



BOARD OF DIRECTORS' MEETING



SATURDAY, NOVEMBER 11, 2006

@ 2:00 P.M.

CLUBHOTEL RIU OCHO RIOS
MAMMEE BAY, ST. ANN

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**HEART TRUST/NATIONAL TRAINING AGENCY
ANNUAL BOARD OF DIRECTORS RETREAT
CLUBHOTEL RIU OCHO RIOS
NOVEMBER 9-12, 2006**

AGENDA	-	Encl. 1 (Yellow)
MINUTES OF BOARD OF DIRECTORS' MEETING (Held September 27, 2006)	-	Encl. 2 (Lilac)
REPORT ON MATTERS ARISING FROM MINUTES OF MEETING (Held September 27, 2006)	-	Encl. 3 (Green)
CORPORATE MONTHLY REPORT (September 2006)	-	Encl. 4 (Pink)
STATISTICAL REPORT (September 2006)	-	Encl. 5 (Yellow)
COMMUNITY BASED TRAINING REPORT (September 2006)	-	Encl. 6 (Lilac)
CORPORATE GOVERNANCE COMMITTEE REPORT (To be tabled)	-	Encl. 7 (Green)
NARRATION ON USE OF COMPANY SEAL	-	Encl. 8 (Pink)
POLICY ON CHARGING OF FEES FOR LEVEL 1 -COMMUNITY BASED TRAINING PROGRAMMES	-	Encl. 9 (Yellow)
AUDITOR GENERAL'S REPORT	-	Encl. 10 (Lilac)
GAZETTED BOARD APPOINTMENTS (September 1, 2006-August 31, 2009)	-	Encl. 11 (Green)
CORRESPONDENCE FROM FACTORIES CORPORATION OF JAMAICA	-	Encl. 12 (Pink)
FINANCE COMMITTEE MINUTES [Held October 18, 2006]	-	Encl. 13 (Yellow)
LETTER TO MINISTRY OF EDUCATION & YOUTH RE: REPEAL OF THE APPRENTICESHIP ACT	-	Encl. 14 (Lilac)

LETTER FROM MINISTRY OF EDUCATION & YOUTH RE: REPEAL OF THE APPRENTICESHIP ACT	-	Encl. 15 (Green)
LETTER FROM MINISTER OF FINANCE & PLANNING RE: HEART'S WITHDRAWAL OF REQUEST FOR APPROVAL OF ACCESS TO EXTERNAL FUNDING	-	Encl. 16 (Pink)
JDF PROJECT UPDATE	-	Encl. 17 (Yellow)
BOARD SUB-COMMITTEE MEMBERSHIP	-	Encl. 18 (Lilac)
DRAFT AUDITED FINANCIAL STATEMENTS 2005-2006	-	Encl. 19 (Green)

Enclosure 1

AGENDA

AGENDA



MEETING OF BOARD OF DIRECTORS
TO BE HELD ON
SATURDAY NOVEMBER 11, 2006
AT 2:00 P.M AT THE CLUBHOTEL RIU OCHO
RIOS, MAMMEE BAY, ST. ANN

1. CALL TO ORDER
2. PRAYER
- 3.. APOLOGIES FOR ABSENCE
4. CONFIRMATION OF MINUTES OF MEETING
 - *Meeting held September 27, 2006*
7. MATTERS ARISING FROM THE MINUTES
 - (a) Air Jamaica
 - (b) Ministry of Education TVET Rationalization Project (FACTS Ltd.)
 - (c) Revision of Fourth Schedule of H.E.A.R.T. Act
 - (d) Ebony Park Academy
 - (e) Apprenticeship Act
 - (f) Head Office Payroll Accounts
 - (g) Enquiries
 - (h) Claims
 - (i) Auditor General's Report
 - (j) JDF Project Proposal
 - (k) Lluidas Vale VTC
 - (l) Runaway Bay HEART Hotel
 - (m) Ethics Officer Report
 - (n) Legislative Review Checklist
 - (o) Risk Management Policy
 - (p) Pensions Fund
 - (q) Level 1 Fees
 - (r) Request for Proposal - \$300m Loan Facility
 - (s) Appointment of Board Sub-Committees

8. APPROVALS

- *Audited Financial Statements - 2005-2006*
- *Appointments to Board Sub-Committees*

9. MANAGEMENT REPORTS TO SEPTEMBER 2006

- (a) *Corporate Monthly Report*
- (b) *Statistical Report*
- (c) *Community Based Training Report*

10. FINANCIALS TO SEPTEMBER 2006

11. USE OF SEAL

12. ANY OTHER BUSINESS

13. TERMINATION

Enclosure 2

**MINUTES OF THE BOARD OF
DIRECTORS MEETING**

(September 27, 2006)



HEART Trust/NATIONAL TRAINING AGENCY

MINUTES OF BOARD OF DIRECTORS' MEETING HELD ON WEDNESDAY, SEPTEMBER 27, 2006 AT THE CORPORATE OFFICE, BOARD ROOM, 6B OXFORD ROAD, KINGSTON 5

PRESENT WERE:

1.	Mrs. Sandra Glasgow	-	Chairman
2.	Mr. Vivian Crawford	-	Director
3.	Mrs. Maria Jones	-	Director
4.	Miss Barbara McKoy	-	Director
5.	Miss Sherine Shakes	-	Director
6.	Mr. Julian Robinson	-	Director
7.	Miss Dawnett Turner	-	Director
8.	Miss Patrice Samuels	-	Director
9.	Mrs. Sherryl White-McDowell	-	Director
10.	Mr. Ohene Blake	-	Director
11.	Mr. Junior Rose	-	Director
12.	Dr. Halden Morris	-	Director
13.	Mr. Kingsley Palmer	-	Director
14.	Mr. Caswell McLeish	-	Director
15.	Bishop Wellesley Blair	-	Director
16.	Miss Myrtle Dwyer	-	Director
17.	Mr. Robert Gregory	-	Executive Director

In attendance were:

The Hon. Minister of Education and Youth	-	Mrs. Maxine Henry-Wilson, MP
Ms. Debbie-Ann Robinson	-	Corporate Secretary
Mrs. Christine Dickson-Edwards	-	Snr. Director - HTF
Mr. Donald Foster	-	Chief Technical Director
Ms. Pamella McKenzie	-	National Programmes Director
Mrs. Paulette Dunn-Smith	-	Snr. Director - NCTVET
Mr. Colin Barnett	-	Snr. Director - HRPD
Mr. Thomas McArdle	-	Snr. Director - PPDD
Mr. Michael HoSue	-	Chief Information Officer

1. CALL TO ORDER

The Chairman extended greetings to the members and called the meeting to order at 1:30 p.m.

2. PRAYER

Bishop Blair offered prayer.

3. SUSPENSION OF STANDING ORDERS

The Chairman requested a suspension of the standing orders for the Honourable Minister to deliver the charge to the Board.

The Minister welcomed both new and returning members of the Board and stated that as a public body, HEART operated within the context of public sector regulations and any relevant legislation.

The Minister commended the Trust on its performance as a proactive agency in defining its business priorities and strategies. The Minister stated that HEART carried out its mandate in the context of the wider government priorities and operated in the context of an Agency of the people of Jamaica. This meant that HEART reported to, and was required to act in the interest of the people. The Minister noted that the occasion might present itself where re-examination of the mandate of the Trust was required in order to ensure maximum benefit to the people. Any re-examination of the mandate of HEART would have to be facilitated through a consultative process, the Minister advised.

The Minister charged the Board to practice good corporate governance, which included preparedness for, regular attendance at, and active participation in meetings.

The Minister then invited Mrs. Jones to address the Board in her capacity as Permanent Secretary of the Ministry of Education and Youth.

Mrs. Jones spoke on the importance of solid partnership between the Ministry and HEART as reflected in good understanding and continuous flow of information. Mrs. Jones stated that as the Accounting and Accountable Officer for the Ministry, the Permanent Secretary had an interest in what occurred in all its Agencies. Mrs. Jones then referred to key legislation and government policies which impacted on the Trust, making specific mention of the Public Bodies Management and Accountability Act (PBMAA), the Financial Administration and Audit Act (FAA) and Government Procurement Guidelines.

The Chair extended thanks to the Minister on behalf of the Board for having delivered the charge. The Minister was then excused from the meeting at 1:50 p.m.

The Senior Directors in attendance asked to be, and were excused from the meeting at 1:52 p.m.

The Chairman then reverted to the Agenda items.

4. APOLOGIES FOR ABSENCE

Apologies were made for Mrs. Lola Fong-Wright who had a business emergency and Ms. Greta Bogues who was overseas.

5. CONFIRMATION OF MINUTES OF MEETING

MEETING OF BOARD OF DIRECTORS HELD ON MAY 24, 2006

The Minutes were circulated in the Board files.

Amendments

Page 8, Subsection headed "Proposed Amendment to Public Bodies Management and Accountability Act" paragraph 1, line 7, delete 'receive' and insert 'share'.; paragraph 4, delete '4:55 p.m.' and insert '4:25 p.m.'

Page 8, Section 9, Subsection headed "School of Cosmetology" paragraph 4, delete '4:25 p.m.' and insert '4:35 p.m.'

There being no other amendments, the Minutes were confirmed and **unanimously** accepted on a motion by Ms. Turner and seconded by Mr. Crawford.

6. MATTERS ARISING FROM MINUTES OF MEETING HELD MAY 24, 2006.

a) Air Jamaica

Air Jamaica had submitted a further revised document for consideration for the Trust. The document was being reviewed by the Corporate Secretary.

b) Financial Operations Manual

The Manual was completed and submitted to the former Audit Committee and select members of the Management Team for review.

c) Ministry of Education TVET Rationalisation Project (FACTS LIMITED)

The contract was dispatched to the Consultant for signing.

The Board **agreed** that a reminder was to be sent to the Consultant stressing the importance of a speedy conclusion.

d) Expansion - School of Cosmetology

The expansion work was in progress with the Trust acting as Project Manager.

e) Revision of Fourth Schedule of H.E.A.R.T. Act

The Ministry of Finance and Planning advised that it was in the process of preparing draft Cabinet submissions on the proposed amendment to increase the number of government entities required to make 3 % HEART Contributions.

f) Ebony Park Academy

Fire had damaged two (2) dormitories in March 2006. A claim was submitted to the Insurer and was settled in the sum of \$2,376,926.80. The Police Report was still outstanding.

The Board enquired what measures had been implemented to minimize the number of fires at the institution. Mr. Gregory reported that the Trust had a Safety and Security Officer whose responsibility was to ensure effective systems for all the institutions. In the case of Ebony Park, priority was placed on having fire extinguishers at the institution.

g) Apprenticeship Act

The in-house submissions on the Apprenticeship Act were completed and submitted for discussion and review by the Board.

The Board discussed the recommendation made by Management that a submission for the repeal of the Apprenticeship Act was to be made to Cabinet, through the Ministry of Education and Youth. The Chair noted that due consideration would have to be given to the market to determine whether employers were willing to continue with Apprenticeship.

Mr. Rose queried the justification for Management's recommendation for a repeal of the Act particularly when a targeted effort was needed for 'at risk' youth who did not meet the requirements of the School Leavers' Training Opportunity Programme (SL-TOP). Ms. Samuels responded that HEART Trust/NTA had programmes which were fully inclusive in terms of target groups and these were established at a local level within communities through the Community Based Training Department.

The Board agreed that the recommendations made by Management were to be sent to the Minister through the Permanent Secretary.

h) Head Office Payroll Account

The write-back process of unclaimed monies in the Payroll Cheques account was completed. The Board noted that no report was submitted on the total amount written back and the precise amount that represented monies owed to staff. The Board agreed that a complete report was to be submitted at the next meeting.

i) Enquiries

The enquiry into Boys' Town VTC and the Technical Services Division were now complete. Mr. Gregory informed the meeting that the reports were completed and ready for submission to the Audit Committee and then to the Board.

j) **Claims**

The broker, Allied Insurance Brokers Limited ('Allied') was consulted on the adequacy of coverage for Personal Accident Liability. Allied has since advised that an Umbrella Liability Policy was in place which served to extend the coverage for all the contracted categories of Insurance.

Mr. Crawford enquired whether there was adequate coverage for individual claims within the Umbrella Liability Policy. Ms. Robinson advised that based on information received from Allied, there was no limit to any individual claim to be settled from the additional funds available under the Umbrella policy.

k) **TPDCO Team Jamaica Enrolment Statistics**

Mr. Gregory reported that a review of the Team Jamaica training and certification process within HEART institutions was done. The Trust has now implemented a standardized policy, utilizing the best practices implemented at Ebony Park Academy, to have the Team Jamaica programme institutionalized as a module at the beginning of the NVQJ.

l) **Auditor General's Report**

A draft report was submitted by e-mail by the Auditor General's Department and was being reviewed by the Trust.

m) **JDF Project Proposal**

Mr. Gregory reported that previously the Trust partnered with the JDF, specifically the Engineering Regiment. Arising out of that relationship, the JDF had signaled its willingness to obtain Accredited Training Organisation (ATO) status.

The Trust had met with JDF on August 11, 2006 at which time the JDF was informed that the Trust was unable to consider a request for additional funding. could be made at this time.

The Board **agreed** that Management should nonetheless provide the Board with a properly costed proposal in light of the variance in the projected cost submitted by JDF. The Board agreed that an explanation from JDF was required to explain the variance.

n) **Lluidas Vale VTC**

A report on the thefts at the institution had been made to the Police. After investigation by the Police, some of the stolen items were recovered. The Trust did not make a claim on the insurer.

The Board **agreed** that a complete report on the items stolen, their value and a list of the items recovered to date was to be submitted at the next meeting to provide a complete view of the actual losses.

o) Runaway Bay HEART Hotel

Ms. Robinson advised that the Finance and Accounting Department had not completed its investigation into the delay in obtaining the refund.

The Chair enquired as to the steps taken by Management on the issue of an institution splitting contracts to circumvent Government Procurement policies.

The Board agreed that a report on this breach of the policy of the Trust and Government Procurement Policies was to be submitted at the next meeting.

p) Ethics Officer Report

Ms. Robinson reported that the Ethics Officers who had participated in the Cabinet Office sponsored training seminar in March 2006 had formed an Ethics Officer Association. The members of the Association had agreed that since Cabinet Office had not prepared a standardized Code of Ethics, the Association would work on a draft Code of Ethics and Terms of Reference for Ethics Officer. The Trust had prepared a draft Code of Ethics which was available for review.

Ms. Turner queried whether Cabinet Office had co-coordinated any further training sessions for the Ethics Officers. Ms. Robinson informed the meeting that no further session had been confirmed.

The Board agreed that the Corporate Governance Committee would review the draft Code and thereafter submit its recommendations to the Board.

q) Legislative Review Checklist

The Board agreed that with the appointment of a new Board, this item should form part of the Agenda for the next meeting to allow selection of the critical legislation to be reviewed.

r) Risk Management Policy

The Board agreed that the policy was first to be submitted to the Audit Committee for their consideration and thereafter to the Board.

s) Pensions Fund

Ms. Robinson reported that the Board directive to have a qualified Pensions Attorney review the Trust Deed to ensure compliance with the Pensions (Superannuation Funds and Retirement Schemes) Act 2004 ('Pensions Act') was not followed.

The reason for this was that the Pensions Board of Trustees formed the view that such a review was premature at that point as Phase 2 of the Regulations under the Pensions Act were not completed.

Ms. Robinson further reported that the Trust was in the process of completing the application process for the registration of its Pension Fund and Trustees.

The Chair expressed concern that the Trustees had decided to delay the review of the Trust Deed and Rules as the regulatory body for Pensions, the Financial Services Commission (FSC) in looking at the application would determine whether the Deed and Rules comply with the existing regulations.

The Board **agreed** that a formal report on the status of the application and all issues facing the Application Process for the Trust Fund and the Trustees was to be submitted to the Board at its next meeting.

t) Level 1 Fees

Mr. Gregory stated that it was the practice that no fees were charged for Level 1 training. He added that the profile of the HEART Trainee had changed as there were some Level 1 trainees who were employed while undergoing training. Mr. Gregory informed the meeting that Level 1 training was envisioned for school leavers who were pursuing entry level job training to start working.

Mrs. White-McDowell enquired as to the proportion of Level 1 students were employed. Mr. Gregory responded that those persons were primarily in the Community Based projects and in HEART institutions seeking unit competencies.

Mr. Robinson recommended that an analysis was to be done on the proportion of Level 1 Trainees who were working, the proposal for cost sharing. He added that a formal report was needed in order to make a decision as to whether fees should be charged. Mr. Gregory advised the Board that the experience with cost sharing has resulted in a high level of receivables.

The Board **agreed** that Management was to prepare a report as to the feasibility of charging fees for Level 1 training with a comprehensive pro and con analysis, to include a profile of these persons and minimum wage earners.

u) Request for Proposal (RFP) - \$300m Loan Facility

Mr. Gregory advised the meeting that NIBJ was not able to participate in a bid offer for the entire loan facility of \$300m and instead had opted to submit on extending a loan of \$65m only.

