees	Recognition/Rewards system - Yes Retirement - Yes Insurance - Yes Study Benefit - Yes	All are pending
Objective Nine: A physical plan to establish an NTA-owned office complex is developed	i. Conducts a needs assessment for establishing NTA-owned office	Yes	Pending
	i. Identification of a site	Yes	Pending
	i. Prepare a budget and approach donors/funding agencies for construction	Yes	Pending
	i. Select a Physical Plan	Yes	Pending
Objective Ten: Gender priorities are incorporated into Strategy implementation	i. Conduct a gender-related survey	Yes	Pending
	i. Publish findings to stakeholders	Yes	Pending - depending on the completion of the survey

**AUDIT REPORT
AND FINANCIAL
STATEMENTS**



AUDIT DEPARTMENT

Report of the Director of Audit, Grenada
on the Financial Statements of the

Grenada National Training Agency
(GNTA)

For the year ended 31 December 2019

The Director of Audit Audit Department

Report of the Director of Audit, on the Financial Statements of the Grenada National Training Agency for the year ended 31 December 2019.

Jeanelle Andrew
Director of Audit (Ag.)

GRENADA NATIONAL TRAINING AGENCY

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Ref. No.
In replying the above
Number and date of this
letter should be quoted.



**AUDIT DEPARTMENT
ST. GEORGE'S
GRENADA, W.I.**

Tel. Nos.: (473) 440-2264/6518
Fax: No.: (473) 435-0079

31 July 2020

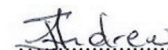
Dr. The Right Hon. Keith Mitchell
Minister of Finance, Planning, Economic Development
and Physical Development
Ministry of Finance
Financial Complex
Carenage
ST. GEORGE

Dear Sir,

In accordance with Section 82 (4) of the Constitution of Grenada and the Audit Act CAP 22A of the Laws of Grenada, I hereby submit my report on the accounts of the Grenada National Training Agency (GNTA) for the year ended 31 December 2019. This report is for laying before the House of Representatives.

Section 82 (4) of the Constitution stipulates that every report made by the Director of Audit, shall be laid before the House of Representatives not later than seven days after the House first meets, after your receipt of the report.

Yours respectfully,



**Jeanelle Andrew
DIRECTOR OF AUDIT (AG.)**

Acknowledgement

I would like to thank the staff of the Grenada National Training Agency (GNTA) for their courtesies and co-operation during the audit and to the Government Printer for his assistance in publishing this report.

**DIRECTOR OF AUDIT REPORT TO THE HOUSE OF
REPRESENTATIVES ON THE FINANCIAL STATEMENTS OF
GRENADA NATIONAL TRAINING AGENCY FOR YEAR ENDED 31
DECEMBER 2019**

Opinion

I have audited the accompanying financial statements of Grenada National Training Agency (GNTA) which comprised the Statement of Financial Position as at 31 December 2019, Statement of Income and Expenditure, Statement of Cash Flows and Notes to the Financial Statements for the year then ended. The financial statements have been prepared by management based on the financial reporting provisions of Section 74 of the Public Finance Management Act (PFMA) 17 of 2015 of the Laws of Grenada.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Agency as at 31 December 2019 and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards for Small and Medium-sized Entities (IFRS for SMEs) and is in compliance with section 64(2) of the Public Finance Management Act 17 of 2015 of the Laws of Grenada.

Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with IFRS for SMEs and section 64(2) of the Public Finance Management Act 17 of 2015 of the Laws of Grenada and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

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

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

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

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


Jeanelle Andrew

DIRECTOR OF AUDIT (AG.)

AUDIT DEPARTMENT

GRENADA

31 July 2020





GRENADA NATIONAL TRAINING AGENCY (GNTA)
Statement of Financial Position
For the Year Ended 31 December 2019
with comparatives for the year ended 31 December 2018

	Note	31-Dec-19	29-Dec-18
ASSETS			
Non Current Assets			
Non Current Assets		52,381	90,197
Current Assets			
Checking		1,120,503	1,054,077
Petty Cash		134	9
Accounts Receivable.		233,146	39,710
Total Current Assets		1,353,784	1,093,797
Other Asset			
Undeposited Funds		200	-
Security Deposit	15	4,400	4,400
Prepayment		6,639	1,933
Total Assets		1,417,404	1,190,327
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	16	32,896	12,655
Other Liabilities	17	100	5,142
Payroll Liabilities		1,711	-

Total Liabilities	34,706	17,797
Equity		
Net Assets	1,172,530	1,401,764
Net Income	210,168	(229,234)
Total Equity	1,382,695	1,172,530
TOTAL LIABILITIES & EQUITY	1,417,404	1,190,327

