



NATIONAL
TRAINING
AGENCY

Administrative Report



2012 - 2013



2012-2013 Administrative Report



Trinidad

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PREPARING TOMORROW'S WORKFORCE TODAY

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PREFACE

The National Training Agency's (NTA) Administrative Report 1/10/2012 – 30/9/2013 provides a comprehensive account of the activities, plans, expenditure and successes of the Agency for the period. Consisting of nine chapters, there are specific foci on Policy & Develop Initiatives and Human Resource Development. Our direction is synchronised with the Government of the Republic of Trinidad & Tobago's (GORTT) Interconnected Pillars for Sustainable Development.

Some of the accomplishments during the period were the launch of the Sector Advisory Committees, Occupational Standards Booklet for Process Plant Operations and implementation of the Technical Vocational Education & Training Control Centre (TVETCC). The most impactful one has been the processing of 599 full Caribbean Vocational Qualification (CVQs), 23,989 Units for 1,539 candidates and 201 full Trinidad and Tobago National Vocational Qualification (TTNVQ).

The financial and budgeting aspects reflect detailed accounts on projects, OJT Audits conducted, recurrent development programme estimates.

The NTA is also involved in holistic capacity building for its employees. Integrated into these efforts are the inclusion of cross-departmental committees for events. A listing of public and community relations activities on page 15 -16.

We continue to aim for increased productivity, responsiveness, flexibility and efficiency in the quality of training, and access to Technical Vocational Education & Training (TVET) across Trinidad & Tobago.



1.0 Introduction

This Report provides information on the activities under the functions and powers of the National Training Agency (NTA) for the period October 2012 to September 2013. It describes the procedures and criteria adopted to achieve the business of the Agency.

The strategic direction of the NTA is within the context of the Government's Seven Interconnected Pillars for Sustainable Development. The model for this development requires the engagement of the public and private sectors, civil society and citizens to create effective governance and competitive businesses through a caring society, innovative people, sound infrastructure and environment. Further to this, it also includes global and regional realities, particularly the emerging global economic order based on the knowledge economy. Relevant skill sets are required, along with higher levels of education and training to satisfy the more stringent demands of the working world.

2.0 Vision, Mission, Philosophy and the Strategic Objectives

The NTA of Trinidad & Tobago, operating under the umbrella of the Ministry of Tertiary Education and Skills Training (MTEST), is the central coordinating body responsible for planning, coordinating and administering the national training system for Technical and Vocational Education Training (TVET) in support of the nation's workforce development.

2.1 Vision

The NTA will create a workforce that is certified, competent, innovative, enterprising and entrepreneurial, contributing to the continual development of Trinidad and Tobago.

2.2 Mission

To coordinate, harmonize, standardise, monitor and evaluate all Technical Vocational Education and Training (TVET) in Trinidad and Tobago through the establishment of a National TVET system.

2.3 Core Values

Quality | Team Work | Respect | Employee Well Being | Integrity | Customer Focus | Partnership | Innovation

2.4 History of the NTA

Cabinet by Minute No. 1143 dated May 5, 1994 approved in principle to the establishment of a limited liability company under the Companies Ordinance Act, Ch. 31 No. 1, to serve as the single National Training Agency. Subsequent to a Report of the Committee on National Training and by Minute No. 1104 of May 7 1998, Cabinet agreed to the establishment of the National Training Agency with the responsibility for planning, coordinating and administering the National Training System with a responsive capability to effect the National Training Policy as follows:

- Coordinate and regulate the TVET system through market driven research,
- Establish, promote and maintain national occupational standards,
- Develop quality assurance mechanisms, standardized curricula and instructional design,
- Develop a qualifications framework which supports the establishment of an awarding body for a Trinidad and Tobago National Vocational Qualification (TTNVQ) and a Caribbean Vocational Qualification (CVQ).

The OJT Programme moved to the NTA via Cabinet Minutes 1779/December 23rd, 2010. The OJT guiding philosophy is the development of the country's human resources. This is in keeping with Government's goal of ensuring that the country is endowed with sufficient quality human capital to meet national development needs and promote the competitiveness of the country. The OJT Programme's relevance and attractiveness is second to none as its evolutionary approach and benefit demand increase with the level of prospective Trainees and Employers/Training Providers.

The premise of Life Skills is the delivery of standardized, quality Life Skills Education and Training in all out-of-school programmes, with trained facilitators and resources to enable the development of innovative and caring individuals with the knowledge, skills, attitudes and values to make life-sustaining choices that will result in healthy and productive lifestyles, and perform social action that will support their holistic development.

2.5 Strategic Objectives

1. Development of the NTA as an effective and efficient institution, as a legal entity.
2. Maintain and enhance excellent service delivery.
3. Performance oriented management.
4. Wider access to TVET and certification.
5. Creation of a seamless system of education and training.
6. Promote market-driven TVET.
7. Encourage innovation and entrepreneurship in TVET.
8. Provide consultancy and development services to CARICOM countries.