The Trust had submitted a formal request to the Ministry of Finance and Planning, complete with a Tender Report seeking approval for the loan application. No response had yet been received from that Ministry.

v) **Depreciation Rates**

The External Auditors did not recommend a change in the existing depreciation rates used by the Trust for the Fixed Assets Register.

7. **APPROVALS**

Ebony Park Rationalisation Plan

This item was deferred to allow a preliminary review by the Finance Committee.

8. **MANAGEMENT REPORTS TO AUGUST 2006**

- **Corporate Monthly Report (formerly termed 'Executive Director's Report')**

The Corporate Monthly Report, having been circulated in the Board files was reviewed and accepted.

- **Statistical Report**

Mr. Gregory advised the meeting that the Trust was on target for the Enrolment and Certification rates. He pointed out that completion numbers traditionally showed a substantial increase towards the end of the year.

Mr. Gregory informed the Board that the data contained in the Statistical Report was made available to key stakeholders including the Ministry of Education and Youth and the Ministry of Finance and Planning.

Specification in programme separated into categories of gender, age, educational qualifications.

Mr. Gregory reported that the Trust had recently met with Mr. Alberto Fabrini, the Managing Director of JAMALCO, and co-partner in the Breadnut Valley Programme. JAMALCO reported its satisfaction with the partnership and had invited all its international managers to observe first hand the operations at Breadnut Valley for their Operational Case Study.

Mr. Blake suggested that the Trust review its reporting format to indicate the impact made on young persons who were 'unattached', neither being employed nor in school.

Mr. Robinson noted that beyond the request for statistics, there appeared to be concern for the 'unattached youth' however this formed part of a wider governmental and societal concern. He stressed the fact that the Trust had a specific mandate and it faced the challenge of perception that it was the Agency to deal with the 'corner youth'.

The Chair then spoke on the need for a broad strategy on Youth Development, to identify areas of intervention that HEART can effectively

make a contribution. The Chair recommended discussion with the Minister on the subject with the possibility of a collaborative approach.

Ms. Samuels noted that HEART may not have the resources to deal with all the 'unattached' youth whose needs could not be adequately met by the Trust.

Mrs. Jones reminded the meeting that HEART's mandate was not static thus if social and other circumstances led to the conclusion that unattached youth should be a focus for special attention, it would become a policy issue requiring sanction by the Ministry and Cabinet. HEART would at that point expand or tailor its programmes to respond to new developments.

The Statistical Report having been circulated in the Board files was reviewed and accepted.

- **Community Based Training Report (formerly termed 'Special Programmes Report')**

This report was circulated in the Board files, reviewed and accepted.

Ms. Shakes asked to be, and was excused from the meeting at 3:10 p.m.

12. **FINANCIALS TO AUGUST 2006**

Mrs. Dickson-Edwards joined the meeting at 3:11 p.m.

- **Statements to April 2006**

These were circulated in the Board files as follows:

Revenue for the month was \$367.37m or 5.52% above the budgeted \$348.16m and 17.97% above the \$311.41m earned August 2005.

Mrs. Dickson-Edwards stated that the increase in 3% collection was approximately 10% in comparison with the previous year. Mr. Gregory reminded the Board that for the last financial year, the 3% collection was below budget and investigations conducted by the Trust revealed that employers in the Private Sector kept salary increases in line with the 3% rate used in the public sector.

Mrs. Jones enquired whether the Trust still needed to pursue a loan facility for \$300m when revenues had shown consistent increase.

The Board, after some discussion, **agreed** that the request for the \$300m loan facility was to be withdrawn and the Ministry of Finance and Planning advised.

Expenditure was \$373.40m or 11.58% above the budgeted \$334.65m and 3.23% above the \$361.70m incurred last year.

- **Surplus/Deficit**

The deficit for the month of August was (\$6.02m) or 144.56% below the budgeted \$13.51m surplus and 88.03% above the (\$50.29m) deficit generated August 2005.

- **Statutory Payments**

Mrs. Dickson-Edwards advised that all returns were up-to-date- as follows:

The statutory payments were paid in full on September 14, 2006.

GCT Returns for the month of July 2006 were filed on August 23, 2006.

Income Tax Returns for the 2005 year of assessment and Estimated Income Tax Returns for 2006 were filed on April 6, 2006.

Property Tax for the First and Second quarters of the 2006/2007 year of assessment was paid on July 25, 2006.

The Board reviewed the Income Statement for Institutional Activity and agreed that a more complete analysis would result with the inclusion of the Annual Budget.

In reviewing the details of Financial Information, the Board agreed that a Variance Analysis for Expenditure analysis was more appropriate.

The Board reviewed the Expenditure Analysis and made special note of the expense arising from Electricity consumption. The Chair recommended that an Energy Consumption Programme or a Conservation Message was to be designed and circulated among the Academies and VTCs and that the Trust chart its own consumption for analysis purposes.

The Board then accepted the Financial Statements for the period ended August 31, 2006.

13. **USE OF SEAL**

There was no report on the Use of the Corporate Seal as the report required ratification by the Finance Committee, which was not yet appointed.

14. **ANY OTHER BUSINESS**

- **Appointment of Board Sub-Committees**

The Chair stated that the Finance and Audit Committee needed to be convened as there was an urgent need to commence the process for ratification of the 2005/2006 Audited Financial Statements.

The Board then ratified the following appointments of Board members to those Committees.

Finance Committee

Julian Robinson (Chair)
Vivian Crawford
Greta Bogues
Anya Schnoor

Audit Committee

Vivian Crawford (Chair)
Patrice Samuels
Dawnett Turner
Sherine Shakes
Mr. Dudley Shields
Mr. Alvin Henry
Mrs. Carole McDowell

The Chair requested 2005/2006 expeditious action by the Finance and Audit Committee in reviewing the draft Audited Financial Statements for inclusion in the Annual Report.

The Chair advised the meeting that the complete listing would be ready in time for the next Board meeting.

- **Board Retreat**

The Board agreed a tentative date of November 2-5, 2006 for the Retreat.

Dr. Morris and Mr. Rose asked to be, and were excused from the meeting at 4:25 p.m.

Mr. Gregory recommended in addition to the traditional retreat activities, that a function to honour the contribution of the immediate past Chairman of the Board, Mr. Alister Cooke and the outgoing Board members should form part of the Retreat events.

15. **TERMINATION**

There being no other business, the meeting terminated at 5:40 p.m. on a motion by Mr. Robinson and seconded by Mr. Crawford.

Confirmed

Date

Enclosure 3

**REPORT ON MATTERS ARISING
FROM MINUTES OF MEETING
(Held September 27, 2006)**



HEART Trust /NATIONAL TRAINING AGENCY

UPDATE ON MATTERS REFERRED FROM MINUTES OF MEETING HELD ON SEPTEMBER 27, 2006

A. AIR JAMAICA

The Corporate Secretary will report on this item.

B. MINISTRY OF EDUCATION TVET RATIONALISATION PROJECT (FACTS LIMITED)

The Consultant was reminded of the need for expedience and the duly executed contract should be submitted to the Trust by November 30, 2006 as one of the Directors of the Consultant company is based overseas.

C. REVISION OF FOURTH SCHEDULE – H.E.A.R.T. Act

The Ministry of Finance and Planning has not completed the preparation of the draft Cabinet Submissions.

D. EBONY PARK RATIONALISATION PLAN

The revised Ebony Park Rationalization Plan 2006-2009 will be submitted to the Finance Committee at its next meeting for review.

E. APPRENTICESHIP ACT

The in-house submissions on the Apprenticeship Act have been completed and submitted to the Ministry of Education & Youth. (See enclosures 14 and 15).

E. HEAD OFFICE PAYROLL ACCOUNTS

The Finance and Accounting Department was still engaged in the process of determining how much of the total amount of unclaimed monies in the Payroll Cheques account written back was for staff. The Department has advised a projected completion date of November 30, 2006.

F. ENQUIRIES

The enquiry into Boys' Town VTC and the Technical Services Division are now complete. The reports are to be reviewed by the Audit Committee at its next scheduled meeting on November 14, 2006.

G. AUDITOR GENERAL'S REPORT

The final report was submitted by the Auditor General's Department. Both the report and the proposed Management response are to be reviewed by the Audit Committee at its next scheduled meeting on November 14, 2006.

H. JDF PROJECT PROPOSAL

The Corporate Secretary will report on this item.

I. LLUIDAS VALE VTC

The Management report on the items stolen, their value and a list of items recovered to date was not completed. The report will be submitted at the next Board meeting.

J. RUNAWAY BAY HEART HOTEL

The Corporate Secretary will report on this item.

K. ETHICS OFFICER REPORT

The draft Code of Ethics was submitted to the Corporate Governance Committee for review at its next scheduled meeting on November 6, 2006.

L. LEGISLATIVE REVIEW CHECKLIST

The Board is to determine the priority legislation to be reviewed by the Corporate Governance Committee.

M. RISK MANAGEMENT POLICY

The draft Risk Management Policy was submitted to the Audit Committee for review at its next scheduled meeting on November 14, 2006.

N. PENSION FUND

The Corporate Secretary will report on this item.

O. LEVEL 1 FEES

The Board is scheduled to discuss this matter in depth at its Strategic Planning Session of the Board Retreat scheduled for November 10, 2006.

P. REQUEST FOR \$300M LOAN FACILITY

The Ministry of Finance and Planning had formally responded to notification by the Trust of the intention to withdraw the request for approval of the loan facility. (See Enclosure 16)

Q. APPOINTMENT TO BOARD SUB-COMMITTEES

The listing of membership to Board Sub-Committees forms part of the Board papers.

Enclosure 4

**CORPORATE MONTHLY REPORT
(September 2006)**



HEART Trust/NTA
Corporate Monthly Report
Year To Date Ending September 2006

Strategies/ Objectives	Performance Indicators	Actual Performance YTD	Last Year's Performance YTD 2005/2006	Comments	Division Responsible																																																																								
1. 74,000 individuals certified	1.1 NVQ certification achieved by 31,628 individuals by 03/07.	6,240 or 19.7% of year's target achieved	6,371 or 26.5% of year's target achieved.	CIT YTD was adjusted upwards by 6 to reflect TOT certification for May	National Programmes Division VTDI & CIT																																																																								
Weight = 20	<table><tr><th>Source</th><th>Target 06-07</th></tr><tr><td>Institution Based</td><td>11,721</td></tr><tr><td>Enterprise Based</td><td>7,555</td></tr><tr><td>Other Bauxite Providers</td><td>183</td></tr><tr><td>Community Based</td><td>4,726</td></tr><tr><td>NPD Total</td><td>24,185</td></tr><tr><td>VTDI</td><td>1,700</td></tr><tr><td>SDC & MOEY Programs</td><td>239</td></tr><tr><td>HEART Total</td><td>26,124</td></tr><tr><td>Secondary Schools</td><td>3,302</td></tr><tr><td>Other Providers</td><td>2,202</td></tr><tr><td>GRAND TOTAL</td><td>31,628</td></tr></table>	Source	Target 06-07	Institution Based	11,721	Enterprise Based	7,555	Other Bauxite Providers	183	Community Based	4,726	NPD Total	24,185	VTDI	1,700	SDC & MOEY Programs	239	HEART Total	26,124	Secondary Schools	3,302	Other Providers	2,202	GRAND TOTAL	31,628	<table><tr><th>Source</th><th>Actual</th></tr><tr><td>Institution Based</td><td>3,017</td></tr><tr><td>Enterprise Based</td><td>413</td></tr><tr><td>Other Bauxite Providers</td><td>-</td></tr><tr><td>Community Based</td><td>1,438</td></tr><tr><td>CIT</td><td>333</td></tr><tr><td>VTDI</td><td>149</td></tr><tr><td>SDC & MOEY Programs</td><td>239</td></tr><tr><td>HEART Total</td><td>5,589</td></tr><tr><td>Secondary Schools</td><td>12</td></tr><tr><td>Other Providers</td><td>639</td></tr><tr><td>GRAND TOTAL</td><td>6,240</td></tr></table>	Source	Actual	Institution Based	3,017	Enterprise Based	413	Other Bauxite Providers	-	Community Based	1,438	CIT	333	VTDI	149	SDC & MOEY Programs	239	HEART Total	5,589	Secondary Schools	12	Other Providers	639	GRAND TOTAL	6,240	<table><tr><th>Source</th><th>Actual</th></tr><tr><td>Institution Based</td><td>3028</td></tr><tr><td>Enterprise Based</td><td>265</td></tr><tr><td>Community Based</td><td>904</td></tr><tr><td>CIT</td><td>137</td></tr><tr><td>SUB TOTAL NPD</td><td>4,334</td></tr><tr><td>VTDI</td><td>404</td></tr><tr><td>THSDP & RTVETSS</td><td>0</td></tr><tr><td>HEART Total</td><td>4,738</td></tr><tr><td>Secondary Schools</td><td>502</td></tr><tr><td>Other Providers & Individuals</td><td>1,131</td></tr><tr><td>Grand Total</td><td>6,371</td></tr></table>	Source	Actual	Institution Based	3028	Enterprise Based	265	Community Based	904	CIT	137	SUB TOTAL NPD	4,334	VTDI	404	THSDP & RTVETSS	0	HEART Total	4,738	Secondary Schools	502	Other Providers & Individuals	1,131	Grand Total	6,371	VTDI YTD adjusted downwards	NCTVET
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NVQ 31,628 Unit 32,336 J&O 10,076 Total 74,040	(See Certification Table for Detail; targets are rounded) Changes: Splits out Breadnut and Splits out MOEY & SDC																																																																												