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

Director's Signature: 
Jason Fletcher
Chairman

Director's Signature: 
David Fleming
Deputy Chair



GRENADA NATIONAL TRAINING AGENCY (GNTA)
Statement of Income and Expenditure
For the Year Ended 31 December 2019
with comparatives for the year ended 31 December 2018

	NOTES	Jan - Dec 19	Jan - Dec 18
Income			
Government Subvention	3	914,920	909,672
NTA Income Other	4	537,808	242,084
Centre Approval Fees		9,780	1,180
Registration Fees	5	134,310	101,825
External Verifier fee		600.00	200
Total Income		1,597,417	1,254,961
Less Expenses			
Training Support	6	250,681	147,523
Standards and Planning	7	8,410	3,632
Website Development & Maintenance		1,097	760
Public awareness campaign		25,029	26,201
Quality Assurance	8	45,528	48,816
		330,745	226,933
Operating Expense			
Personnel Expense	9	786,245	746,024
Membership Dues	10	28,974	38,172

Annual Report 2019

Consultancy and Accounting Fees	11	12,290	65,519
Depreciation	12	47,951	54,098
Motor Vehicle Expense	13	12,267	19,430
Administrative Expense	14	168,778	334,019
		<hr/>	<hr/>
		1,056,504	1,257,262
		<hr/>	<hr/>
Total Expense		1,387,249	1,484,195
		<hr/>	<hr/>
Surplus/(Deficit) for the year then ended		210,168	(229,234)


GRENADA NATIONAL TRAINING AGENCY (GNTA)
Statement of Cash Flows
For the Year Ended 31 December 2019
with comparatives for the year ended 31 December 2018

	<u>Jan - Dec 19</u>	<u>Jan - Dec 18</u>
OPERATING ACTIVITIES		
Net Income	210,168	(229,234)
Adjustments for :		
Depreciation	47,951	54,098
	<u>258,119</u>	<u>(175,136)</u>
Accounts Receivable	(193,436)	150,419
Security Deposit	-	(1,200)
Prepayment	(4,706)	2,561
Accounts Payable	20,241	(48,221)
Payroll Liability	1,711	-
Other Liability	(5,042)	5,142
Net cash provided by Operating Activities	<u>76,886</u>	<u>(66,434)</u>
INVESTING ACTIVITIES		
Property Plant and Equipment	(10,135)	(31,685)
Net cash provided by Investing Activities	<u>(10,135)</u>	<u>(31,685)</u>

FINANCING ACTIVITIES

Refundable Deposit	-	-
Opening Balance Equity	(1,054,087)	(1,152,206)
Net Assets	1,054,087	1,152,206
Net cash provided by Financing Activities	(0)	
Net cash increase for the period	66,751	(98,119)
Cash at beginning of period	1,054,087	1,152,206
Ending Cash Balance	1,120,837	1,054,087



GRENADA NATIONAL TRAINING AGENCY (GNTA)

Notes to the Financial Statements

For The year ended December 31, 2019

NOTES:

1 Establishment and Function

The Grenada Council of Technical and Vocational Education and Training (GCTVTE) Act CAP128F of the Laws of Grenada established the Grenada National Training Agency (GNTA).

Under the act, the GNTA is accountable to the Council who has the responsibility for providing guidance and supervision to the Agency_

NOTES:

2 Basis of Preparation

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

The Financial Statements are expressed in Eastern Caribbean (\$EC) Dollar.

- (b) Non-current assets are stated at cost or valuation, Depreciation is provided on a straight line basis at approved rates sufficient to write off the asset over their useful lives. The rates for depreciation are as follows:
- Motor Vehicle 60 months (5 years)
 - Office Equipment 60 months (5 years)
 - Office Furniture 60 months (5 years)
 - Computer Hardware 36 months (3 years)
 - Computer Software 36 months (3 years)
- (c) Trade payables are included at their original invoice value.

NOTES:

3

FinancingIncome from Government through
the Ministry of Education

	2019	2018
Government Subvention	\$ 840,000.00	\$ 840,000.00
Telephone	\$ 5,491.83	\$ 34,725.85
Cleaner, Driver Salary	\$ 34,428.00	\$ 34,596.00
World Skills Contribution	\$ 35,000.00	\$ 350.00
	<u>\$ 914,919.63</u>	<u>\$ 909,671.85</u>

NOTES:

4

Other NTA Income

Funds earned as a result of collaborative arrangements with MAREP.

Instructor Training, Government of St Kitts, Child Protection Authority, Ministry of Education Grenada and Dominica

NOTES:

5

Registration Fee

Registration fee comprise the fair value of consideration received or receivable for services rendered in the ordinary course of operation.

GNTA recognizes revenue when the amount of revenue and related cost can be reliably measured, performance obligation identified and collectability of the related receivable is reasonably assured.