3.0 Organizational Structure

The NTA is governed by a Board of Directors who is designated with the responsibility for developing policy and providing oversight for the strategic direction of the NTA.

3.1 Board of Directors

Members of the Board of Directors:

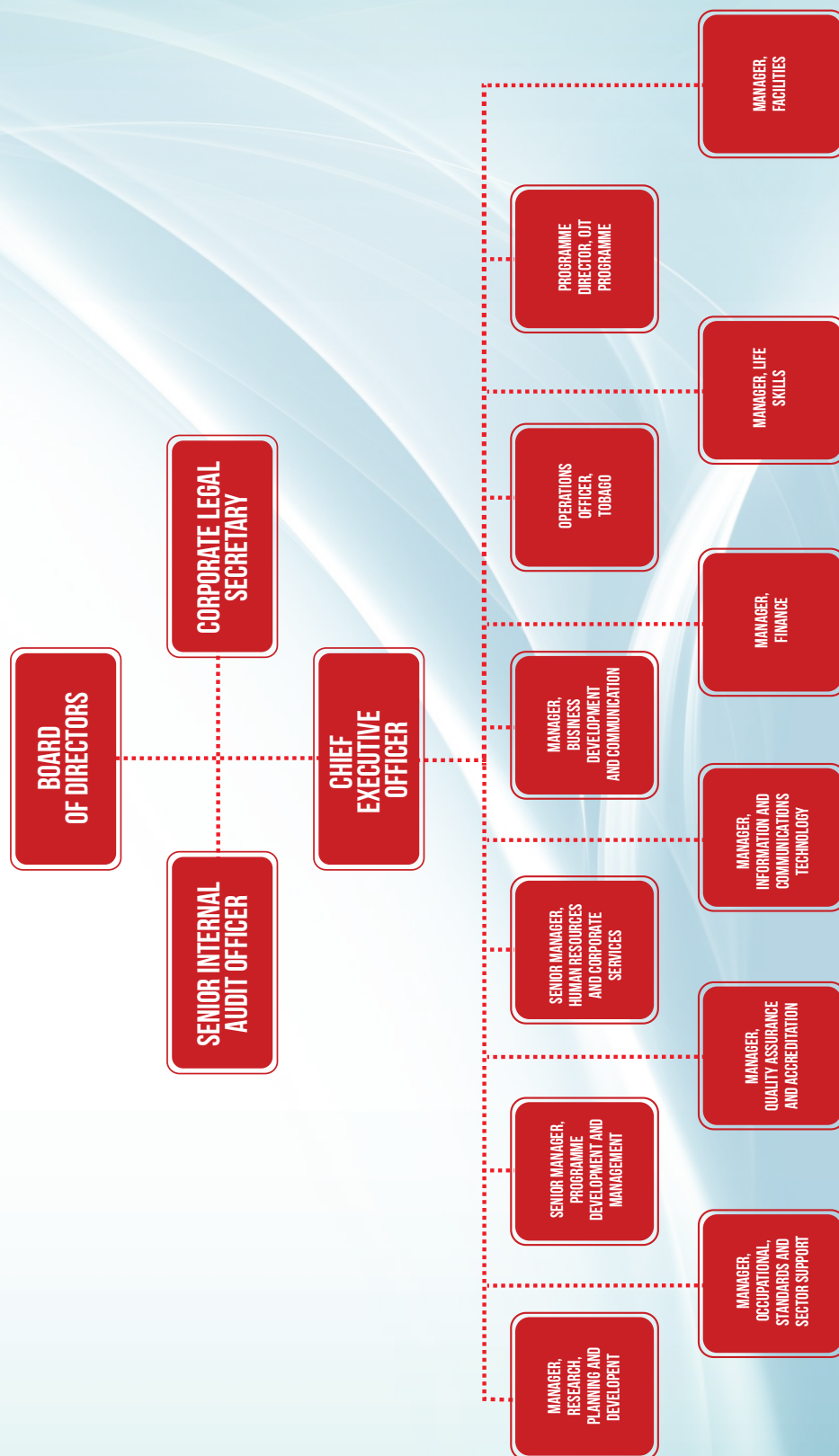
- Kelvin Mahabir – Chairman
- Navneet Boodhai – Deputy Chairman
- Abigail Moore
- Deonarine Ramsumair
- Anita Ramkalawan
- Jewan Maharaj
- Lauren Boodhoo
- Adrian Achan
- Peter Pariag
- Wayne Haywood
- Lloyd Williams