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Strategies/ Objectives	Performance Indicators	Actual Performance YTD	Last Year's Performance YTD 2005/2006	Comments	Division Responsible																																						
	1.2 Unit Competencies achieved by 32,336 individuals by 03/07.	6,664 persons or 20.6% of target achieved YTD	8,156 persons or 33.7% of target achieved YTD.	Clarifying figures for Other Bauxite providers	NPD CTD																																						
	<table><tr><td></td><td>Target 2006-07</td></tr><tr><td>IBT</td><td>18,375</td></tr><tr><td>EBT</td><td>11,265</td></tr><tr><td>CBT</td><td>2,502</td></tr><tr><td>NPD Total</td><td>32,142</td></tr><tr><td>Other Bauxite Providers</td><td>194</td></tr><tr><td>Total</td><td>32,336</td></tr></table>		Target 2006-07	IBT	18,375	EBT	11,265	CBT	2,502	NPD Total	32,142	Other Bauxite Providers	194	Total	32,336	<table><tr><td>Source</td><td>Actual</td></tr><tr><td>IBT</td><td>4,811</td></tr><tr><td>EBT</td><td>1,292</td></tr><tr><td>CBT</td><td>561</td></tr><tr><td>NPD Total</td><td>6,664</td></tr><tr><td>Other Bauxite Providers</td><td>-</td></tr><tr><td>GRAND TOTAL</td><td>6,664</td></tr></table>	Source	Actual	IBT	4,811	EBT	1,292	CBT	561	NPD Total	6,664	Other Bauxite Providers	-	GRAND TOTAL	6,664	<table><tr><td>Source</td><td>Actual</td></tr><tr><td>IBT</td><td>4,144</td></tr><tr><td>EBT</td><td>3,174</td></tr><tr><td>CBT</td><td>838</td></tr><tr><td>NPD Total</td><td>8,156</td></tr></table>	Source	Actual	IBT	4,144	EBT	3,174	CBT	838	NPD Total	8,156		
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	1.3 Joint and Other certifications achieved by 10,076 individuals by 03/07 (11,970) last year	1,426 or 14.2% of target achieved of Joint and Other certifications to date	5347 persons or 34.5% of target achieved Joint and Other certifications to date.		NPD																																						
	<i>Note: Joint and Other being replaced by NVQs, Units and Job Certification</i>	<table><tr><td>Dept.</td><td>Joint</td></tr><tr><td>IBT</td><td>743</td></tr><tr><td>CBT</td><td>139</td></tr><tr><td>EBT</td><td>-</td></tr><tr><td>HEART Total (NPD)</td><td>882</td></tr><tr><td>Other Programmes (Non-HEART)</td><td>544</td></tr><tr><td>Total</td><td>1,426</td></tr></table>	Dept.	Joint	IBT	743	CBT	139	EBT	-	HEART Total (NPD)	882	Other Programmes (Non-HEART)	544	Total	1,426	<table><tr><td>Source</td><td>Joint</td><td>Other</td></tr><tr><td>IBT</td><td>2183</td><td>766</td></tr><tr><td>EBT</td><td>376</td><td>0</td></tr><tr><td>CBT</td><td>493</td><td>407</td></tr><tr><td>HEART Total (NPD)</td><td>3052</td><td>1173</td></tr><tr><td>Other Programmes</td><td>1120</td><td>0</td></tr><tr><td>Grand Total</td><td>4172</td><td>1173</td></tr></table>	Source	Joint	Other	IBT	2183	766	EBT	376	0	CBT	493	407	HEART Total (NPD)	3052	1173	Other Programmes	1120	0	Grand Total	4172	1173					
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Strategies/ Objectives	Performance Indicators	Actual Performance YTD	Last Year's Performance YTD 2005/2006	Comments	Division Responsible												
2. Access to training, assessment and certification programmes increased Weight = 20	2.1 Higher-level enrolment increased from 19,755 in 2006-06 to 24,438 (increase of 24%) by 03/07. <table><tr><td>TYPE</td><td>2006-07</td></tr><tr><td>NVQ</td><td>17,555</td></tr><tr><td>Units</td><td>10,081</td></tr><tr><td>Total - NPD</td><td>27,636</td></tr><tr><td>VTDI</td><td>1,700</td></tr><tr><td>Total</td><td>29,336</td></tr></table>	TYPE	2006-07	NVQ	17,555	Units	10,081	Total - NPD	27,636	VTDI	1,700	Total	29,336	57.1% of annual target achieved. 13,944 of the 38,620 enrolled in NCTVET track programmes are in higher-level programmes. Higher level enrolment = 36.1% of total enrolment. (Figures include NVQs and unit competencies Levels 2, 3 & 4).	61.1% of annual target achieved. IBT & CIT = 8,268 of the 23,197 enrolled in NCTVET track programmes in Institutions are in higher-level programmes. Higher level enrolment = 35.6% of total institutional enrolment. (Figures include unit competencies Levels 2, 3 & 4).		NPD, VTDI
TYPE	2006-07																
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	<p>2.2 Enrolment-participation in NCTVET approved training programmes increased to 100,000 by 03/07. Actual measurable target is 95,682. Additional participation is inferred from certification data and calculated at year end.</p> <table><tr><th>TYPE</th><th>Target 06-07</th></tr><tr><td>Institution Based</td><td>44,058</td></tr><tr><td>Enterprise Based</td><td>23,000</td></tr><tr><td>Other Bauxite Providers</td><td>379</td></tr><tr><td>Community Based</td><td>11,490</td></tr><tr><td>SDC and MOEY Programmes</td><td>1,330</td></tr><tr><td>VTDI</td><td>4,053</td></tr><tr><td>TPDCO Team Ja (Private)</td><td>5,000</td></tr><tr><td>THSDP & RTVETSS</td><td>5,807</td></tr><tr><td>HEART TOTAL</td><td>95,117</td></tr><tr><td>Secondary Schools</td><td>2,000</td></tr><tr><td>Other Providers*</td><td>4,065</td></tr><tr><td>TOTAL</td><td>101,182</td></tr><tr><td colspan="2">Bauxite Construction Project</td></tr><tr><td></td><td>Target 06-07</td></tr><tr><td>IBT</td><td>890</td></tr><tr><td>Other Bauxite Providers</td><td>565</td></tr><tr><td>TOTAL</td><td>1455</td></tr></table>	TYPE	Target 06-07	Institution Based	44,058	Enterprise Based	23,000	Other Bauxite Providers	379	Community Based	11,490	SDC and MOEY Programmes	1,330	VTDI	4,053	TPDCO Team Ja (Private)	5,000	THSDP & RTVETSS	5,807	HEART TOTAL	95,117	Secondary Schools	2,000	Other Providers*	4,065	TOTAL	101,182	Bauxite Construction Project			Target 06-07	IBT	890	Other Bauxite Providers	565	TOTAL	1455	<p>YTD enrolment is 50,739 or 53.% of HEART's total target for the year</p> <table><tr><th>Source</th><th>Target</th><th>Actual</th><th>% Achieved</th></tr><tr><td>Institution Based</td><td>43,583</td><td>21,461</td><td>49.24%</td></tr><tr><td>CIT</td><td>1,419</td><td>744</td><td>52.43%</td></tr><tr><td>*Community Based</td><td>12,820</td><td>8,787</td><td>68.54%</td></tr><tr><td>Enterprise Based</td><td>23,000</td><td>14,089</td><td>61.26%</td></tr><tr><td>Sub Total</td><td>80,822</td><td>45,081</td><td>55.78%</td></tr><tr><td>TPDCO Team Ja. (Private)</td><td>5,000</td><td>1,274</td><td>25.48%</td></tr><tr><td>THSDP & RTVETSS</td><td>5,807</td><td>1,500</td><td>25.83%</td></tr><tr><td>VTDI</td><td>4,053</td><td>2,884</td><td>71.16%</td></tr><tr><td>HEART Total</td><td>95,682</td><td>50,739</td><td>53.03%</td></tr><tr><td>Secondary Schools</td><td>2,000</td><td></td><td></td></tr><tr><td>Other Providers</td><td>3,500</td><td></td><td></td></tr><tr><td>Total</td><td>101,182</td><td></td><td></td></tr></table> <p>CBT – also includes SDC & MOE Marginal Institutions. IBT – also includes Breadnut Valley (JAMALCo) Project & TPDCO Team Ja. Projects.</p> <p>Bauxite Project enrolment is 1,436</p>	Source	Target	Actual	% Achieved	Institution Based	43,583	21,461	49.24%	CIT	1,419	744	52.43%	*Community Based	12,820	8,787	68.54%	Enterprise Based	23,000	14,089	61.26%	Sub Total	80,822	45,081	55.78%	TPDCO Team Ja. (Private)	5,000	1,274	25.48%	THSDP & RTVETSS	5,807	1,500	25.83%	VTDI	4,053	2,884	71.16%	HEART Total	95,682	50,739	53.03%	Secondary Schools	2,000			Other Providers	3,500			Total	101,182			<p>YTD enrolment is 49,201 or 58.5% of HEART's total target for the year.</p> <table><tr><th>Source</th><th>Actual</th><th>% Achieved</th></tr><tr><td>Institution Based</td><td>25808</td><td>58.7</td></tr><tr><td>Enterprise Based</td><td>91838</td><td>50.7</td></tr><tr><td>*Community Based</td><td>8265</td><td>71.6</td></tr><tr><td>CIT</td><td>572</td><td>46.0</td></tr><tr><td>SUB TOTAL</td><td>43828</td><td>58.6</td></tr><tr><td>TPDCO Team Ja. (Private)</td><td>1017</td><td>31.8</td></tr><tr><td>THSDP</td><td>1479</td><td>57.7</td></tr><tr><td>VTDI</td><td>2877</td><td>82.6</td></tr><tr><td>HEART Total</td><td>49201</td><td>58.5</td></tr></table> <p>CBT also includes SDC, MOE Marginal Institutions, & TPDCO programme. IBT – also includes Breadnut Valley (Jamalco) Project & TPDCO Team Ja. Projects.</p>	Source	Actual	% Achieved	Institution Based	25808	58.7	Enterprise Based	91838	50.7	*Community Based	8265	71.6	CIT	572	46.0	SUB TOTAL	43828	58.6	TPDCO Team Ja. (Private)	1017	31.8	THSDP	1479	57.7	VTDI	2877	82.6	HEART Total	49201	58.5		<p>NPD, VTDI, Also: THSDP, MOEY</p>
TYPE	Target 06-07																																																																																																																										
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	2.2 Forty (40) Thirty (30) new firms partnering with HEART institutions to provide training by 03/07. With EBT via SIP = 20 With IBT = 20	26 new partnerships established, 3 in development <ul style="list-style-type: none"> VTDI partnered with Post and Telecommunication Service to implement a Training of Trainers (TOT) seminar for twenty (20) of their workers. Fourteen new firms approved for SIP financing. Eleven new firms partnering with IBT for training Partnership discussion in progress: <ul style="list-style-type: none"> HEART/JAMALCO and CW Engineering VTDI and Caenwood Centre Ledon (furniture) Manufacturing offering to become training firm-ATO 	EBT: 15 new firms brokered with HEART institutions for assessment and training services YTD. CBT: 10 new partnerships developed with 5 firms VTDI: <ul style="list-style-type: none"> 17 persons from various industries interviewed in Clarendon and Manchester to be trained as assessors for the Jamalco project. Plans finalised with Jamalco to train 100 supervisors for the Jamalco project between August & September 2005. Training was conducted for fifty-seven (57) supervisors from the Jamalco project. 		VTDI/NPD (EBT)
	2.4 Distance education strengthened. <ul style="list-style-type: none"> 250 individuals enrolled in distance education through VTDI CIT Distance Plan funded in 2007-08 budget Distance Ed programme for Instructors implemented Two new distance "sites" implemented 	139 participants are enrolled in distance education programmes. Distance Ed study completed and Committee formed to strengthen Distance Ed. CIT: - in a transition, plans on hold.	VTDI: 175 persons enrolled in distance programmes. Note: CIT Distance Ed initiative depended on MCST-IDB project and this component was cut out of the project.	Indicator modified in September; CIT was not budgeted to meet the objective.	VTDI, CIT



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	2.5 "Assessment Centre" concept (i.e. assessment services for community) pilots implemented at 20 locations and EBT established as Assessment-Only ATO by 03/07,	<p>NPD Evaluation of the eight pilot centres operating as Assessment Centres in progress - this will guide the implementation phase of the other institutions.</p> <p>CBT: Six (6) projects achieved 'assessment centre' status</p> <p>VTDI Written material being reviewed, Framework being developed, working with NCTVET</p> <ul style="list-style-type: none"> ▪ Implementation plan being developed ▪ Application for Assessment Centre status completed 	New Indicator		NPD VTDI



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Strategies/ Objectives	Performance Indicators	Actual Performance YTD	Last Year's Performance YTD 2005/2006	Comments	Division Responsible
3. Existing Partnerships strengthened and New Partnerships developed to expand access to training and certification Weight = 6	3.1 Qualification framework extended through new outreach and initiatives with one tertiary institution, two community colleges and two private providers to operate programmes in NVQ framework	<p>Workshop held to expose personnel from tertiary institutions to CBET and the Qualification Framework. Discussions with Montego Bay CC (MBCC) advanced – it is proposed that Construction Site Management programme be offered by MBCC January 2007</p> <ul style="list-style-type: none"> ▪ VTDI is executive committee member of the Caribbean Tertiary Level Personnel Association ▪ University: On-going discussion/ meetings between VTDI and UWI. ▪ Community Colleges: Two (2) meetings were held with Excelsior Community College for VTDI to offer Professional Training in Education to students who have completed an Associate degree in the Performing Arts. A programme map was developed and utilized at the second meeting. ▪ Private providers: Two new providers brought into framework. Also, Representatives from Alpart met with the Coordinator of the Train-the-Trainers Programme on July 28, 2006 to discuss their training needs. ▪ One (1) CBET workshop conducted in April with MOEY 	<ul style="list-style-type: none"> ▪ New project with Montego Bay Community College approved for Westmoreland (\$1.8m) ▪ Further discussions about framework held by CTD with MBCC. Equipment loaned to MBCC. ▪ Meeting held with Mo-Bay Community College to deliver the Construction Site Manager, & Site supervision programmes. ▪ Proposal submitted for Tech-Voc Unit of MOEYC. 		ED's Office/ TSD/NCTVET



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	3.2 Six partnerships for training in three sectors established by 03/07.	<p>Three established, five in development</p> <p>Established</p> <ul style="list-style-type: none"> ▪ VTDI and Excelsior Community College for professional training in Education for Associate degree in Performing Arts grads. ▪ Memorandum of Understanding signed with Early Childhood Commission ▪ Memorandum of Understanding signed with Jamalco in April <p>In development:</p> <ul style="list-style-type: none"> ▪ Proposal drafted for AAAJ/Edna Manley partnership for the advertising/printing sector ▪ TOT Tour Guide training proposal being developed with the Tourism Cluster under the COMMIT project ▪ CIT/Verizon partnership: ICT Technical Help Support programme design completed. ▪ PPDD in discussion with TPDCO re training activities for World Cup 2007 ▪ MOU with MOEY, JFLL, NCTVET- HISEP in development 	<p>One partnership finalised:</p> <ul style="list-style-type: none"> ▪ Training partnership agreement signed with Building Innovation/Modern Architecture and Technology Institute of Jamaica/Alframec -training to commence October 05 ▪ CIT/National Land Agency GIS training partnership in process - training of trainers started ▪ Project with MOEYC and Spain in tourism <ul style="list-style-type: none"> ▪ MOU between JAS~HEART drafted ▪ MOU for Jamalco (bauxite) drafted ▪ Completed letter of intent for partnership with AmCham & Entra 21 for I.T. training. ▪ Met with University College of Caribbean re hospitality programmes. ▪ Follow-up on CIT/National Land Agency MOU and JAS ▪ TSD: Discussions continue with representatives from firms in the Construction Sector. <p>IBT: 3 new partnerships established by 3 institutions.</p>		NCTVET/ TSD /PPDD



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	3.3 NVQ enrolment of THS and secondary schools increased by 20%	<ul style="list-style-type: none"> Enrolment remains 1,011 until new classes form in September Promotional letter sent to schools to target the grade 10 students moving to grade 11(Registration for assessment to commence November 2006) 	<ul style="list-style-type: none"> 919 students were registered for assessment. Assessment was conducted in July. IBA outstanding for 279 students. 27% recommended for certification so far. Pass rate for CXC was 49% in math, English, science, and 62% in the 29 subjects sat. 		ED's Office, THSDP
	3.4 Four (4) <u>externally financed*</u> partnerships for training/provision of technical services developed and three implemented by 03/07. <i>*Where a partner "pays" HEART</i>	YTD: Developed = 8 Implemented = 5 Developed <ul style="list-style-type: none"> HEART - St Kitts MOU to supply technical assistance beginning October UNICEF funds (US\$11,500) for evaluation of the EC programme granted Tour Guiding Development project proposal being prepared for PSDP New VTDI talks to provide training to St. Vincent & the Grenadines' Educational Project Management Unit. (EU) Funding VTDI Development work to train principals for the Microsoft Partners in Learning Project continues. Computers for Community Project – proposal submitted by VTDI – programme to begin in October. Microsoft Partners in Learning project 	YTD Developed = 3 Implemented = 1 <ul style="list-style-type: none"> Explored new project with IDRC of Canada re ICT and Diaspora New partnership in formation with AmCham & Entra 21 in ICT Follow-up request for JICA consultant to assess Automotive project, Follow-up meeting with PIOJ/UNDP to be scheduled for 09/05 Meetings held with World Bank and USAID about possible partnerships ICT4D Jamaica community-based ICT training programme proposal submitted to the Japanese Grass Roots Fund Ebony Park/Manchester Horticultural Society project approved 	Communities selected are: Geoffrey Town, St. Mary; Parry Town, St. Ann; Bath, St. Thomas	ED's Office/ TSD /PPDD



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		<p>to train principals – proposal submitted by VTDI.</p> <ul style="list-style-type: none"> ILO/CINTEFOR Workshop in technology integration to be held in Trinidad in November – VTDI will facilitate. <p>Implemented</p> <ul style="list-style-type: none"> HEART-St. Vincent-technical assistance continuing VTDI, LMSD Partnership Agreement with Commonwealth Youth Programme Implemented E-Services: 16 HEART instructors attend 2x2-day workshops facilitated by E-Services Partnership Agreement with Commonwealth Youth Programme Implemented 			
		<ul style="list-style-type: none"> Communities without Borders selected 3 communities in 3 Eastern Parishes. Training completed. <p>In Development</p> <ul style="list-style-type: none"> Youth Development Work Programme (COL) - Guyana; Draft MOU developed by LMSD Tour Guiding Development project proposal being prepared for PSDP Discussions with Spanish Government re possible collaboration for establishment of training school World Bank project with St. Lucia and 			



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		Grenada involving HEART-NCTVET-CANTA in development <ul style="list-style-type: none"> Costing and procedural documents to guide development of externally financed partnerships completed for Early Childhood Commission (Early Childhood Curricula Levels I/II) 			
	3.5 Fifteen (15) new partnerships for community-based training established to expand training with NGOs, CBOs etc. by 03/07	Two projects approved: Beauty Extremes Cosmetology & National Institute of Cosmetology & Barbering Arts	8 new CBT projects approved <ul style="list-style-type: none"> Existing partnerships maintained; 2 new partnerships developed by CBT Completed letter of intent for partnership with AmCham & Entra 21 for I.T. training. 	Several projects await consideration	PPDD/NPD: CBT
4. Effective and Efficient Management of Resources strengthened Weight = 10	4.1 Earnings from fees increased by 10% to \$133m and commercial enterprises operate in financially viable condition (no losses) by 03/07. (New: Earnings were \$81.9m in 2004-05; \$111.3m in 2005-06 YTD at 02/2006; projected 2005-06 = \$121.4)	Fees: 92% of target IBT: \$ 96,960,000.00 (To be reconciled) ESDU 979,074.00 LMSD 12,856,181.82 VTDI 11,198,893.98 TOTAL \$121,994,149.80	Information was not available	Measure is not accurate	NPD/TSD
	4.2 Three percent (3%) collections increased to J\$3.86b (a 13% increase) by 03/07	YTD actual is \$1,946.94m; \$176.69m or 9.98% over budget.	YTD actual \$1.46b or 50.5% of target		HTF