NOTES:

6

Training Support

Training Support Expense includes amounts due to training providers contracted by the GNTA to carry out training on its behalf based on collaborative arrangements with MAREP, subscription to IVETA by EBT officer. and Facilitation of the World Skills Stakeholders Meeting and competition

NOTES:

7 Standards and Planning

Standard and Planning Expense includes amount to procure Occupational Standards and Conduct Lead Group meetings.

NOTES:

8 Quality Assurance

Quality Assurance training includes amounts paid to External Verifiers. Facility Auditors and for Assessments.

NOTES:

9 Personnel Expense

Personnel Expense includes salaries. NIS, training and development for staff for the year under review.

NOTES:

10 Membership Fees

Membership fees Includes amount paid annually to CANTA, ABYC, honorariums and meals to the GCTVET council for the year under review.

NOTES:

11 Consultation and Accounting Fees

Amounts include:

- a) Consultancy in the region and 40% to staff as approved by the board.
- b) Consultant to conduct quality assurance audit.

NOTES:

12

Cost or Valuation	Computer	Office		Lease Hold		Total
	Equipment	Office Equipment	Furniture	Motor Vehicle	Improvement	
	\$	\$	\$	\$		
At 31 December 2017	65,528	130,785	46,142	48,662	-	291,117
Additions	1,339	11,579		-	18,757	31,685
At 31 December 2018.	66,867	142,364	46,142	48,662	18,767	322,802
Additions.	6,345	3,790	-	-	-	10,135
At 31 December 2019.	73,212	146,154	46,142	48,662	18,767	332,937
Accumulated depreciation						
At 31 December 2017	54,732	61,116	21,919	40,740	-	178,507
Depreciation Charge	7,028	27,315	9,228	7,921	2,606	54,098
At 31 December 2018.	61,760.	88,431	31,147	48,661	2,606	232,605
Depreciation Charge.	3,588	28,897	9,210	-	6,256	47,951
At 31 December 2019	65,348	117,328	40,357	48,661	8,862	280,556
Carrying Amount						
At 31 December 2019	7,864	28,826	5,785	1	9,905	52,381
At 31 December 2018.	5,107	53,933	14,995	1	16,161	90,197

NOTES:

13 Motor Vehicle Expense

	2019 Amount	2018 Amount
Petrol	2,993.14	3,562.10
Motor Vehicle Maintenance	7,325.87	13,980.04
Motor Vehicle insurance	1,947.95	1,887.54
	12,266.96	19,429.68

NOTES:

14

	2019 Amount	2018 Amount
<u>Facilities and Equipment</u>		
Office Rental	52,800.00	45,600.00
General Office Maintenance	20,975.05	16,165.08
Facilities and Equipment Total	73,775.05	61,765.08
<u>OPERATIONS</u>		
Postage, Mailing Service	1,117.50	1,322.43
Printing and Copying	8,430.00	11,590.00
Operations Total	9,547.50	12,912.43
<u>OFFICE SUPPLIES</u>		
Office Supplies	14,242.67	2,412.23
General Supplies	4,947.22	3,564.29
Total Office Supplies	19,189.89	5,976.52
Telephone, Telecommunications	6,660.43	8,176.88

Electricity cost	17,240.25	16,072.10
Water Cost	1,323.21	833.95
Other Costs - Miscellaneous	8,076.40	3,211.66
Bad Debts Expense	2,005.00	160,059.13
Total Operations	35,305.29	188,353.72
Bank Charges	1,648.86	1,350.95
 <u>TRAVEL AND MEETINGS</u>		
Conference, Convention. Meeting.	9,057.57	8,454.35
Airfare/Boat chg (Ticket cost).	7,884.66	21,463.31
Accommodation (Hotel).	8,666.35	19,730.07
Travel Allowance.	3,702.48	14,012.75
Total Travel and Meetings.	29,311.06	63,660.48
	<u>168,777.65</u>	<u>334,019.18</u>

NOTES:

15 Security Deposit

Security Deposit refers to amount paid to owner of rental property to cover repairs, unpaid bills, etc upon vacating premises

NOTES:

16 Payable

A material amount of the payable balance includes monies due to Cable and Wireless.

Cable and Wireless are usually paid by the Government of Grenada on behalf of the GNTA.

NOTES:

17 Other Liabilities

Amount includes:

- a) Contracts issued by the GNTA to external verifiers for work completed in the year under review.

NOTES:

18 Other

The NTA recognised leasehold improvement as a capital item, and amortised over the life of the lease agreement.

STANDARDS

TRAINING

CERTIFICATION

SUCCESS -

GO TVET!



ASSESSMENT OF PRIOR LEARNING

CERTIFICATION FOR SKILLS YOU
ALREADY HAVE

ALREADY HAVE
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Belmont Road, St. George, Grenada, W.I.

Tel.: 473-435-9092/3

Fax: 473-435-9094

Email: info@grenadanta.gd

www.grenadanta.gd