3.2 Corporate Structure

The NTA is managed by thirteen (13) divisions which are: Internal Audit; Research, Planning and Development; Occupational Standards and Sector Support; Programme Development and Management; Quality Assurance and Accreditation; Information and Communication Technology; Human Resources Management; Business Development and Communication; Facilities; Finance; On the Job Training; Life Skills; Operations Office, Tobago. These are detailed in the organizational structure below:



National Training Agency - Corporate Structure for Fiscal 2012-2013





3.3 Products and Services of the NTA

i. Standards Setting

The NTA works collaboratively with industry experts, employers, training providers and professional bodies to develop national occupational standards which clearly define the competencies which are required for effective workplace performance. Our qualified staff can also be contracted to develop company-specific standards for employers who are interested in raising skill levels in specific areas.

ii. Developing National Vocational Qualifications (NVQs)

A standardised qualification for technical and vocational education and training is presently being developed and introduced by the NTA as part of TVET reform. Based on the competency standards set by industry experts, the qualification will be offered for TVET courses at different levels.

iii. Quality Enhancement and Auditing Support for TVET Providers

The NTA provides guidance and support to training providers in the widespread use of best practices and standards as it pertains to TVET. Assistance is offered in areas such as Quality Management Systems, Staff and Physical Resources, Delivery and Assessment.

iv. Curricula

The NTA has been mandated by Cabinet Minute No. 736 dated March 27, 2008 to develop a labour force that is competent, innovative, enterprising and entrepreneurial. This mandate has led the NTA to develop, implement and maintain standardised curricula that would provide all Training Institutions with regional and international accreditation. Additionally, Institutions would be informed of the training, processes and procedures needed to produce a high end global labour force.

v. Labour Market Signaling

Information on labour market demand and supply is critical to human resource planning as well as assessing training needs. The NTA works in collaboration with the Ministry of Labour, Central Statistical Office, Ministry of Tourism, Ministry of Education, Industry and the International Labour Organization to collect and analyze data as it pertains to signals and trends in the labour market.

vi. Learning Assessment and Recognition (PLAR)

PLAR recognises an individual's acquired skills and knowledge; irrespective of how, when or where the learning occurred. The person's skills and knowledge are assessed against approved occupational standards. Full or partial qualification can be achieved, and where necessary further training in specific areas are identified and addressed.

vii. Help Desk

The focus of our Help Desk is the dissemination of public information on TVET as well as the promotion of a culture of lifelong learning. This is a free service which can be accessed by the public wishing to obtain basic TVET career information, obtain referrals to TVET providers, and get general information on NTA's role, function and future projects.

viii. On-the-Job Training Programme

The On-the-Job Training (OJT) Programme provides opportunities for nationals between the ages of 16-35, to gain practical experience and work-based training within companies in the Republic of Trinidad and Tobago. The programme envisions the certification of all trainees under the National Occupational Standards through the Trinidad and Tobago National Vocational Qualification (TTNVQ)/ Caribbean Vocational Qualification (CVQ) Framework.

ix. Life Skills

The National Life Skills Unit guides both public and private institutions in the effective delivery of the National Life Skills Education Programme, using the National Life Skills Curriculum and Workbook. This programme is designed to assist in building positive and noble character as well as confidence, enthusiasm and discipline in our citizens for the betterment of Trinidad and Tobago.

x. Jobs and Career Coach (JCC)

The Jobs and Career Coach is a mobile medium to help students, graduates, new entrants into the world of work as well as those who are already in the mainstream workforce. It provides assistance through sound counselling and up to date advice to persons regarding job placement, career enhancement, interviewing techniques and other workplace readiness topics.

xi. Workforce Assessment Centre (WAC)

The development and creation of Workforce Assessment Centres, is an initiative of the Ministry of Tertiary Education and Skills Training (MTEST) in support of the Government of the Republic of Trinidad and Tobago's (GORTT) Policy Framework for Sustainable Development. The NTA's role is to coordinate, implement and monitor the process of assessment and certification of individuals who are skilled but uncertified.

3.4 Delegated Levels of Authority

The NTA is an Agency of the Ministry of Tertiary Education and Skills Training and its authority is delegated from the Ministry of Tertiary Education and Skills Training (MTEST). The NTA is currently developing the necessary legislation to determine its levels of authority.

3.5 Legislative and Regulatory Framework

The NTA is a limited liability company, established under the Companies Ordinance Act, Ch. 31 No. 1, fully owned by the Ministry of Tertiary Education and Skills Training (MTEST). The NTA is financed by the MTEST through monthly subventions and it submits annual estimates to the MTEST for approval which forms the basis for the subvention.

The NTA presently has no statutory powers, as it never was established through an act of Parliament. This is a matter that is outstanding and is currently receiving urgent attention.