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	4.3 Budget variance for expenditure does not exceed plus 5 to minus 7 per cent by 03/07.	Income: YTD income is \$2,143.82m \$150.85m or 7.57% over budget Expenditure: YTD expenditure is \$2,021.82m; \$211.73m or 9.48% under budget. Surplus: YTD surplus is \$122m; 150.71% over budgeted deficit of \$240.58m.	Income: YTD budgeted \$1.51b – YTD Actual \$1.68b. Variance \$17.41m or 11.56% above budget. Expenditure: YTD budgeted \$1.74b – YTD Actual \$1.54b Variance -\$207.8m or –11.9%	Indicator revised. Originally: "expenditure not to exceed budget"	All Divisions
	4.4 Average Unit Cost of training programmes measurement developed and implemented to monitor unit costs by 03-07	Work on improving measure is underway	New Indicator	Indicator revised	NPD, VTDI and Fin
	4.5 Average Agency audit rating of no less than 4.0 achieved by 03/06.	Average rating achieved for 16 entities is 3.91	26 entities audited, average rating 4.07 IBT: Average audit rating 3.8 CBT:.4.0		All Divisions



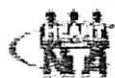
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	4.6 MIS improvements enable better connection between plans, budgets and performance reporting by 03/07 <ul style="list-style-type: none"> Divisions to begin reporting on Log Frame using on-line system by November LMS conversion for IBT, EBT and CBT completed by 03/07 New online planning system and LMS used August to October to create plans, projected enrolments & certifications, and budgets by 30/11/06 	<ul style="list-style-type: none"> Divisional Log Frames up-loaded on new Online Planning tool. Log Frame tool bugs still being fixed LMS being programmed to run statistical report - reconciliation exercises continue EBT Training Agents and Administrative Staff received LMS training IBT LMS implementation on-going 	<ul style="list-style-type: none"> Document management system implemented and in use by Finance and Personnel Online budget tool improved and in use Online planning tool user-tested. Adjustments to system completed. Ready for training of staff. 		PPDD/ITC/ All Divisions
5. Technical Services to Support the TVET System maintained Weight = 14	5.1 250 new assessors trained in 5 competencies and 250 assessors upgraded to 5 competencies by VTDI by 03/07. (At July 2006, 1,135 on NQR with 576 assessors "active" during the year (ITC))	<ul style="list-style-type: none"> One hundred and eighty-four (184) new assessors trained to date. 105 new Assessors trained YTD Registered: 1,135 Active 535 (at July 2006) Assessor training programme currently under revision Over 1,200 individuals have been trained 2003-2006 	199 persons trained as assessors since the start of the year. 149 recommended to NCTVET for registration. This represents 29.8% of target achieved.	Indicator modified	VTDI



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	5.2 90 qualification profiles as well as at least 300 200 pieces of learning/instructional material developed to support training and certification across sectors/industries by 03/07	Qualification Profiles: 80 developed YTD across 16 sectors. Eighty (80) pieces of learning /instructional completed to date <ul style="list-style-type: none"> ▪ Sixty-seven (67) learner guides ▪ 183 unit competencies developed ▪ 129 assessment instruments for 6 sectors ▪ Interactive CDs in development stage ▪ Programme mapping in progress for Early Childhood Levels 1 & 2 and Youth Development L1/L2 ▪ Fifty-one (51) Learner guides posted to CURFINAL and converted to PDF 	27 qualification plans developed across 12 sectors	Indicator revised	LMSD NCTVET



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5.3	Strategies implemented to increase acceptance of NVQJ certification and NVQJ certified workers among stakeholders, employers and potential customers by 03/077	<ul style="list-style-type: none"> Display mounted at the JTA convention. Preparation and placement of newspaper advertisement and Press releases for the Gleaner, Star and the Observer Standards and Assessment Seminar planned for October 24, 2006 to be held at the <i>Half Moon Hotel</i> Montego Bay, St. James. "HEART in the Park" Exposition held at the Emancipation Park with over 4,000 persons in attendance and 455 applications received. The "Try a Skill" concept was also introduced with 591 persons participating in 11 skill areas. One (1) HISEP programme Sensitization Seminar conducted with representatives from NPD. HISEP website updated. <p>On-going public education interventions held for six (6) stakeholders by RPS:</p> <ul style="list-style-type: none"> Sector Groups Civic Groups NGOs Govt Agencies Schools Communities 	<p>RPS:</p> <ul style="list-style-type: none"> "HEART in the Park" held at Emancipation Park in April. Approximately 2500 working age Jamaicans attended. Joint HEART/SDC career development fair held at Munro College & GC Foster. Six career seminars conducted in schools. Mini expo held at Super Plus. Community connect series continued at WINDALCO Sports Club. Event covered by Nationwide. Other events held were at YWCA, Health fair, Claremont Open Bible Church and Whitfield Town Community Centre Representatives from Ministry of Labour sensitised to HEART /NTA programme offerings and entrepreneurial training <p>Communications Dept/NCTVET.:</p> <ul style="list-style-type: none"> 3 New billboards, Radio interview on Nation Wide – Power 106; Commercials on Hot 102. ED Addressed Mo-Bay C of C The ED was appointed to the JEF Board at the JEF Convention. Expositions at: Frome; Ritz Carlton; Western Region; Bay West Shopping Centre; and JTA Conference. 		Communications/NPD/NCTVET



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	5.4 Entrepreneurship programme strengthened and expanded in all HEART Trust/NTA funded programmes, including 14 Technical High Schools and extended to 3 tertiary institutions	STRENGTHENED HEART Trust/NTA <ul style="list-style-type: none"> ▪ Nine (9) CEFE trainers certified. ▪ Three (3) TOT workshop conducted with 49 participants ▪ Two (2) upgrading workshops conducted for thirty (30) instructors ▪ Planning activities underway to provide technical assistance to six (6) CBT Commercial Enterprises and ten (10) IBT commercial Enterprises. Technical High Schools <ul style="list-style-type: none"> ▪ Plans underway for two one-day seminars for execution in October. ▪ One seminar held for Principals and Vice-Principals - nineteen (19) persons attended Expanded & tertiary Institutions <ul style="list-style-type: none"> ▪ A second meeting held with Principal of the Caribbean Maritime Institute ▪ Follow-up meeting held with the Executive Director and the Director of Student Services of the Mona School of Business and the UWI ▪ Proposal submitted by ESDU to six (6) tertiary institutions, 1 Technical High School and to the Joint Board of Teacher Education. ▪ Caribbean Maritime Institute, UTECH, UWI, NCU, MICO Teachers College, Mona school of Business GC Foster College, University College of the Caribbean 	One seminar held in July and August for teachers in THS. Some instructors of the Skill Training Centres participated. Thirteen persons received certificates of participation.		CTD – ESD



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	5.5 Career Guidance programme implemented in TVET System and policy on LLL implemented and promoted by 03/07	<p>Career Guidance Programme</p> <ul style="list-style-type: none"> Draft Policy on Career Development for TVET institutions developed and circulated to key persons within the Trust for comments. Role and responsibilities of the Career Development Officer being clarified Portal/website to disseminate career information both internal and external customers to be developed. <p>Policy on Life Long Learning (LLL)</p> <ul style="list-style-type: none"> LLL Policy being revised to include inputs from consultations held in two (2) communities. Two (2) LLL Focus Groups conducted to develop strategies in achieving objectives On-going promotional activities – time slots on both TV stations, series of interviews on the radio "Independent Talk" with members of the Group. Company contacted to develop Lifelong Learning website and a domain name identified Lifelong learning promotional videos being aired and a promotional jingle being developed Participated in the Caribbean Conference on Lifelong Learning in St. Lucia. PROGIS staff attended Lifelong Learning Focus Group meeting 	<ul style="list-style-type: none"> Discussions with counsellors on procedures and practices implemented in institutions were discussed. Annual Counsellors two-day retreat was held in July at Runaway Bay HEART Hotel. Draft document developed on what should constitute the Career Development Programme and distributed to counsellors for comments. Seminar convened by PROGIS, with assistance from PPDD, to assist counsellors with the development of individual Log Frame objectives for the Career Development Programme. 		PROGIS/CTD



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6. Quality of Training/Delivery improved Weight = 16	6.1 Quality assurance systems improved and maintained system-wide by 03/07.	NCTVET -2 Regional Technical Workshops held for 29 institutions in Kingston and St. Ann - 8 Technical Consultations held - Auditor training session conducted for 26 persons NPD <ul style="list-style-type: none"> o Six (6) Institutions received full compliance in NCTVET assessment audits: Junction, Black River, Ebony Park, Newport , Petersfield and Cosmetology o CBT has Functional committees in place in 44 assessment centres. Remaining 7 to be in place by October 2006. o Report submitted on Assessment of Own Learner Pilot, which indicated an effective strategy for cost containment. o The quality assurance teams were restructured o Scheduled quality audits and spot checks conducted. EBT <ul style="list-style-type: none"> ▪ 117 training &/or assessment activities completed 	NPD <ul style="list-style-type: none"> ▪ IBT: New quality assurance manuals implemented and reviewed by all institutions. ▪ EBT: Quality Assurance team worked with the consultant to improve the quality process ▪ All training programmes and assessments done since August comply with new guidelines NCTVET: <ul style="list-style-type: none"> ▪ 58 programmes accredited in 8 organisations. ▪ 40 Facility audits conducted ▪ Technical workshops conducted in 15 organisations requesting accreditation. ▪ 44 persons in total participated in two auditor/evaluation training workshops. ▪ Quality Assurance seminars conducted with EBT & RPS. 		NCTVET, NPD



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Strategies/ Objectives	Performance Indicators	Actual Performance YTD	Last Year's Performance YTD 2005/2006	Comments	Division Responsible
	6.2 90% certification rate achieved for HEART-financed programmes by 03/07	IBT: 92.2% EBT: 100% CBT: 70%	To date: EBT: 100% CBT: 92% IBT: Not Available		NPD TSD-VTDI
	6.3 Trainee (or customer) satisfaction level of 85% achieved by 03-07	VTDI conducting evaluations - results to be compiled NPD developed survey instruments to capture Learner satisfaction - pilot being conducted in six (6) institutions. NCTVET conducted Guidance Counselling sessions on basic financial planning re tuition payment	New Indicator		NPD/All Divisions
	6.4 ISO certification application and registration process for NCTVET completed by 03/07	NCTVET was approved by ISO in July	Steering committee meeting held and practice audit conducted. ISO Training conducted: <ul style="list-style-type: none"> - NCTVET staff sensitisation workshop - Internal Audit Training - Training in Powerway Documentation - 1 supplier audit conducted (Moore Tech) Quality Management Procedures documented		NCTVET



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	6.5 Instructor Quality Service programme (IQSP) average score of 90% achieved for instructors by 03/07.	CBT: 92.4% (first quarter) IBT: 89.2% (first quarter) IQSP forms have been standardized. New forms, which should facilitate faster processing, have been distributed.	CBT: 1 st quarter evaluation submitted. IBT: Institutions submitted 1 st quarter evaluation for processing.		NPD
	6.6 Teaching, learning and assessment of Critical Employability Skills improved by 03/07.	LMSD <ul style="list-style-type: none"> One (1) workshop on Employability Skills conducted in May 2006. Implementation for Train the Trainers Programme in critical employability skills developed. NPD <ul style="list-style-type: none"> Meeting convened re strategies to infuse Employability Skills in materials development. Meetings held to improve assessment quality assurance using master assessors. 	New Indicator		NPD, LMSD



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	6.7 ATO status achieved by 20 training providers, maintained by 35 training providers and 100 quality audits performed by 03/07	NCTVET <u># Achieved</u> <ul style="list-style-type: none"> Five in process <ul style="list-style-type: none"> One organisation awaits Council action Four (4) Evaluation Reports for Accreditation completed and awaiting responses from the organisations <u># Maintained</u> 9 ATOs evaluated for additional programmes <ul style="list-style-type: none"> Evaluation Completed and awaiting Council response for 2 Institutions Awaiting response from Two (2) Institutions <u># Audits</u> 39 Quality audits conducted NPD-EBT <ul style="list-style-type: none"> 7 firms referred YTD. 30 companies plus EBT being prepared for NCTVET ATO evaluation 	7 evaluations completed (in process of accreditation) 39 quality audits YTD	Bell Aire (Brown's Town CC) Eltham High School YES (Vision Makers) College of Hospitality & Vocational Skills	NCTVET, NPD
7 Relevance of Programme to Labour Market and Social Demand improved	7.1 Employers' requests for services increased by 15% by 03/07. (Target: 9, 631)	80% of target achieved. RPS 6,844 requests EBT 843 requests Total 7,687	3,294 requests received from firms YTD, This is 42% of target for year. 62% over last YTD. <ul style="list-style-type: none"> RPS: 2,373 requests received. EBT: 921 requests received. 		NPD VTDI?



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Weight = 6	7.2 Capacities adjusted and resources allocations reviewed to support expansions in demand.	05/06 adjustments complete for priority investment areas. 06/07 capacity adjustment plan work in progress	IBT: <ul style="list-style-type: none"> VTCs submitted capacity reallocation proposals for Technical Committee in response to analysis. Institutions continue to work with instructors to review programmes in regards to expansion in the Bauxite, Tourism and hospitality. 	Indicator wording revised	NPD/Technical Services/ PPDD/NCTVET
	7.3 Four sectoral training plans completed by 03-07.	<ul style="list-style-type: none"> TOR in development to contract some aspects of the sector plans. Extensive review of recent needs analysis work at Executive Retreat completed in July. PPDD plans to complete four sector plans by March 2007. 	<ul style="list-style-type: none"> Tourism data updated, but cannot get precise information on some investments. Final report on ICT submitted and is being reviewed/edited. 	Indicator in revision	PPDD/NPD
	7.4 Job placement rate increased by 15% over 2005-06, by 03/07 (performance 2005-06 4,629 target was 5,323)	19% of annual target achieved YTD. Total of 1,014 placements: 385 Completers Placed 387 Placement Facilitated 242 Other Placements Total 1,014	RPS: Placed 391 Facilitated 183 Other Placements 350 Total 924 This represents 29.5% of the target for the year; number placed over the same period last year was 913.	856 includes EBT	NPD
	7.5 Training materials, assessors, facilitators, certification system developed to support HISEP and materials available for Distance Learning by 03-08	Current work focusing on material development and development of assessor and certification system	Three day Item writing workshop held for all five HISEP subjects in July. Approximately 3,000 items written and submitted for vetting.	Indicator modified	NCTVET



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8. Strategic Human Resource Planning Programmes strengthened and expanded Weight = 8	8.1 80% of instructor corps have degree level certification or are pursuing by 03/07	76.5% of instructor core have degree level or are pursuing as at 30/6/06 Data indicate that four (4) more instructors have achieved degree status - 08/06. Partial approval granted for 1 instructor from Portmore Academy. Review in progress for one applicant from JAGAS Three (3) applicants approved for degree training; one (1) being processed Standards & Assessment officer assigned to co-ordinate the development of assessment instruments for NVQ-J qualification for Instructors.	70% of instructor corps with diploma enrolled in a degree programme. At present, 50% have a degree and 32% are pursuing. Seven instructors approved for degree programmes YTD.		HRPD
	8.2 HRD programmes/initiatives implemented to support organization restructuring and training capacity realignments under the Revised TVET Model and in relation to demand by 03/07.	<ul style="list-style-type: none"> ▪ Meeting held June 14 focused on construction and hospitality competency gaps as well as supervisory training. Gaps being analysed now. <ul style="list-style-type: none"> ▪ Change Management team leaders active 	<ul style="list-style-type: none"> ▪ Strategic planning sessions facilitated for EBT. And Public Speaking and Grooming for EBT staff. ▪ Leadership programme ongoing. ▪ Training needs instruments developed, discussed and administered to RPS staff. ▪ Customer Service needs analysis and training completed for all Regional Offices. ▪ Training needs analysis completed for RPS staff. Training include PowerPoint, Publisher, Access, Excel, Oral Presentation/Public 		HRPD



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			Speaking & SPSS		
	8.3 NCTVET NVQ Levels 4 and 5 instructor certification scheme and implementation plan completed by 03/07.	<ul style="list-style-type: none"> Draft implementation plan developed Competency standards for Levels 4 & 5 developed and are being finalized for release Meeting held June 8 to explore and make plans for implementation 	Meeting held with VTDI, NCTVET and NPD to develop action plan for developing qualification. Draft list of competencies for qualification developed by NCTVET		NCTVET, VTDI/TSD, HRPD
	8.4 Employee Satisfaction score increased to at least 70% (baseline is 63%) (Include in each sub-plan)	Work in progress <ul style="list-style-type: none"> Baseline measures under review for Divisions and Departments HRPD initiative resulting from findings of the 2004/05 Employee Satisfaction Survey documented and implemented 	Results of the survey circulated to all directors, managers and employees		HRPD/HTF All Divisions
	8.5 Redesigned performance appraisal process, including competencies, in place by 03/07	<ul style="list-style-type: none"> Meetings convened with the Performance Management Committee—May 1 and May 30. Feedback from Sensitization sessions with Supervisors reviewed and Performance Management Appraisal guidelines amended 	Performance criteria developed for 9% of job competencies in April 2005. Review of the appraisal instrument was discussed at the Executive level. Research was conducted on different appraisal systems. The performance review committee met in August and revised the Appraisal Instrument. New instrument presented at Executive meeting in September - minor changes made as recommended		HRPD



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	8.6 Organizational business processes defined and documented including succession planning by 03/07	<ul style="list-style-type: none">▪ Sensitization sessions held for incumbents of Mission critical jobs i.e. Director Standards & Assessment (NCTVET) & Director – Projects & Partnerships (PPDD) to be highlighted at Career Symposium▪ Third meeting held in August to examine training, assessment and certification processes▪ Implementation plan and standard operating procedures (SOP) templates designed with RPS Process owners in June▪ Key level process “Learner Recruitment” maps reviewed, refined and submitted to process owners▪ Booklet with profiles for all mission critical jobs completed May▪ Meetings to examine staff recruitment and procurement, as well as training, assessment and certification as processes convened June 9 & 14, respectively.▪ Implementation plan and standard operating procedures templates designed and discussed with RPS Process Owners on June 13.	Strategic planning sessions facilitated for EBT		HRPD
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Enclosure 5

STATISTICAL REPORT
(September 2006)

Table 6: Monthly & Year-To-Date Activities with Projections

The following table (submitted to the Board for review) shows the monthly and YTD activities of all the training entities showing the planned and actual achievements and the variances:

	HEART Trust/NTA NATIONAL PROGRAMMES SUMMARY REPORT																					
	MONTHLY ACTIVITIES FOR SEPTEMBER 2006										2006-7 FISCAL YEAR TO DATE ACTIVITIES											
	Enrolments			Admissions		Completions		Terminative	Absence Rate	Enrolments				Admissions				Completions				Terminative
	Planned	In Training: Month	End	Planned	Actual	Planned	Actual			Planned	Y-T-D	Actual	Var.	Planned	Y-T-D	Actual	Var.	Planned	Y-T-D	Actual	Var.	
TRAINING PROGRAMMES	Year	Start						Year	Y-T-D			Year	Y-T-D			Year	Y-T-D					
COMMUNITY BASED PROGRAMMES	4,799	4,078	4,771	1,480	1,430	634	633	93	0.03%	12,820	6,568	8,787	33.8%	8,288	2,034	4,287	110.8%	9,077	1,121	3,490	211.3%	602
Community Based Training Institutes	3018	2602	2880	1080	796	444	467	60	0.01%	9208	4437	6796	30.6%	6414	1441	3008	108.7%	6262	956	2663	168.1%	344
New Business Model - Level 1	2056	94	81	820	1	334		14	0.13%	6013	3290	168	94.9%	3960	1071	103	90.4%	3610	673	43	93.8%	27
New Business Model - Level 2	60	1840	2214	30	736		339	22	0.02%	210	30	4208	13926.7%	158	30	2172	7140.0%	29		1733		243
Non-NCTVET	72	98	113	30	15				0.01%	501	100	118	18.0%	423	70	89	27.1%	451	33	1	87.0%	4
Old Business Model - Level 1	302	38	22		16		32			330	319	279	12.6%			75		311		239		10
Old Business Model - Level 2	23		16		16					23	23	39	69.6%			16		23		23		
Unit Competency 1	505	529	434	200	12	110	86	11	0.01%	2131	675	981	46.3%	1873	270	550	103.7%	1838	250	524	109.6%	57
Unit Competency 2		3						3				3				3						3
Special Needs Programmes	394	369	402	170	81		46	2	0.03%	1029	620	636	22.3%	620	243	269	6.6%	692	100	214	114.0%	20
L.E.A.P.	66	66	112		67				0.10%	160	86	143	66.3%	74		67		140		27		4
Other Providers	638	484	687	230	197	90	80	14	0.07%	1093	550	937	70.4%	820	360	669	88.3%	790	66	302	364.6%	31
Marginal Institutions	666	467	688		168			27		800	569	727	27.8%	231		168		800		109		32
Social Development Commission Training	228	111	202		141		60			630	406	648	36.0%	127		146		393		276		71
INSTITUTION BASED TRAINING	12892	10384	10799	2670	2449	1962	1926	95	0.66%	42818	18326	21461	17.1%	33017	11220	11648	3.8%	37071	9243	9937	7.6%	321
VOCATIONAL TRAINING CENTRES	6033	4869	4681	1360	856	622	958	80	1.03%	18086	7616	8861	17.9%	14362	5843	6130	12.2%	16384	2926	3686	26.0%	176
Joint and Other Certifications	388	222	140	225	39	89	113	3		1513	517	505	2.3%	1333	487	359	26.3%	1483	211	297	40.8%	9
New Business Model - Level 1	1718	1619	1704	171	494	96	359	55	5.65%	4173	1916	2821	47.2%	2851	1108	1499	35.3%	2578	365	861	136.9%	103
New Business Model - Level 2	1807	1511	1534	214	162	27	132	6	1.94%	2725	1963	2234	13.8%	2007	1479	1437	2.8%	1941	362	581	66.6%	24
New Business Model - Level 3	169	189	170	60	3		10	11	0.21%	320	191	225	17.8%	210	90	115	27.8%	304	48	32		16
Old Business Model - Level 1	125	67	71	20	4	26			0.36%	89	167	133	20.4%	3	32	48	60.0%	55	45	42	6.7%	5
Old Business Model - Level 2	46	56	51	35				5	0.11%	210	46	79	71.7%	81	35	29	17.1%	150		14		6
Unit Competency 1	1670	1086	899	575	133	359	317			8611	2474	2628	6.2%	7456	2394	1473	38.5%	8439	1742	1741	0.1%	12
Unit Competency 2	110	119	112	60	20	25	27			444	242	236	2.6%	411	218	170	22.0%	435	152	118	22.4%	
ACADEMIES	6869	6616	6118	1310	1694	1340	967	16	0.29%	24733	10809	12600	16.6%	18666	5377	6618	21.2%	21687	6318	6261	1.1%	146
Joint and Other Certifications	744	383	489	80	135	185	40	2		3241	1421	1317	7.3%	2819	901	751	16.6%	3176	985	787	20.1%	41
New Business Model - Level 1	1407	1334	1382	43	324	300	274	1	2.28%	3167	1847	2414	30.7%	1954	330	1097	232.4%	1956	617	953	64.6%	42
New Business Model - Level 2	1917	1613	2213	230	682	93	86	6	0.64%	3265	2250	3148	38.9%	2333	986	1674	69.8%	2326	626	789	26.0%	26
New Business Model - Level 3	771	426	345	100	12	71			0.05%	345	829	661	20.3%	83	309	226	26.9%	328	197	315	69.9%	9
Old Business Model - Level 1	190	211	207		36	100	34	6		420	290	412	42.1%	90		95		259	100	185	86.0%	20
Old Business Model - Level 2	193	35	128	12	105		12		0.22%	1237	268	278	3.7%	545	72	128	77.8%	881	75	142	69.3%	8
Old Business Model - Level 3	78	193	176	61	9		26			1104	78	218	179.6%	595	68	26	61.8%	1049	10	42		
Old Business Model - Level 4	19	24	24							94	19	26	36.8%	84		16		89	19	2		
Unit Competency 1	886	823	743	585	276	480	353			7696	2491	3007	20.7%	6538	1925	1903	1.1%	7542	2618	2332	10.9%	
Unit Competency 2	607	472	410	199	27	170	71			3889	1159	1036	10.8%	3351	786	584	26.7%	3811	961	622	36.3%	
Unit Competency 3	47	1	1							275	157	83	47.1%	273		18		270		82		
OTHER NPD TRAINING	300	126	302	94	266	40	83	9		1,619	486	744	63.6%	1,122	187	441	136.8%	1,046	103	400	288.3%	30
JAMES PATTERSON TRAINING INSTITUTE										200												
CARIBBEAN INSTITUTE OF TECHNOLOGY	300	126	302	94	266	40	83	9		1,419	486	744	63.6%	1,122	187	441	136.8%	1046	103	400	288.3%	30
ENTERPRISE BASED TRAINING	9,877	12,666	13,341	1,138	908	286	84	38		23,000	12,146	14,089	16.0%	13,344	2,234	10,481	368.2%	19,110	623	621	0.3%	127
SCHOOL LEAVER'S TRAINING OPP. PROG	3,092	3,264	3361	120	196	218	61	38		6,689	3,618	3,836	9.0%	3,371	300	641	113.7%	6296	461	347	23.1%	127
APPRENTICESHIP PROGRAMME	469	363	333	6		8	20			1,066	680	414	38.1%	642	11	-	100.0%	790	26	81	211.6%	-
WORKFORCE DEVELOPMENT PROGRAMME	6,316	8,948	9647	1,012	712	60	13			16,366	7,947	9,840	23.8%	9,331	1,923	9,840	411.7%	13026	146	193	32.2%	-
NPD SUB-TOTAL	27,868	27,143	29,213	5,382	6,043	2,822	2,726	236	0.17%	80,267	37,623	46,081	20.1%	56,769	16,676	26,857	71.3%	66,304	11,090	14,448	30.3%	980
VOCATIONAL TRAINING DEVELOPMENT INST.	1,716	1,604	1,416	1,202	1,053	1,297	1,297	4		4,063	1,693	32,884	70.3%	3,046	1,238			2,269		1,386		110
CAREER BASED PROGRAMMES	630	606	644		383		360	4		1911	630	932	76.8%	1386		407		839		399		6
CRAFTSMAN TRAINING (Level 4)	263	267	249		194		202			620	263	466	80.2%	270		206		271		207		
INSTRUCTOR TRAINING PROGRAMMES	873	822	616		619		736			1108	873	1467	88.0%	922		619		889		761		
TVET Instructor Diploma - Level 4	187	148	119		122		61			353	187	296	88.3%	167		122		148		87		
BSc in Education - UTECH/VDI (Level 5)	686	674	497		497		674			755	3028	1171	81.3%	755		497						

Enclosure 6

**COMMUNITY BASED
TRAINING REPORT**

(September 2006)

HEART TRUST/NTA
COMMUNITY BASED TRAINING DEPARTMENT
SUMMARY REPORT SEPTEMBER 2006

HIGHLIGHTS

Enrolment:

Enrollment year-to-date is 8,822 or 69% of target. Enrollment for the month of September stood at 4,773 broken down as follows:

CBT	-	3,867
LEAP Centre	-	112
SDC	-	202
MOE	-	<u>592</u>
		4,773

Enrolment Target: 12,820

Certification

Certification year-to-date is 2,138 or 27% of target. Target is 8,057. Certification for the month of September stood at 616 broken down as follows.

Full NVQ-J Certification	-	345
Unit Competencies	-	151
Joint & other Certification	-	<u>120</u>
		616

Number of Projects in operation

Ninety-one (91) projects were in operation during the month of September 2006.

Disbursements

Disbursement for September 2006 was \$465,657.00

Disbursement year-to-date is \$131,433,236.00

Audit Rating

Audit rate year-to-date is 4.17.

Absenteeism and Drop-out

In September drop-out was kept at 1%. Absenteeism rate was 3%.

Year-to-date drop-out was 4%. Absenteeism rate was 3%.

Highlights

Three projects featured prominently in the South Western Region HEART in the Park Expo in Black River. Rural Family Support Organization and Mandeville Care – Early Childhood Care; Caribbean Christian Centre for the Deaf – Special Needs group; Mandeville Care – new and emerging skill – Allied Health.

The department responded to twenty-six (26) requests for technical services and project funding assistance.

SUMMARY OF PROJECTS BY PARISH

PARISHES	PROJECTS	COMMENTS
1. Kingston & St. Andrew	36	<p>Seven (7) projects are not in operation; they are:</p> <ul style="list-style-type: none"> ▪ Kingston Restoration Company (KRC) – A letter was written to the Chairman of the Community Management Committee and a meeting is scheduled for October 20, 2006 to discuss future funding of the project. ▪ Alpha Boys – Learners are placed at this project by the Judiciary system. Arising out of a meeting held with the Executive Director of HEART Trust and Project personnel the project was requested to submit a proposal to address changes in the funding arrangement. The changes are necessary as the project has difficulties conforming to the requirements for certification. The difficulties are low literacy level and lack of birth certificates. We await a response from the project. ▪ Miracle Tabernacle – New training cycle is expected to commence October 2006. ▪ Lister Mair Gilby – New training cycle is expected to commence October 2006. ▪ Western Institute – New training cycle is expected to commence October 2006. ▪ Allman Town STC – New training cycle is expected to commence October 2006. ▪ United African - New training cycle is expected to commence October 2006.
2. St. Catherine	11	<p>Three (3) projects are not in operation; they are:</p> <ul style="list-style-type: none"> ▪ Cassava River – Training is offered in the evenings at the school. Training is offered in the evenings at the school. One of the reasons for the delay in the start of the new cycle is that during the holidays no training takes place. Additionally the Community Management Committee was being re-organized. ▪ Faith Temple STC – New training cycle is expected to commence October 2006. ▪ Ewarton – New training cycle is expected to commence October 2006.

PARISHES	PROJECTS	COMMENTS
3. Clarendon	8	One (1) project is not in operation; that is: <ul style="list-style-type: none"> Male Adolescent Programme – The training programme targets street boys. However training had to be suspended to allow the training providers time to identify appropriate facilities.
4. Manchester	14	One (1) project is not in operation; that is: <ul style="list-style-type: none"> Northern Caribbean University -The first cycle was not successfully concluded. There are some outstanding issues to be dealt with.
5. St. James	3	<ul style="list-style-type: none"> All projects are in operation
6. St. Mary	9	Two (2) projects are not in operation; they are: <ul style="list-style-type: none"> Gayle STC - Recruitment is in progress for a new training cycle to commence October 2006. Guys Hill – A new training cycle is expected to commence in October. A new instructor has been identified for Data Operations.
7. St. Ann	4	All projects are in operation.
8. Portland	1	Project is in operation
9. Westmoreland	2	One (1) project is not in operation; that is: <ul style="list-style-type: none"> Montego Bay Frome - A new training cycle is to commence October 2006.
10. Trelawny	3	Two (2) projects are not in operation; they are: <ul style="list-style-type: none"> Upper Trelawny – A new training cycle is to commence October 2006. Kelly Lawson – New training cycle is expected to commence October 2006.
11. St. Thomas	5	One (1) project is not in operation; that is: <ul style="list-style-type: none"> Yallahs STC – A new training cycle is expected to commence October 2006.
12. Hanover	2	One project is not in operation; that is: <ul style="list-style-type: none"> Kendal – Building needs repairs before a new cycle begins.
Total	98	

COMMUNITY BASED TRAINING DEPARTMENT
PROJECT REPORT FOR SEPTEMBER 2006

SUMMARY – KINGSTON & ST. ANDREW PROJECTS

♦ Budget for the year 2006/07	=	\$118,770,452.00
♦ Disbursement to date	=	\$ 48,672,451.00

♦ Number of projects in Kingston & St. Andrew	=	36
Number in operation	=	26

Number trainees enrolled to date	=	2065 .
Number currently in training	=	1242
Number completed	=	673
Number discontinued	=	150

New Business Model

- The New TVET Model has been implemented in thirty two (32) projects in Kingston and St. Andrew.

▪ Allman Town STC	Central Kingston
▪ Boulevard Baptist	Citizens Advice
▪ Denham Town	Caribbean Maritime Institute
▪ EXED Cosmetology	International Information Technology Institute
▪ Girls Town STC	Pentecostal Gospel Temple
Stella Maris	Mt. Friendship
▪ Operations Friendship	St. Patrick's Foundation
▪ Webster STC	Kingston Restoration Company
▪ Western Institute	Carmel
▪ Samaritan Centre	Kings Gate
▪ Emmanuel Academic Institute	Mt. Charles
▪ Bethel United STC	YMCA
▪ United African	Cornerstone Ministries
▪ Jamaica Association for Mental Ret.	Lister Mair Gilby
▪ Mel Nathan	Trinity Moravian
▪ Miracle Tabernacle	
▪ Abilities Computer	

- Thirteen (13) projects in Kingston and St. Andrew have been assessed by NCTVET and have been approved to carry out assessment of learners under the umbrella of the Community Based Training Department an approved ATO.

They are:

- | | |
|-----------------------------|--------------------------|
| 1. Boulevard Baptist STC | 8. Denham Town STC |
| 2. EXED Cosmetology | 9. United African |
| 3. Bethel United STC | 10. Girls Town |
| 4. Trinity Moravian | 11. Abilities Foundation |
| 5. Pentecostal Gospel STC | 12. Western Institute |
| 6. St. Patrick's Foundation | 13. Operation Friendship |
| 7. Webster Memorial STC | |

- * IITI was evaluated for ATO Status. The final report indicated that NCTVET has not given approval. They were found compliant in 57 of 58 clauses. The Council found them non-compliant with regard to the safety of the building that only has one exit.