3.6 Special Projects: Construction of MTEST Administrative Complex

The NTA has been appointed by the MTEST to be responsible for the implementation of the design, construction and outfitting of the entire administrative complex. The establishment of the MTEST Administration Complex will accommodate the headquarters of the Ministry of Tertiary Education and Skills Training (MTEST), the National Training Agency (NTA), the Accreditation Council of Trinidad and Tobago (ACTT) and the Youth Training Employment Partnership Programme (YTEPP) at Narsaloo Ramaya Road, Chaguanas.

The key objective of this project is to centralise MTEST with its portfolio agencies: NTA, YTEPP and the ACTT, to achieve better administrative control of the agencies under the jurisdiction of the MTEST.



4.0 POLICIES AND DEVELOPMENT INITIATIVES

4.1 Technical Policies

The NTA ascribes to the provision of standards-driven, competence-based training, assessment and certification systems as documented in the “CARICOM Process for Workforce Training, Assessment and Certification” and adheres to the Regional Qualifications Framework. The core services offered are governed by Technical Policies on the development of occupational standards, approval of TVET providers, and assessment and certification for the award of the TTNVQ and CVQ.

4.2 Administrative Policies

The NTA has an Administrative and Personnel Policy manual which is a working tool designed to help every employee perform at their very best within clearly defined parameters of authority. It is a reference document which any staff should consult in the event of doubts arising with reference to handling job functions or work situations.

4.3 Financial Policies

The accounting policies and principles of the NTA are to ensure consistency with the provisions of the State Enterprises Performance Monitoring Manual and International Financial Reporting Standards (IFRS). These policies ensure that:

- Lines and levels of financial authority are clearly defined, communicated and understood.
- Transactions are appropriately and accurately recorded with the adequate detail required.
- The Agency's assets and income are accounted for and controlled.
- The Agency's expenditure and liabilities are incurred only when necessary and in accordance with an approved budget.

4.4 Accomplishments

4.4.1 Implementation of the TTNVQ and CVQ

1. Launched Sector Advisory Committees (SACs) in four (4) key employment sectors: Agriculture, Cosmetology, Finance and Health. These are consultative committees comprising institutions and industry representatives that focus on workforce development through education and training.
2. Launched an Occupational Standards booklet for Process Plant Operations (PPOs).
3. Developed National Curriculum to support the Caribbean Vocational Qualification (CVQ) implementation in the following areas:
 - General Construction Level 1
 - Health-Aides to Nursing
 - Masonry Level 1
 - Plumbing Level 1
 - Welding Level 1
 - Allied Health – Geriatric Care Level 2
4. Developed Capacity in Training Providers to implement the CVQ via training Assessors, Internal and External Verifiers as follows:
 - 473 assessors trained
 - 64 Internal Verifiers trained
 - 31 External Verifiers trained

5. Implemented a Technical Vocational Education and Training Control Centre (TVETCC), which is a repository of information about certified holders of occupational skills. Information is accessible to all TVET Providers registered by the NTA. Through the TVETCC the following was achieved:
 - One hundred and ninety one (191) registered Training Providers given TVETCC accounts
 - Fourteen (14) Training Providers trained to use TVETCC
 - Thirty five (35) training sessions conducted at which three hundred and seventy two (372) persons were trained.
6. Audited and approved eleven (11) new training providers.
7. Completed more than five hundred and forty six (546) External Verifications.
8. Processed 599 full CVQs and 23,989 Units for 1,539 candidates and 201 full TTNVQ and 1,613 Units for 236 candidates.
9. CVQs in secondary schools - one thousand five hundred and nine (1,509) students received fourteen thousand, nine hundred and seventy (14,970) units and six hundred and eighty eight (688) full CVQs in a number of occupational areas.
10. Signed Memoranda Of Understanding (MoUs) with the Community Environmental Protection Enhancement Programme (CEPEP) and the Unemployment Relief Programme (URP) to facilitate the training and certification of their employees through the Caribbean Vocational Qualification (CVQ) on the 20th May 2013.

4.4.2 PLAR and Workforce Assessment Centres (WACs)

1. Embarked on a National Certification Drive through Prior Learning Assessment and Recognition (PLAR). Three thousand, eight hundred and seventy six (3,876) PLAR candidates were assessed at MIC, NESC and YTEPP Workforce Assessment Centres and eighty seven (87) candidates were assessed at the WASA Workforce Assessment Centre. PLAR assessments were conducted for a number of corporate clients including D. Rampersad and Company Limited and DAMUS.

4.4.3 Labour Market Information

In keeping with its mandate to continually assess and provide relevant information on the demand for and supply of critical human resources and competencies in Trinidad and Tobago, the NTA conducts labour market studies on a sectoral basis. These Sector Surveys serve to assess and determine the employment profiles, job opportunities and recruitment challenges faced within the identified sector.

During Fiscal 2012/13 Sector Surveys were completed for;

1. Completed seven (7) Sector Surveys in the following sectors:
 - Merchant Marine • Food and Beverage • Fish and Fish Processing • Yachting • Printing and Packaging
 - Financial Services – Banking • Tourism and Hospitality
2. Completed five (5) Career Maps in the following Sectors
 - ICT • Fish Processing • Aquaculture • Harvesting • Financial Services- Banking
3. Produced three (3) Job Reports for Fish and Fish Processing, Tourism and Hospitality and Aquaculture, for broadcast on Caribbean New Media Group (CNMG) television.
4. Signed an MoU with the Trinidad and Tobago International Financial Centre (TTIFC) in February 2013 for the production of a Sectoral Labour Report for the Financial Services sector to inform the existing and future labour capacity and requirements of the sector.



4.4.4 On the Job Training Programme

1. Seven thousand four hundred and thirty (7,430) trainees were placed in the OJT Programme with six thousand one hundred and thirty four (6,134) in the public sector and one thousand two hundred and ninety six (1,296) in private sector.
2. Reviewed and strengthened systems and processes for the OJT Programme - Development of policies, procedures and processes to improve the efficiency of operations - Drafted Administrative Policy and Procedure, Document Control Procedure, Reimbursement Claim Process Guideline, Stipend Payment Procedure, Operating Guideline for Placement Development Officers, Checklist Forms for Field Officers and Procedure for Data Control.
3. On May 3rd, 2013 the NTA launched the OJT Media Programme in collaboration with COSTAATT to facilitate the training of persons in the media sector.
4. OJT Programme Week began on May 17th, 2013 at NESC Pt. Lisas and continued on the following dates:
 - a. May 20th, 2013 at Woodbrook Youth Facility.
 - b. May 22nd, 2013 at Tobago Nutrition Co-operative Society Ltd.
 - c. May 27th, 2013 at UTT, O'Meara.
 - d. May 24th and 26th, 2013 in San Fernando
5. The St. Madeleine OJT Programme Sub Regional Office was successfully relocated to Gasparillo. The office was formally opened on Friday 24th May, 2013.

4.4.5 WorldSkills Trinidad and Tobago

1. The WorldSkills Trinidad and Tobago Competition was officially opened in October, 2012.
2. The NTA hosted the Closing Ceremony and Awards Function for the World Skills Trinidad and Tobago 2012 Competition in March 2013.

4.4.6 Career Guidance

1. The NTA launched two (2) mobile buses - the Jobs and Career Coaches were launched in December, 2012, to educate the population about the availability of jobs, careers and training options and provide a forum where persons can explore their career goals. The Jobs & Career Coach (JCC) visited the following venues: Brian Lara Promenade, Trinity Mall and Price Plaza. The JCC also partnered with Radio 94.1 for their career guidance outreach programme during the month of August, 2013 at Malls nationwide.
2. The NTA hosted a National District Career Fair from January to March 2013 in eight (8) educational districts throughout Trinidad and Tobago. This initiative helped to create awareness and buy-in from the public on TVET in Trinidad and Tobago.
3. NTA hosted a Skills Exposition in 2012 -2013 that attracted 30,000 people in age groups of 7 to 11 - primary school students; 14-17 - secondary school students; 18-35 - young adults and 36-55 adults. The expo was held in three (3) venues: Centre of Excellence, Macoya; Gulf City, La Romain; Gulf City, Tobago. 175 companies from the public and private sectors partnered with the NTA and participated in the event.

4.4.7 Apprenticeship

1. In collaboration with the National Energy Skills Center (NESC), the NTA and the Public Transport Service Company (PTSC) launched the PTSC Trade School at PTSC, Port of Spain in February, 2013.

4.4.8 Life Skills

1. Workshops were conducted with fourteen (14) public and private training providers.
2. Thirteen (13) monthly professional development workshops were conducted.
3. Thirty-one (31) monitoring and evaluation visits to eight (8) training providers were completed.
4. MOU was signed with Central Bank FIDA (Financial Inclusion Development Agency).

4.4.9 International Partnerships

1. The 41st Technical Committee Meeting and 50th Anniversary Celebration of ILO/Cinterfor was hosted by Trinidad and Tobago. The NTA under the MTEST hosted this event from July 8th -10th at the Hyatt Regency, Port of Spain with over twenty seven (27) countries and over one hundred and twenty one (120) participants attending. This event fostered international partnerships in the TVET arena.

5.0 FINANCIAL OPERATIONS

5.1 Budget Formulation

The NTA budget formulation process is as follows:

- Prepare for Budget Process by setting financial goals; gather data and build budget template with heads of departments.
- Develop the Budget by involving Managers in forecasting projected financial needs such as expenses and revenues, then assemble the organization-wide budget estimates and finally secure board approval.
- Monitor the Budget by analysing variances between budgeted and actual revenues and expenses.
- Regular meetings conducted with managers in order to engage appropriate managers in analyzing variances and create an action plan to address them.