LEVEL 1 PROJECT
KINGSTON & ST. ANDREW

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COM-PLETERS	TRAINEES CURRENTLY IN TRAINING		
1. Abilities Foundation 191 Constant Spring Rd. Kingston	Information Technology Garment Const. Woodwork	1	\$4,562,079	\$1,745,500	143	89	20	67	25/9/2006	Training cycle for year 2 learners ended July 2006. A new cycle commenced September 2006. Training is offered over 2 years and is geared towards learners who are physically challenged. Two (2) learners discontinued for unknown reasons.
2. Alpha Boys Home 26 South Camp Road, Kgn 16	Woodwork Printing/ Book Binding Tailoring	1	\$2,641,641	Nil	60	0	0	0	24/4/06	Learners are placed at this project by the Judiciary system. Arising out of a meeting held with the Executive Director at HEART Trust and Project personnel the project was requested to submit a proposal to address changes in the funding arrangement. The changes are necessary as the project has difficulties conforming to the requirements for certification. The difficulties are the low literacy level and lack of birth certificates.
3. Allman Town Human Resource & STC Hitchin Street Kingston 4	Data Operations Woodwork Tailoring Pastry	1	\$7,090,064	\$1,568,588	300	92	81	0	25/9/2006	New cycle commenced March 2006 and ended September 2006. A new cycle is to commence October 2006 Income to date: \$1,500.00 Eleven (11) learners discontinued for unknown reasons.
4. Bethel United Skills Training Centre 20 South Camp Rd. Kingston	Data Operations	1	\$1,502,920	\$1,111,913	114	42	23	19	27/9/2006	Training in data operation commenced July 2006 and will end December 2006. Sixteen (16) learners were assessed and in at least two units and were successful.
5. Boulevard Baptist 2 Washington Blvd. Kgn. 20	Data Operations Commercial Cook	1	\$5,796,473	\$3,217,272	195	95	0	84	22/9/2006	A new cycle commenced March 2006 and will end October 2006. Eleven (11) learners discontinued having gained employment. Training is progressing satisfactorily.

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COMPLETERS	TRAINEES CURRENTLY IN TRAINING		
6. Central Kingston 151 East Street Kingston	Commercial Cook	1	\$2,348,056	\$1,111,430	75	50	11	26	25/9/06	Cycle commenced May 2006. Thirteen (13) learners discontinued for unknown reasons.
7. Citizens Advice Bureau 29 Beechwood Ave. Kgn 5	Garment Constr. House Keeping	1	\$4,166,185	\$2,441,606	100	56	36	20	27/9/2006	Training cycle commenced May 2006 and will end October 2006. There is still a demand for training in Garment Construction, which will commence October 2006 using the new standard. 12/14 learners received NVQ-J certificates. Income to date: \$10,218.00
8. Caribbean Maritime Institute Palisadoes Park	Multi-purpose Rating	1	\$2,678,570	\$2,678,570	45	15	0	15	28/9/06	New cycle commenced March 2006 and will end October 2006.
9. Denham Town STC Denham Town Kingston	Data Operations Cosmetology	1	\$4,607,560	\$1,557,051	190	46	3	33	25/9/2006	Training cycle commenced May 2006 and will end December 2006. Ten (10) learners gained employment.
10. EXED Cosmetology 137 Mountain View Avenue Kingston 3	Cosmetology	1	\$4,382,178	\$ 2,005,478	175	68	21	47	13/9/2006	Training commenced June 2006 and will end December 2006. 18/21 learners received NVQ-J certificates
11. Girls Town 89 Maxfield Avenue Kingston 13	Cosmet. Food Prep. Data Operations	1	\$7,224,420	\$4,920,631	290	216	77	128	25/9/2006	Training cycle commenced April 2006 and will end October 2006. Income to date: \$228,544. Eleven (11) learners discontinued: 7 for unknown reason, 1 illness and 2 for financial reason. The enrollees include 29 Level II learners.
12. International Information Technology Institute (ITI) 34 Old Hope Road Kingston 5	Data Op.(L2) Web Page(L2) Software Prog.(L3)	3	\$7,589,532	\$3,794,766	180	97	52	42	25/9/2006	Training is offered in Level 2 and 3 programmes. Three (3) learners dropped-out for unknown reasons.

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COMPLETERS	TRAINEES CURRENTLY IN TRAINING		
13. Mel Nathan Institute 9 Upper Rose Lane Kingston	Garment Const. Electrical Inst. Woodwork, Comm. Food Auto Mechanics Welding/	1	\$6,680,428	\$1,403,268	190	79	1	65	25/9/2006	Training cycle commenced May 2006 and will end November 2006. The project is experiencing difficulties with recruitment in Electrical and Welding. The Community Management Committee has been asked to be more involved in the project. Thirteen (13) learners discontinued: 11 for unknown reason and 2 gained employment.
14. Operation Friendship 2C East Bell Road Kingston 11	Woodwork Data Operations Garment Welding	1	\$4,204,872	\$1,984,771	150	157	53	78	15/9/2006	Cycle commenced July 2006 and will end January 2007. 18 learners received NVQJ. Await 3 assessment summary from assessor for remaining 35. Twenty six (26) learners discontinued: 15 for unknown reasons, 1 migrated, 2 gained employment, 2 for illness and 6 for financial reasons.
15. Pentecostal Gospel Skills Training 111 Windward Road. Kingston 2	Food Prep. House-Keeping	1	\$5,126,685	\$2,395,493	150	114	49	64	22/9/06	Training cycle commenced September 2006 and will end July 2007.. 39/49 completers received NVQJ certification. One (1) learner discontinued for unknown reason.
16. The Samaritan Centre, 70 Duke St. Kingston	House-keeping	1	\$1,813,553	\$973,720	60	15	0	15	28/9/06	Cycle commenced April 2006 and will end November 2006.
17. Stella Maris Foundation 1 Grants Pen Road Kingston 8	Data Operation W/Work Sewing	1	\$3,273,392	\$1,086,595	120	42	0	32		Cycle commenced April 2006 and will end November 2006. Ten (10) learners discontinued for unknown reason.
18. St. Patrick's 2-4 Pacific Blvd Kingston 11	Commercial Cook General Office Admin.	1	\$1,887,879	\$993,871	175	100	50	47	27/9/2006	Training commenced September 2006. 15/30 learners received NVQJ. Awaiting assessment document for food preparation group. Three (3) learners discontinued: 1 due to indiscipline and 2 unknown.
19. Total Care 56 Lady Musgrave Road Kingston 5	Child Care	1	\$996,900	\$461,152	60	30	0	25	22/9/2006	New cycle commenced March 2006 and will end October 2006. Learners have been registered to sit the November NVQJ non modular exams. Five learners discontinued: 1 due to illness and 4 unknown.

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COMPLETERS	TRAINEES CURRENTLY IN TRAINING		
20. Trinity Moravian 29 Montgomery Ave. Kingston 10	Garment Const. Food Prep.	1	\$6,731,944	\$3,240,932	235	262	41	221	22/9/2006	New cycle commenced April 2006 and will end November 2006. 35 of the number enrolled are pursuing Level II training. Income: \$45,000.
21. Webster Skills Training Centre 53 Half Way Tree Rd. Kingston 10	Data Operations	1	\$1,508,500	\$773,592	77	45	23	22	25/9/2006	Cycle commenced September 2006 and will end February 2007. Income to date: \$22,500.00 5/7 received NVQJ certification.
22. Western Institute Seaga Boulevard Kingston 14	Data Operations	1	\$1,380,140	nil	30	12	12	0	22/9/2006	Training cycle ended May 2006. A new cycle is to commence October 2006. 12/12 received NVQJ certification.
23. KRC- Essential Adult Training Centre 2-4 Highholborn Street Kingston	Data Operation	1	\$1,145,600	Nil	45	0	0	0	25/4/06	Training commenced May 2005 and ended February 2006. A letter was written to the Chairman of the Community Management Committee and a meeting is scheduled for October 20, 2006 to discuss the future of the project.
24. Carmel Gospel Skills Training 39 D'Aguilar Rd. Kingston	Food Prep.	1	\$3,079,660	\$791,569	100	81	26	49	26/9/2006	New cycle to commenced September 2006. Six (6) learners discontinued- 2 dislike, 3 for unknown reasons, 1 indiscipline
25. Creative Crafts STC 92 Hanover St. Kingston	Craft	1	\$983,977	\$966,635	20	10	0	9	27/9/2006	A new cycle commenced March 2006 and will end October 2006. Income to date: \$7,500.00 Training is offered to learners who are blind. 1 learner discontinued for unknown reason.
26. First Missionary STC 58 East Street Kingston	Quilting & Drapery Making	1	\$1,167,922	\$485,477	45	28	13	13	28/8/06	New cycle commenced May 2006 and will end October 2006. Two (2) learners discontinued for unknown reasons. Income to date: \$9320.00
27. Kings Gate United STC 39 Hope Road	Food Prep. H/Keeping Leather	2	\$4,650,640	\$2,302,308	125	126	60	44	28/9/2006	Training cycle commenced May 2006 and will end October 2006 Income to date: \$12,000

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COM- PLETERS	TRAINEES CURRENTLY IN TRAINING		
Kingston 10	Craft									Twenty-two (22) learners discontinued: 18 for unknown reason, 2 illness and 2 gained employment.
28.. Mount Charles Mavis Bank St. Andrew	Comm. Food Prep.	1	\$2,231,764	\$825,627	30	14	0	13	11/9/2006	A new cycle commenced April 2006 and will end October 2006. Income to date:\$1,100.00 1 learner discontinued having gained employment.
29. Mount Friendship Skills Training Golden Spring PO, St. Andre	Information Technology Food Prep.	1	\$3,302,899	\$797,800	90	33	0	31	28/9/2006	Training cycle commenced July 2006 and will end December 2006. Two (2) learners discontinued for unknown reason.
30. Shoe Shine Project I Devon Road Kingston 6	Leather craft	1	\$1,224,821	\$408,166	30	21	10	11	28/9/2006	Training cycle commenced July 2006 and will end December 2006. Training at this project targets Street Boys through the Possibilities programme.

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COM PLETTERS	TRAINEES CURRENTLY IN TRAINING		
31. YMCA – KGN Hope Road, Kingston 10	Remedial	1	\$1,723,272	\$1,026,304	190	123	23	100	26/9/2006	Training cycle commenced October 2005. Training is offered over 2 years, with emphasis on remediation. The project proposes to expand offerings to include welding and barbering.
32. United African 49 Windward Road. Kingston	Baking	1	\$1,575,888	\$444,359	107	69	68	0	25/9/2006	A cycle ended July 2006. A new cycle is to commence October 2006. An evening programme which offer training in partnership with Vauxhall School. 45 learners attained units of competency. One (1) learner discontinued for unknown reason.
33 Cornerstone Ministries 21a Connolley Avenue Kingston 5	Motor Vehicle Engine System	1	\$1,845,200	\$242,513	80	20	0	18	28/9/2006	A new cycle commenced February 2006 and will end October 2006. Trainees are doing assessment at Old Harbour VTC and JAGAS. Two (2) learners discontinued for unknown reasons.
34. Jamaica Association of Mental Retardation Golding Avenue Kingston 7	Craft Skills	1	\$1,265,100	Nil	44	12	0	12	22/9/2006	A new cycle commenced May 2005 and will end October 2006. This is a new project and funding for the current cycle was disbursed from the 2005/06 budget. Training is geared towards learners' that are mentally challenged.
35. Lister Mair Gilby, Hope Estate Papine	Cosmet. W/Work	1	\$ 3,478,930	\$822,694	60	28	28	0	26/8/2006	New cycle commenced May 2005 and ended April 2006. It is anticipated that as a result of the first cycle, some adjustments will be necessary for the new cycle scheduled for October 2006. This is an evening programme that targets learners of the community who are hearing impaired.
36. Miracle Tabernacle Rhoden Crescent, Olympic Gardens	Apparel & Sewn Data Op.	2	\$2,900,808	\$92,800	100	0	0	0	29/8/06	Cycle commenced September 2005 and ended April 2006. New cycle to commence October 2006. Incomplete assessment and slow recruitment have resulted in the delay in the start of the next training cycle.

Disbursement Sub-total - \$48,672,451.00

SUMMARY – ST. CATHERINE

Budget for the year 2006/07	=	\$27,113,493.00
Disbursement to date	=	\$ 10,872,110.00
Number of projects in St. Catherine	=	11
Number of project(s) not in operation	=	2
Number trainees enrolled to date	=	419
Number currently in training	=	349
Number completed training	=	45
Number discontinued	=	25

New Business Model

Except for 3D, all projects in St. Catherine have implemented the New Business Model.

Seven (7) projects in St. Catherine have been assessed by NCTVET and have been approved to carry out assessment of learners under the umbrella of the Community Based Training Department, an approved ATO.

1. Glad Tidings STC
2. Cassava River
3. Ewarton
4. McGrath
5. Faith Temple
6. Phillipa Baptist
7. Spanish Town SDA

SEPTEMBER 2006
ST. CATHERINE

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COMPLETERS	TRAINEES CURRENTLY IN TRAINING		
37. Cassava River Glengoffe St. Catherine	Data Operations	1	\$1,385,752	Nil	40	0	0	0	25/9/06	Recruitment has began for a new cycle to commence October 2006. Training is offered in the evenings at the school. One of the reasons for the delay in the start of the new cycle is that during the holidays no training takes place. Additionally the Community Management Committee was being re-organized.
38. Faith Temple STC Bayside P.O. St. Catherine	Data Operations Garment Const.	1	\$5,332,545	\$2,935,568	140	71	66	0	26/9/2006	A new cycle commenced April 2006 and ended September 2006. A new cycle is to commence October 2006. Income to date:\$27,500 The two learners, who completed, received NVQ-J Level II. Five (5) learners discontinued: 3 gained employment, 1 for financial reason and 1 for unknown reason.
39. Glad Tiding 1 Ebanks Avenue Spanish Town St. Catherine	Data Operations	1	\$1,408,563	\$308,620	56	39	0	38	25/9/2006	Training cycle commenced April 2006 and will end October 2006. Income to date: \$35,000.00 One (1) learner discontinued for unknown reasons Assessment and recruitment is in progress.
40. Ewarton Skills Training Project Ewarton P.O. St. Catherine	Data Operations	1	\$2,216,044	\$958,376	75	27	26	0	25/9/2006	New cycle commenced January 2006 and ended September 2006. Assessments are being completed. One (1) trainee discontinued for unknown reason.
41. 3D Projects Monk Street St. Catherine	Paper Making	1	\$960,161	\$221,111	45	18	0	14	25/9/06	A new cycle commenced May 2006 and will end October 2006. Training is offered to individuals who are mentally challenged. Four (4) learners discontinued due to dislike.
42. Braeton S.D.A. Skills Training Braeton, St. Cath.	H/Keeping Drapery	1	\$1,498,493	\$584,632.	40	43	18	18	22/9/06	New cycle commenced May 2006 and will end January 2007. Seven (7) learners discontinued for unknown reasons. 13/18 learners received NVQ-J certificate.

SEPTEMBER 2006
ST. CATHERINE

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COMPLETERS	TRAINEES CURRENTLY IN TRAINING		
43. Edward Piece Skills Training Harkers Hall St. Catherine	House keeping	1	\$2,309,326	\$902,993	40	26	0	24	21/9/2006	A new cycle commenced March 2006 and will end October 2006. Income to date: \$30,000.00 Two (2) learners discontinued having gained employment.
44. Kitson Town Skills Kitson Town St. Catherine.	Food Prep.	1	\$1,002,979	\$807,435	51	18	0	16	25/9/2006	A new cycle commenced April 2006 and will end October 2006. Two (2) learners discontinued for reason unknown Income to date: \$8,000.00
45. McGrath Skills Training Project McGrath St. Catherine	Sewing, Welding and Pastry Making	1	\$4,593,392	\$1,086,569	140	67	0	60	22/9/2006	Training cycle commenced March 2006 and will end October 2006. Seven (7) learners discontinued: 2 gained employment, 1 illness, 3 migrated and 1 unknown. Income to date: \$17,250.00 Assessment is almost completed
46. Phillipa Baptist Skills Training Project William Street St. Catherine	Garment Const. Tailoring Pastry Making	1	\$4,367,881	\$2,060,537	185	76	0	69	25/9/06	A new cycle commenced May 2006 and will end October 2006. Income to date: \$48,200.00 Seven (7) learners discontinued: 3 gained employment and 4 for unknown reason.
47. Spanish Town SDA 56 Brunswick Ave Spanish Town, St. Catherine	Food Prep.	2	\$2,038,357	\$1,006,269	77	53	25	27	25/9/2006	Training cycle commenced June 2006 and will end December 2006. One learner discontinued due to unknown reason. Income to date: \$7,610.00 23/25 learners received NVQ-J certification.