TABLE 1: NTA PSIP Budget Estimates versus Actual

PROJECT NUMBER	PROJECT NAME	ACTUAL RELEASE \$	ACTUAL EXPENDITURE \$	VARIANCES \$	
F044	Accommodation for OJT Programme Headquarters	2,000,000	19,854	1,980,146	a
J067	WAC		161,582	(161,582)	b
F023	MTEST Administrative Complex	22,110,000	2,678,927	19,431,073	c
Total Development Expenditure		24,110,000	2,860,363	21,249,637	

Variances:

- a) \$1,980,146 This project commenced at a later date and as a result these funds were not immediately disbursed as anticipated. The funds were subsequently disbursed in the FY 2013/14.
- b) \$161,582 This sum relates to technical / verification fees paid, which were subsequently recovered by the billing of the clients for the equivalent amounts.
- c) \$19,431,073 The construction of the MTEST Administrative complex was delayed with a revised scope of works to construct a three 3 story building. This project commenced at a later date, with the initial disbursements of \$2.679m.

TABLE 2: NTA Recurrent Budget Estimates versus Actual

SUB-HEAD		BUDGET \$	ACTUAL \$	VARIANCES \$
	<i>Income</i>			
	Government Subvention -NTA	51,260,000	53,400,000	(2,140,000) d
	Other Income- NTA	1,668,000	1,635,486	32,514
	Government Subvention -OJTP	256,000,000	259,051,000	(3,051,000)
	Other Income-OJTP		971,876	(971,876)
	Lifeskills Programme	1,919,500	423,759	1,495,741 e
		310,847,500	315,482,121	(4,834,621)
	<i>Expenditure</i>			
	Personnel Costs	45,913,587	37,190,868	8,722,719
	Goods and Services	239,014,172	265,452,810	(26,438,638) f
	Minor Equipment	4,739,690	1,811,194	2,928,496
	<i>Subsidies</i>			
	Total Recurrent Expenditure	289,667,449	304,454, 872	(14,787,423)

Variances:

d)\$ 2,140,000 The budgeted sum submitted was for the sum of \$51.260m; included in the additional sum of 2.140 M was \$1.4m for the NYLAT/MYPART program.

e)\$1,495,741 The sum of \$1.919m was allocated to the Lifeskills programme. However, this funding was not received by the NTA. The funds were being managed by MTEST based on disbursement requests by the Lifeskills Unit, upon submission of invoices. The sum of \$423,759 as indicated in the above table therefore represents funds disbursed by the MTEST based on invoices submitted and processed.

f)\$26,438,638 Additional expenses incurred with the opening of additional Regional Offices.

5.2 Debt Policy

Not Applicable

5.3 Investment Policy

Not Applicable

5.4 Internal Audit Functions

The function of the Internal Audit department is to determine whether the organisation's network of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning.

During fiscal 2012/2013 the department completed the following Audit Reports:

TABLE 3: Audits Conducted for Fiscal 2012 - 2013

AUDITS	TYPE OF AUDIT	DATE COMPLETED
Financial ojt audit	Compliance audit	27/02/2013
World skills 2012	Compliance audit	14/03/2013
Review of acting. Appointment for OS&S manager	Special investigation	23/04/2013
Risk register compilation for nta	Special request	25/04/2013
Employee status review	Special investigation	23/05/2013
Changes on micropay database	Special investigation	28/05/2013
NTA sponsored training	Special investigation	18/06/2013
Value for money audit	Board request	20/06/2013
Transfer of OJT trainee	Special investigation	20/06/2013
South OJT Programme overpayments	Special investigation	23/08/2013
OJT week verification audit	Board request	17/09/2013

In addition to the reports listed above, NTA engaged the services of Ernst and Young Services Limited to conduct a "Payroll Review". The final Audit Report was completed on August 16th, 2013.

6.0 HUMAN RESOURCE DEVELOPMENT PLAN

6.1 Organizational Establishment

The NTA was established in 1999 with a staff complement of less than ten (10) employees. In February, 2011, the On-the-Job Training (OJT) Programme was transferred to the NTA. As of September 30, 2013, the NTA had a total staff complement of two hundred and seventy two (272) employees.



Table 4 below shows the summary of employees by their job status (permanent vs contract).

TABLE 4: Employees by Job Status

JOB STATUS	NTA EMPLOYEES	OJT EMPLOYEES	TOTAL
Permanent	47	0	47
Contract	107	118	225
Total	154	118	272

6.2 Career path systems

The NTA facilitates career pathing by encouraging open rapport between managers/supervisors to ensure that employees are aware of their mobility within the organization. This process is facilitated by utilizing the strategies in our new performance management system.

6.3 Performance assessment/management strategies

The NTA has a performance management strategy that approaches the organisational performance management process from a value chain perspective. Work activities are viewed as interrelated components of a larger function that purposes to achieve an overall strategic goal. All employees are measured consistent with the strategic objectives of the NTA.

6.4 Promotion-selection procedures

The NTA aims to attract, recruit and retain an adequate complement of the most suitably qualified, technically competent, well-disciplined and innovative personnel. We recognise our responsibility to provide equitable consideration and opportunity for qualified employees to be transferred or promoted to job openings that may become available periodically. As such, the Company subscribes to the principle of promotion from within the ranks of existing staff who may be qualified to perform in such vacant positions.

6.5 Employee support services

The NTA recognises that its employees are its best assets. We provide and continuously create an environment which would foster employee wellbeing. We have implemented a number of initiatives to improve employee morale such as:

- The acknowledgment of significant life achievements,
- Sports and Family Day,
- The celebration of cultural events,
- Staff Development Day,
- Employee Assistance Programme (EAP) through Petrotrin Employee Assistance Program Services Limited (PEAPSL),
- Learning and development through our staff training plan and education assistance programme.

7.0 PROCUREMENT PROCEDURES

The NTA continues to be guided by the provisions of the State Enterprises Performance Monitoring Manual – the Standard Procurement Procedures for the Acquisition of Articles, Provision of Services, Undertaking Works and Disposal of Unserviceable Items in State Enterprises/Statutory Bodies (State Agencies) as it relates to procurement of goods and services for the Agency.

7.1 Forms of Tendering / Procurement:

7.1.1 Open Tender

This process is done where invitations are issued through advertisements or other forms of public notice. Open tendering is used in the following instances:

- i. To give all prospective bidders adequate, fair and equal opportunity to bid on all Goods, Services and/or Works which are procured by the Agency.
- ii. Where it is competitively most advantageous.
- iii. When the Agency's list of approved vendors does not cater or adequately cater for particular types of Goods, Services and/or Works.
- iv. Where the terms and conditions of the Agency borrowings so require.

7.1.2 Selected Tender

The Agency invites bids selectively from a limited number of approved suppliers, contractors or consultants where the Goods, Services or Works are technically complex or specialized in nature and are available from a limited number of eligible suppliers, contractors or consultants. The process involves a letter of invitation being issued with the Invitation to Tender (ITB) documents sent to a list of selected bidders approved by our Tenders Sub Committee. Only those invited by the Tenders Sub Committee are eligible to submit bids.

7.1.3 Sole Tender

This process is conducted using the Exemptions /Merit Awards which is for works issued without inviting competitive bids in any of the following circumstances:

- Where the materials are non-interchangeable spares or replacement parts for materials already in use;
- where the works and/or services are to be carried out on a site where the employment of another contractor may hinder the progress of work already being performed by an existing contractor;
- when the goods, works and/or services represent a natural or direct continuation of an agreement previously awarded competitively and completed taking due account of the incumbent Contractor/Consultant's performance and cost effectiveness of the approach adopted;
- where only one (1) Contractor/Consultant is capable or available or identified as having the qualifications or special proficiency, experience and skill of exceptional worth, expertise and/or equipment to supply the required goods, services and/or works or is the agent/representative;
- where the goods, services and/or works are of an urgent and critical nature, that is, there is some measure of risk to people, property, plant, equipment or the environment or the community and the profitability of the Agency's operation demand.

8.0 PUBLIC AND COMMUNITY RELATIONS

Below are the Public and Community Relations activities that the National Training Agency engaged in during the period of 2012/2013.

TABLE 5: Public and Community Relations Activities 2012 - 2013

ITEM	ACTIVITY	MODE OF ACCESS	PERIOD	AMOUNT OF PERSONS IMPACTED (APPROX.)
Client and Public Access to Services/ Service Delivery Systems	Jobs and Career Coach	JCC	2012-2013	9,657
Community and Stakeholder Relations/Outreach	Skills Expo	Booth	November 2012	30,000
	WorldSkills TT	Booth/Caravan	October 2012	5,000
	National District Career Fair	Booth	January 2013	42,000
	Jobs Report	National Televised/Ra- dio Broadcasts	August-October 2013	Awareness: 250,000 people.
	PTSC Trade School Fair	PTSC Compound	January 2013	10,000
Strategic Partnerships	NTA/PTSC workforce assessment centre	N/A	February 2013	n/a
	MOU between NTA and TTIFC (Trinidad and Tobago International Finance Company)		February 2013	Production of Sectoral labour report to inform on labour capacity and requirements of sectors