Disbursement Sub-Total = \$10,872,110

SUMMARY – CLARENDON

Budget for the year 2006/07	=	\$28,448,351.00
Disbursement to date	=	\$ 13,458,787.00
Number of projects in Clarendon	=	8
a). Number in operation	=	7
Number trainees enrolled to date	=	799
Number currently in training	=	382
Number completed training	=	392
Number discontinued	=	25

New Business Model

- Seven (7) projects in Clarendon have implemented the New TVET Model.

1. Kellits STC
2. Rural Family Support Organization
3. Crofts Hill
4. Four Paths
5. Waterlane
6. Clarendon College
7. Faith Clinics

Five (5) projects in Clarendon have been assessed by NCTVET and have been approved to carry out assessment of learners under the umbrella of the Community Based Training Department an approved ATO.

- RUFAMSO
- Crofts Hill
- Kellits
- Four Paths
- Clarendon College

CLARENDON
LEVEL 1

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COMPLETERS	TRAINEES CURRENTLY IN TRAINING		
48 Crofts Hill Skills Training Centre Crofts Hill P.O. Clarendon	Food Prep. Data Operations	1	\$4,703,317	\$1,728,648	180	113	72	41	19/9/2006	Training cycle commenced May 2006 and will end October 2006. Income to date:\$5,200.00
49. Faith Clinic Voc. Inst. Manchester Ave. May Pen P.O. Clarendon	Garment Const. Cabinet Making	1	\$3,450,268	\$701,514	80	71	45	21	19/9/2006	Training at the facilities has been suspended due to the overall poor management of the project; however training is occurring at off-site location through partnership. A new community group has emerged which has undertaken to improve the facility as well as to provide leadership. Five (5) learners gained employment Income to date: \$19,7000 4/10 learners received NVQ-J non-modular certificates.
50. Four Paths STC Four Paths P.O Clarendon	Early Childhood Career Education & Develop. Food Preparation	1	\$5,115,304	\$2,951,650	110	60	16	40	19/9/2006	A new cycle commenced April 2006 and will end October 2006. Income to date: \$6,050.00 Three (3) learners discontinued because they disliked the programme. One (1) trainee deferred.
51. Kellits Skills Training Centre Kellits Clarendon	Food Prep. House-keeping Restaurant Server	1	\$7,104,200	\$2,792,088	230	185	101	78	19/9/2006	The building was repaired by Lift Up Jamaica and training commenced September 2006. 59 completers were awarded the NVQJ certification. Six (6) learners discontinued for unknown reasons. Income to date:\$27,000.00
52. Rural Family Support Org. C/o Denbigh Show Ground May Pen, Clarendon	Garment Const. House-keeping Food Prep Child Care	1	\$4,902,166	\$2,598,675	170	234	117	107	25/9/2006	Cycle commenced September 2005 and will end October 2006. 71 completers were awarded the NVQJ certification. 32 learners received NVQ-J non-modular certificates. Ten (10) learners discontinued: 1 due to illness and 1 pregnant and 8 for unknown reasons. Income to date:\$13,580

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COM PLETTERS	TRAINEES CURRENTLY IN TRAINING		
53. Male Adolescent Prog., May Pen Clarendon	Tailoring, Barbering, Wood-work	1	\$1,604,936	\$374,191	60	18	18	0	28/8/06	Training cycle commenced September 2005 ended June 2006. The training programme targets street boys. However training had to be suspended to allow the training providers time to identify appropriate facilities to relocate the project.
54. Water Lane STC Water Lane Dist. Clarendon	Food Prep.	1	\$1,568,160	\$306,729	60	49	23	26	7/9/2006	New training cycle commenced July 2006 and will end January 2007.
55. Clarendon College Chapelton Clarendon	Housekeep. Comm. Cook Data Op.	1	\$4,303,552	\$2,005,292	60	69	0	69	7/9/2006	New cycle commenced May 2006 and will end January 2007. Income to date:\$10,000.00

Disbursement = \$13,458,787.00

SUMMARY – MANCHESTER

Budget for the year 2006/07	=	\$35,861,230.00
Disbursement to date	=	\$ 17,259,413.00
Number of projects in Manchester	=	14
Number in operation	=	13
Number trainees enrolled to date	=	842
Number currently in training	=	469
Number completed training	=	268
Number discontinued	=	105

New Business Model

The New TVET Model has been implemented in eleven (11) projects.

1. Catholic School of Technology
2. Northern Caribbean University
3. Mandeville Craft Institute
4. Caribbean Christian Centre
5. Knox
6. Mt. Olivet
7. Bellefield
8. Sister of Mercy
9. Christiana/Spalding
10. St. John Bascoe
11. Royal Flat

Seven(7) projects in Manchester have been assessed by NCTVET and have been approved to carry out assessment of learners under the umbrella of the Community Based Training Department, an approved ATO.

- Northern Caribbean University
- Catholic School of Technology
- Bellefield
- Knox Cobbla
- St. John Bascoe
- Mandeville Craft
- Mandeville Care

SEPTEMBER 2006

MANCHESTER LEVEL 1 PROJECTS

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COMPLETERS	TRAINEES CURRENTLY IN TRAINING		
56. Caribbean Christian Centre for the Deaf Knock Patrick P.O. Manchester	Information Technology	1	\$1,352,550	\$666,785	25	66	38	26	21/9/2006	Training cycle commenced September 2006 and will end August 2007. This is a residential facility which offers training over a two year period to learners who are deaf. Two (2) learners discontinued for unknown reason.
57. Catholic School of Technology 66 Caledonia Rd. Mandeville	Rest. Server Motor Veh. Engine System	1	\$4,145,125	\$1,331,139	150	57	0	48	29/9/2006	New training cycle commenced May 2006 and will end October 2006. Assessment has commenced and is going well Income to date:\$6,300.00 Nine (9) learners discontinued for unknown reason.
58. Christiana/ Spaldings Spaldings P.O. Manchester	Data Operation Welding	1	\$3,299,900	\$1,485,223	150	80	36	35	27/9/2006	New training cycle commenced September 2006 and will end March 2007. Nine (9) learners discontinued for reason unknown.
59. Devon Skills Training Centre Devon P.O. Manchester	Electronics Garment Const.	1	\$3,928,097	\$1,769,202	96	93	45	45	29/9/06	Training cycle commenced September 2006 and will end July 2007. 16/25 learners received certificates. Income to date:\$8,050.00 Three (3) learners discontinued: 1 gained employment and 2 for unknown reason.
60. Knox Cobbla Community Cobbla, Manchester	Cosmet.. Comm. Cook	1	\$2,783,426	\$1,864,010	120	54	0	49	21/9/2006	Training cycle scheduled to end November 2006. Training progressing satisfactorily. Five learners discontinued: 3 for indiscipline, 1 migrated and 1 unknown.
61. Northern Caribbean University STC Mandeville, Manchester	Food Prep H/Keeping	1	\$1,791,697	Nil	83	0	0	0	25/9/2006	Training ended October 2005. The Co-ordinator has been asked to document the University's intention as it relates to continuation of the partnership. Mandeville Craft Institute has agreed to accommodate the learners from NCU who wish to complete NVQJ programme.
62. Mandeville Craft Inst. Manchester Road Mandeville P.O.	Food Prep Front Office	1	\$5,897,004	\$2,816,396	190	141	47	84	28/9/2006	Training cycle commenced May 2006 and will end October 2006. Income to date:\$17,58 Ten (10) learners discontinued for unknown reasons.

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COMPLETERS	TRAINEES CURRENTLY IN TRAINING		
63. St. John Bascoe Children Programme (Sister of Mercy) Mandeville Manchester	Livestock Rearing Meat cutting Cartering	1	\$2,952,411	\$363,009	62	20	0	20	7/9/2006	Cycle commenced February 2006 in meat cutting. However training in livestock rearing ended November. Learners are placed at this project by the Judiciary system. Arising out of a meeting held with the Executive Director at HEART Trust and Project personnel the project was requested to submit a proposal to address changes in the funding arrangement. The changes are necessary as the project has difficulties conforming to the requirements for certification. The difficulties are the low literacy level and lack of birth certificates.
64. Mandeville Care Giver P.O. Box 242 Mandeville Manchester	Practical Nursing	1	\$3,441,384	\$1,694,126	180	125	40	67	28/9/2006	A new training cycle commenced April 2006 and will end November 2006. Awaiting assessment results for learners who sat exams in July 2006. Eighteen (18) learners discontinued for unknown reason
65. Mount Olivet Mt. Olivet, Manchester	Data Operations	1	\$1,598,664	\$762,474	30	19	0	17	13/9/2006	A new training cycle commenced April 2006 and will end November 2006. Income to date:\$200.00 Two (2) learners discontinued for unknown reason.
66. Bellfield Bellfield, Manchester	Data Operations Comm. Cook House/keeping	1	\$3,623,380	\$1,946,800	160	170	62	62	22/9/2006	A new cycle commenced April 2006 and will end November 2006. Forty-six (46) trainees discontinued: 27 for unknown reasons, 7 financial and 6 pregnant, 4 migrated and 2 gained employment. The Community Management Committee has been asked to take immediate steps to address the high drop out.
67. Royal Flat Skills Royal Flat Manchester	Pastry Making	1	\$1,047,592	\$505,379	44	17	0	16	29/9/2006	Training cycle commenced May 2006 and will end December 2006. One (1) learner discontinued for unknown reason.
68. Institute of Business & Tech. Skills Leaders Plaza Mandeville	Customer Service	1	\$1,053,760 +\$12,000 \$1,065,760 funds were transferred from Faith Clinic	\$1,064,997	20	20	0	20	12/9/2006	This is a new project which commenced training May 2006 and will end October 2006. Assessment has commenced.
69. Maidstone STC Maidstone Manchester	Customer Service	1	\$2,101,529	\$989,873	20	25	0	25	11/8/06	This is a new project which commenced training May 2006 and will end December 2006. Assessment has commenced.

Disbursement sub-total = \$ 17,259,413.00

SEPTEMBER 2006**ST. JAMES****SUMMARY – ST. JAMES**

Budget for the year 2006/07	=	\$10,815,100.00	Number trainees enrolled to date	=	353
Disbursement tlo date	=	\$ 5,159,117	Number currently in training	=	124
Number of projects in St. James	=	3	Number completed training	=	226
Number in operation	=	2			

The three projects in St. James have implemented the Revised Business Model. All three locations are Assessment Centres, under the umbrella of the Community Based Training Department, an approved ATO.

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COMPLETERS	TRAINEES CURRENTLY IN TRAINING		
70. Adelphi Skills St. James	Plumbing Electrical Installation House Keeping	1	\$3,743,853	\$2,270,299	86	121	77	44	12/9/2006	A new cycle commenced September 2006 and will end July 2007. 47/77 learners received NVQJ certification. 30 learners receive unit competency. The project has shown significant improvement in its certification rate.
71. Montego Bay Cosmetology Alice Eldermire Drive	Cosmet.	1	\$2,073,759	\$838,498	60	27	19	8	12/9/2006	New cycle commenced September 2005 and ended July 2006. Final assessment took place in August 2006. 12/14 learners received NVQJ certification. Training is offered in partnership with Montego Bay Community College.
72. Ultimate Hospitality 3-5 Fort Street Montego Bay St. James	Restaurant Server	1	\$4,997,488	\$2,050,320	150	205	130	72	11/9/2006	New cycle commenced October 2005 and is scheduled to end October 2006. 70/130 learners received NVQJ certification. 39 learners received unit competency. Three (3) learners discontinued for unknown reasons.

Disbursement Sub-total = \$5,159,117

SUMMARY – ST. MARY

Budget for the year 2006/07	=	\$30,617,399
Disbursement to date	=	\$12,128,934.00
Number of projects in St. Mary	=	9
a). Number in operation	=	7
Number trainees enrolled to date	=	775
Number currently in training	=	326
Number completed training	=	428
Number discontinued	=	21

New Business Model

All the projects in St. Mary have implemented the Revised Business Model.

- Guys Hill STC
- Annotto Bay STC
- Clonmel STC
- Grace Care STC
- Mango Valley STC
- Richmond STC
- Gayle STC
- Woodpark STC
- Broadgate STC

Guys Hill STC, Richmond STC and Clonmel STC have been assessed by NCTVET and have been approved to carry out assessment of learners under the umbrella of the Community Based Training Department, an approved ATO.

SEPTEMBER 2006
ST. MARY

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COMPLETERS	TRAINEES CURRENTLY IN TRAINING		
73. Clonmel Skills Training Highgate P.O. St. Mary	Food Prep	1	\$2,487,572	\$1,137,619	117	84	26	50	27/9/2006	A new cycle commenced April 2006 and will end November 2006. 12/26 learners were awarded NVQJ certification. Training is offered in the evenings in partnership with the Clonmel Primary & Junior High. Eight (8) learners discontinued: 6 for unknown reasons, 1 employed and 1 pregnant.
74. Grace Care & Couns. Centre, Oracabessa P.O. St. Mary	Garment Const. H/Keeping	1	\$2,411,682	\$1,055,937	75	58	28	27	25/9/2006	Training commenced May 2006 and will end October 2006. 7/9 learners received NVQ-J non-modular certificates. Income to date: \$18,850. Three (3) learners discontinued: 1 gained employment and 2 for unknown reason.
75. Mango Valley Mango Valley St. Mary	H/Keeping Food rep	1	\$3,211,820	\$1,591,120	120	100	48	52	25/9/2006	Training commenced May 2006 and will end October 2006. Income: \$50,000.00
76. Guys Hill Guys Hill P.O. St. Mary	Information Technology Cosmet.	1	\$3,281,720	\$900,270	170	65	35	0	19/9/2006	New cycle began October 2006. A Data Operations instructor has been identified. Six (6) learners discontinued for unknown reasons. Classes were temporarily discontinued for 24 data operations learners as they had no instructor. A meeting was held with the Principal of Guys Hill High School with a view to partner in the area of Cosmetology.
77. Wood Park Wood Park P.O. St. Mary	Villa Services	1	\$4,573,740	\$2,412,373	110	193	141	52	27/9/2006	New cycle commenced November 2005 and will end October 2006. Training is progressing satisfactorily.
78. Annotto Bay Annotto Bay St. Mary	Food Prep House-keeping	1	\$3,523,380	\$2,179,054	200	182	91	90	25/9/2006	New cycle commenced March 2006 and will end October 2006. 19 of the completers received NVQ-J. The assessment results for the remainder are being verified. Training is offered in the evenings in partnership with Annotto Bay High School. One (1) trainee discontinued having migrated.

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	APPROVED BUDGET 2005/2006	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL	TRAINEES ENROLLED TO DATE	COMPLETERS	TRAINEES CURRENTLY IN TRAINING	LAST DATE MONITORED	COMMENT'S
79. Broadgate Skills Broadgate St. Mary	Garment Const. Welding	2	\$2,780,462	\$1,217,490	90	38	0	35	27/9/2006	Training cycle commenced May 2006 and will end October 2006. Three (3) learners discontinued 2 due to indiscipline and 1 for unknown reason. Income to date:\$15,800.00
81. Richmond STC Richmond St. Mary	Food Prep. House Keeping Inform. Tech.	1	\$6,370,023	\$2,856,257	240	71	43	20	29/9/2006	Training is offered in the evenings in partnership with St. Mary Technical High School. Eight (8) learners discontinued due to unknown reason. All 43 completers received NVQJ certification.
82. Gayle STC Gayle, S. Mary	Motor Vehicle Engine System	1	\$1,977,000	\$485,481	80	16	16	0	27/9/2006	Training cycle ended April 2006. Twelve persons have been identified for the new cycle. Recruitment continues for start of new cycle in October 2006.

Disbursement sub-total = \$13,835,601

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COMPLETERS	TRAINEES CURRENTLY IN TRAINING		
83. Browns Town Cosmet Browns Town PO St. Ann	Cosmet	1	\$3,904,480	\$1,399,711	85	72	40	30	27/9/2006	New cycle commenced September 2006 and will end February 2007. Two (2) learners discontinued: 1 due to pregnancy and 1 for unknown reason.
84. Rotary Ocho Rios Baptist Ocho Rios St. Ann	Electrical Installation Plumbing	1	\$3,602,429	\$1,293,695	120	74	41	32	22/9/2006	New cycle commenced August 2006 and will end February 2007. 17 learners received NVQJ certification. Results for the remainder are being verified. One (1) learner discontinued for unknown reason.
85. Belle Air Dumbarton St. Ann	Food Prep H/Keeping	1	\$3,502,793	\$1,403,789	100	59	0	44	27/9/2006	A new training cycle commenced April 2006 and will end November 2006. Training is offered in the evenings in partnership with Browns Town Community College. Fifteen (15) learner discontinued 4 due to illness; 1 pregnant, 5 financial, 1 employed and 4 unknown.
86. College of Hospitality Falcon Crest Hotel Ocho Rios St. Ann	Landscaping	1	\$126,800 + <u>266,905</u> <u>\$393,705</u> Funds were transferred from Faith Clinic	\$393,705	35	368	79	287	22/9/2006	New cycle commenced August 2006 and will end February 2007. Two (2) learners discontinued for reason unknown. Project has partnered with CBT ATO for assessment services in four additional skill areas.