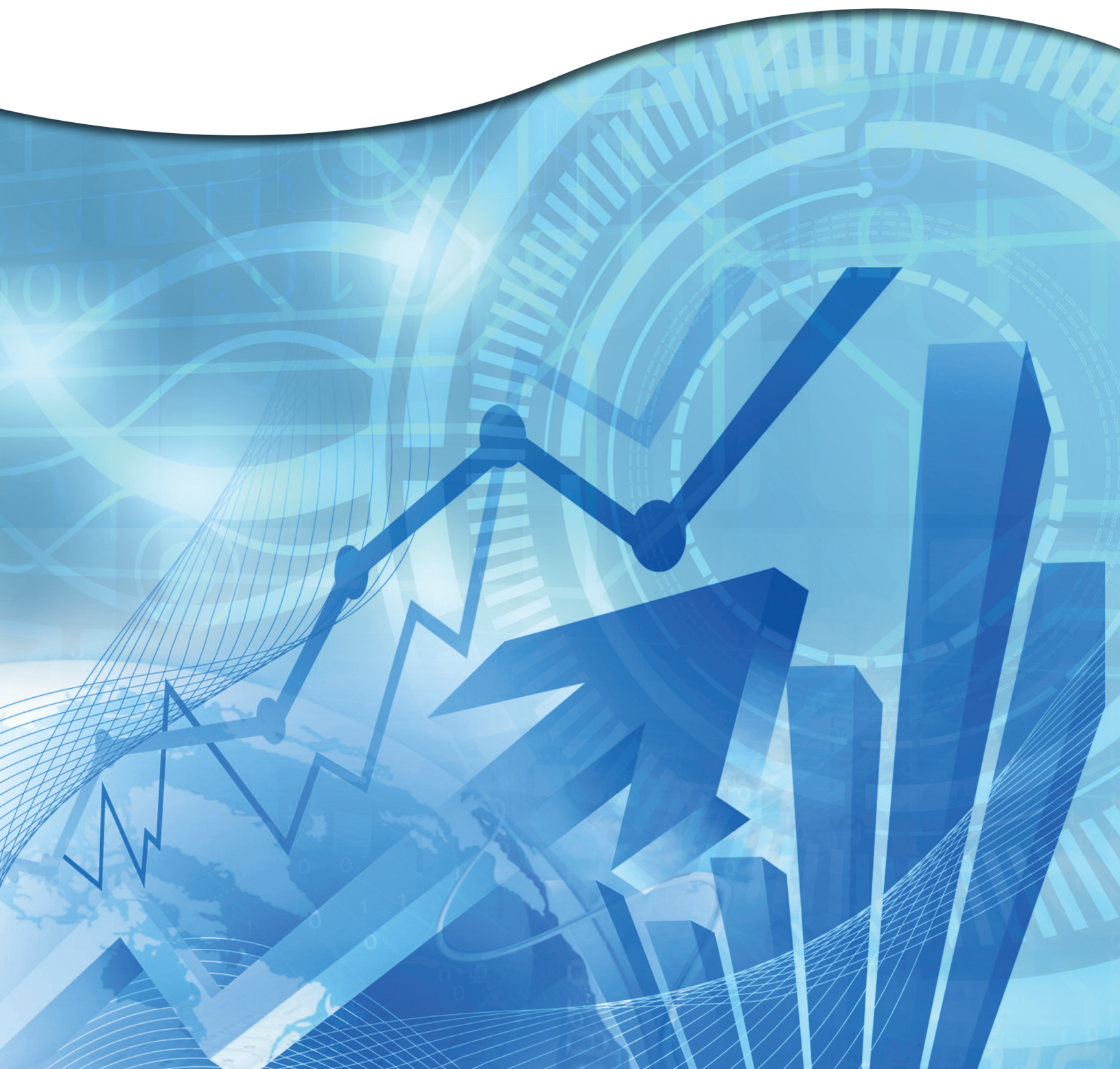


ITEM	ACTIVITY	MODE OF ACCESS	PERIOD	AMOUNT OF PERSONS IMPACTED (APPROX.)
Strategic Partnerships (continues)	NTA/CEPEP/URP MOU	N/A	May 2013	To facilitate training and certification of their workers
	ILO/Cinterfor	Conference held at the Hyatt Regency	July 2013	27 Countries 120 Foreign participants (Latin America & Caribbean)
	NTA/NESC/PLIAP (Pt. Lisas Apprenticeship Program)	N/A	October 2013	PLIAP forms a partnership between employers in the energy sector – NTA and NESC oversees the implementation of the program

9.0 CONCLUSION

The NTA, as Coordinator and Regulator of the National TVET system will continue to aim at productivity, responsiveness, flexibility, efficiency, continuous improvement in the quality of training and increased access to TVET as articulated in the NTA's Strategic Plan 2011 to 2015. As we move into the next Fiscal Year, we will continue to align our principal strategies and measures within the context of the Government's Seven Interconnected Pillars for Sustainable Development.





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