Disbursement sub total = \$4,490,900.00

SEPTEMBER 2006
PORTLAND

SUMMARY – PORTLAND

Budget for the year 2003/04 = \$3,203,684

Number Enrolled to date: 37

Disbursement to date = \$1,669,289

Number completed: 0

Number of projects in Portland = 1

Number currently in training: 35

Number operational = 1

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAININ G CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITERED	COMMENTS
			APPROVED BUDGET 2002/2003	AMOUNT DISBURSED TO DATE	PROJECTED ANNUAL ENROLLMENT	TRAINEES ENROLLED TO DATE	COMPLETERS	TRAINEES CURRENTLY IN TRAINING		
87. Port Antonio Designs Port Antonio Portland	Drapery Housekee ping	1	\$3,203,684	\$1,669,289	36	37	0	35	28/9/06	<p>This is a new project which commenced training May 2006 and will end October 2006.</p> <p>The programme is being closely monitored to ensure smooth implementation.</p> <p>Two (2) trainees discontinued due to unknown reason.</p>

Disbursement sub-total - \$1,669,289

SEPTEMBER 2006
WESTMORELAND

SUMMARY – WESTMORELAND

Budget for the year 2006/07	=	\$7,296,782	Number trainees enrolled to date	=	104
Disbursement to date	=	\$1,550,605	Number currently in training	=	32
Number of projects in Westmoreland	=	2	Number completed training	=	72
Number in operation	=	1			

Both projects have implemented the New TVET Model (Enfield STC). Enfield is an approved assessment centre.

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COM PLETERS	TRAINEES CURRENTLY IN TRAINING		
88. Enfield Skills Darliston P.O. Westmoreland	Food Prep House- keeping	1	\$3,808,910	\$1,550,605	125	65	33	32	11/9/2006	New cycle commenced September 2006 and will end September 2007.
89. Montego Bay Community Coll. (Frome Campus) Frome, Westmoreland	Restaurant Server Bar Service	1	\$3,487,872	Nil	85	39	39	0	11/9/2006	New project that commenced training October 2005 and ended July 2006. New cycle to commence October 2006.

Disbursement Sub-total = \$1,550,605

SEPTEMBER 2006
TRELAWNY

SUMMARY – TRELAWNY

Budget for the year 2006/07 = \$14,358,357.00

Number trainees enrolled to date = 323

Disbursement to date = \$ 6,710,619.00

Number currently in training = 102

Number of projects in Trelawny = 3

Number completed training = 200

Number in operation = 2

The new TVET Model has been implemented in the three projects. Cedric Titus and Kelly Lawson are assessment centres under the umbrella of the Community Based Training Department, an approved ATO.

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJ. ANNUAL ENROL.	TRAINEES ENROLLED TO DATE	COM PLETERS	TRAINEES CURRENTLY IN TRAINING		
90 Cedric Titus Skills Clarks Town P.O. Trelawny	Food Prep Garment Const. Welding Data Operations	1	\$7,414,605	\$4,591,109	225	200	80	102	20/9/2006	A new cycle commenced March 2006 and will end December 2006. Training is offered in the evening/nights in partnership with Cedric Titus High School. 40 completers received NVQJ certification. Eighteen learners discontinued: 6 for unknown reason, 5 migrated, 2 dislike and 5 gained employment.
91. Kelly Lawson Skills Lower Harbour St. Falmouth Trelawny	Food & Nutrition House Keeping	1	\$4,824,664	\$1,886,771	190	104	101	0	20/9/2006	Training commenced April 2006 and ended September 2006. Three (3) learners discontinued: 2 gained employment and 1 migrated.
92. Upper Trelawny Wait-A-Bit Trelawny	Comm. Food Prep.	1	\$2,119,088	\$232,739	75	19	19	0	14/9/2006	Training cycle commenced November 2005 and ended April 2006. New cycle is to commence October 2006. 18 completers received NVQJ certification.

Disbursement sub-total = \$6,710,619.00

SUMMARY – ST. THOMAS

Budget for the year 2006/07 = \$15,740,936.00

Disbursement to date = \$ 7,565,156.00

Number of projects in St. Thomas = 5

a). Number in operation = 4

Number trainees enrolled to date = 437

Number currently in training = 179

Number completed training = 248

Number discontinued = 10

New Business Model

-All projects have implemented the New TVET Model.

1. Paul Bogle STC
2. Trinityville STC
3. Yallahs STC
4. Upliftment Jamaica
5. Eastern College of Hospitality

Yallahs and Trinityville have been assessed by NCTVET and have been approved to carry out assessment of learners under the umbrella of the Community Based Training Department, an approved ATO.

ST. THOMAS
LEVEL 1

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJECTED ANNUAL ENROLLMENT	TRAINEES ENROLLED TO DATE	COMPLETERS	TRAINEES CURRENTLY IN TRAINING		
93. Paul Bogle Voc. Training Lyssons P.O. St. Thomas	Welding Electrical Installation Masonry/ Carpentry	1	\$7,421,739	\$3,580,649	210	256	101	149	25/9/2006	A new cycle commenced September 2006 and will end August 2007. 54 completers have received NVQJ certification. Six (6) learners discontinued for unknown reason. Income to date:\$73,000
94. Trinityville Skills Training Centre, Trinityville St. Thomas	Data Operations H/keeping Food Prep Agro Processing	1	\$3,692,970	\$1,318,693	160	72	32	39	25/9/2006	New cycle commenced June 2006 and will end December 2006. Income to date:\$5,100.00 32 completers have received NVQJ certification. One learner discontinued for unknown reason.
95. Upliftment Jamaica White Horses St. Thomas	Data Operations	1	\$1,622,452	\$633,714	100	46	20	26	29/9/2006	A new cycle commenced July 2006 and will end February 2007. Income to date: \$3,800.00
96. Yallahs Skills Yallahs, St. Thomas	Data Operations H/Keeping Food Prep.	1	\$2,886,532	\$1,916,541	60	123	120	0	29/9/2006	New cycle commenced April 2006 and ended September 2006. Three (3) learners discontinued for unknown reasons. Training is offered in the evenings in partnership with Yallahs Primary & Junior High.
97. Eastern College of Hospitality Yallahs, St. Thomas	Food Preparation	1	\$117,243	\$115,559	18	35	15	19	29/9/2006	Training commenced September 2006 and will end March 2007. Income to date: \$41,128 Assessment completed. One learner discontinued for unknown reason.

Disbursement sub-total = \$7,565,156.00

HANOVER

SUMMARY – HANOVER

Budget for the year 2006/07	=	\$1,896,125.00	Number trainees enrolled to date	=	42
Disbursement to date	=	\$938,268.00	Number currently in training	=	21
Number of projects in Hanover	=	2	Number completed training	=	21
a). Number in operation	=	2			

PROJECT NAME & LOCATION	SKILL AREA	NO. OF TRAINING CYCLES	BUDGET		ENROLLMENT				LAST DATE MONITORED	COMMENTS
			APPROVED BUDGET 2006/2007	AMOUNT DISBURSED TO DATE	PROJECTED ANNUAL ENROLLMENT	TRAINEES ENROLLED TO DATE	COMPLETERS	TRAINEES CURRENTLY IN TRAINING		
98. Kendal Skills Training Centre Kendal Hanover	H/keeping	1	\$1,010,121	\$198,819	60	21	21	0	27/7/06	Training cycle commenced November 2005 and ended July 2006. Building needs repairs before new cycle begins.
99. Lucea STC Lucea, Hanover	H/keeping	1	\$886,004	\$739,449	15	21	0	21	12/9/2006	A new project which commenced training on April 2006. Income to date:\$6,000.00

Disbursement - Grand Total - \$131,433,236.00

PROJECT NAME & LOCATION	SKILLS TAUGHT	REMARKS
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LEAP CENTRE:-

112 trainees are currently in training. Twenty seven (27) trainees completed training in June 2006. Four (4) discontinued training. One hundred and forty-three (143) trainees have been trained to date.

LEAP CENTRE

The breakdown is as follows

Small Appliance	4
Shoe Making	21
Food Preparation	27
Art & Craft	28
Electrical Installation	17
Craft Production	8
Music	7


 Joyce Wilson (Mrs.)
 Director,
 Community Based Training Department

Enclosure 7

**CORPORATE GOVERNANCE
COMMITTEE REPORT**
(To be tabled)

Enclosure 8

**NARRATION ON USE OF COMPANY
SEAL**



NARRATION ON USE OF COMPANY SEAL

The Seal of the Trust was affixed to the following contractual documents, numbered 314/06- 341/06, covering the period May 16, 2006 - October 9, 2006.

CONTRACTUAL AGREEMENTS

- 1) **Form of Agreement between HEART Trust/NTA and Jamaica Electrical & Mechanical Engineers Limited of 2 Ivy Green Crescent, Kingston 5, for supply and installation of elevator at the Ministry of Education Office, National Heroes Circle. Period of contract is twenty (20) weeks - April 18, 2006 to September 5, 2006. Cost is \$4,458,093.85.**

320/06
- 2) **Articles of Agreement between HEART Trust/NTA and 21st Century Building Services Limited of 10A Mountain View Avenue, Kingston 2, for repairs to fire damaged male dormitories at Ebony Park Academy. Period of contract is eight (8) weeks - (June 1, 2006 - July 27, 2006). Cost is \$2,100,000.00.**

321/06
- 3) **Articles of Agreement between HEART Trust/NTA and Alpha Construction Company Limited of 5 Balmoral Avenue, Kingston 10, for renovation to office at Shop # 1, 32 Brunswick Avenue, Spanish Town. Period of contract is three (3) weeks - (June 15, 2006 - July 6, 2006). Cost is \$441,485.00.**

323/06
- 4) **Articles of Agreement between HEART Trust/NTA and C.P. Specialist Limited of 7 Content Avenue, Kingston 10, for construction of a Guard House at LEAP Centre, 115-117 Duke Street, Kingston. Period of contract is eight (8) weeks - (August 29, 2006 - October 24, 2006). Cost is \$836,286.00.**

334/06
- 5) **Articles of Agreement between HEART Trust/NTA and Everton Briscoe Construction Company Limited of 11 Bloomsbury Road, Kingston 10, for the renovation of the Early Childhood Laboratory at Garmex Academy, 76 Marcus Garvey Drive, Kingston 13. Period of contract is three (3) weeks - (July 19, 2006 - August 9, 2006). Cost is \$299,436.20.**

335/06

- 6) Articles of Agreement between HEART Trust/NTA and Economic Maintenance Products Limited of 23 National Heroes Circle, Kingston, for waterproofing of roof at 5 Ripon Road, Kingston 5. Period of contract is three (3) weeks - (September 6, 2006 - September 23, 2006). Cost is \$698,050.02.

341/06

PERFORMANCE BOND

- 1) Performance Bond between HEART Trust/NTA and Prime Development Limited of 13 Kingsway, Kingston 10, for redevelopment of School of Cosmetology, 22 Hope Road, Kingston 10. Cost of work is \$169,572,721.89. Period of contract - eight (8) months (May 29, 2006 to January 29, 2007).

314/06

PROVISION OF TRANSPORTATION SERVICES

- 1 Agreement for Provision of Transportation Services between HEART Trust/NTA and Love Me or Leave Me Transportation Services of Dundee P.A., Westmoreland, for providing transportation services for Trainees between Montego Bay Town Centre and Seaford Town VTC. Cost is \$1,684,590.00. Period of contract is one (1) year (April 1, 2006 - March 31, 2007).

315/06

- 2) Agreement for Provision of Transportation Services between HEART Trust/NTA and J & S Transportation Services of Bogg District, Carmel P.O., Westmoreland, for providing transportation services for Trainees between Whitehouse, Bogg, Darliston and Seaford Town VTC. Cost is \$1,403,825.00. Period of contract is one (1) year (April 1, 2006 - March 31, 2007).

316/06

- 3) Agreement for Provision of Transportation Services between HEART Trust/NTA and Delroy Robinson Bus Service of Lamb's River P.O., Westmoreland to provide transportation service for Trainees between Mount Pelier, Cambridge, Marchmont Road and Seaford Town VTC. Cost is \$1,684,590.00. Period of contract is one (1) year (April 1, 2006 - March 31, 2007).

317/06

- 4) Agreement for Provision of Transportation Services between HEART Trust/NTA and Cecil Brown Bus Service of Pisgah District, Pisgah P.O., St. Elizabeth, to provide transportation service for Trainees between Hendon, Savanna-la-mar and Seaford Town VTC. Cost is \$2,246,120.00. Period of contract is one (1) year (April 1, 2006 – March 31, 2007).

318/06

LEASE AGREEMENTS

- 1 Lease Agreement between HEART Trust/NTA and Avis Heron of 22 Manchester Avenue, May Pen, Clarendon for Shop # 6, 22 Manchester Avenue, May Pen, Clarendon. Cost is \$18,000 plus GCT per month in addition to \$1,500.00 maintenance fee. Period of contract is nine (9) months (October 1, 2005 – July 31, 2006).

319/06

- 2 Lease Agreement between HEART Trust/NTA and Charles Hayle of Shop # 18, Hayle's Plaza, Santa Cruz, St. Elizabeth for Shop # 18, Hayle's Plaza, Santa Cruz, St. Elizabeth. Period of contract is three (3) years (January 1, 2006 – December 31, 2008). Cost is \$12,422.97 monthly for the first year; \$13,354.69 monthly for the second year and \$14,356.29 monthly for the third year.

322/06

- 3 Lease Agreement between HEART Trust/NTA and Ridgemount United Church of 53 Main Street, Manchester, for premises at 53 Main Street, Manchester. Period of contract is nine (9) months from July 10, 2006 – April 9, 2007. Cost is \$15,000.00 monthly.

324/06

- 4 Lease Agreement between HEART Trust/NTA and Bethabara Moravian Church of Newport. Manchester for premises at Bethabara, Newport, Manchester. Period of contract is one (1) year from April 10, 2006 to April 9, 2007. Cost is \$18,000.00 monthly.

325/06

- 5 Lease Agreement between HEART Trust/NTA and Johnathan Hayden and Angella Hayden (AJ's Wholesale & Supermarket) of 32 Brunswick Avenue, Spanish Town, St. Catherine, for premises at Shop # 1, AJ's Complex, Brunswick Avenue, Spanish Town, St. Catherine. Period of contract is three (3) years from March 1, 2006 – February 29, 2009. Cost is \$50,000.00 plus GCT monthly as well as \$20,000 plus GCT for cost of agreement on signing.

332/06

- 6 Lease Agreement between HEART Trust/NTA and Peter Shand of 7 Brava Street, St. Ann's Bay, St. Ann for premises at 45 Main Street, St. Ann's Bay. Period of contract is three (3) years from July 1, 2006 – June 30, 2009. Cost is \$178,814.08 plus GCT monthly for year 1; \$193,119.21 plus GCT monthly for year 2 and \$208,568.75 plus GCT monthly for year 3.

333/06

- 7 Lease Agreement between HEART Trust/NTA and Daniel Morris of Clover Hill P.A., St. Ann for premises at Carlton Mountain, Claremont, St. Ann on behalf of Jacqueline Bonnick. Period of contract is three (3) months – June 16, 2006 to September 15, 2006, with option for renewal. Cost is \$20,000.00 monthly and \$20,000 as security deposit.

338/06

JANITORIAL AGREEMENTS

- 1) Janitorial Agreement between HEART Trust/NTA and OHS Trading Company Limited of 16 Three View Avenue, Kingston 8 to clean premises at Stony Hill Academy. Period of contract is twelve (12) months – April 1, 2006 to March 31, 2007. Cost is \$115,000.00 plus GCT monthly.

337/06

- 2) Janitorial Agreement between HEART Trust/NTA and OHS Trading Company Limited of 16 Three View Avenue, Kingston 8 to clean premises at 76 Marcus Garvey Drive, Kingston 13. Period of contract is twelve (12) months – April 1, 2006 to March 31, 2007. Cost is \$105,000.00 plus GCT monthly.

339/06

- 3) Janitorial Agreement between HEART Trust/NTA and OHS Trading Company Limited of 16 Three View Avenue, Kingston 8 to clean premises at 7 Ripon Road, Kingston 5. Period of contract is twelve (12) months – April 1, 2006 to March 31, 2007. Cost is \$27,000.00 plus GCT monthly.

340/06

- 4) Janitorial Agreement between HEART Trust/NTA and Shirlhome Chemicals Corporation Limited of 78c Hagley Park Road, Kingston 10, to clean premises at 6B Oxford Road, Kingston 5. Period of contract is twelve (12) months – April 1, 2006 to March 31, 2007. Cost is \$137,067.52 plus GCT monthly.

342/06

- 5) Janitorial Agreement between HEART Trust/NTA and Shirlhome Chemicals Corporation Limited of 78c Hagley Park Road, Kingston 10, to clean premises at 4 Altamont Terrace, Kingston 5. Period of contract is twelve (12) months - April 1, 2006 to March 31, 2007. Cost is \$18,954.74 plus GCT monthly.

343/06


SUMMARY

AGREEMENT TYPE	NAMES	INSTITUTION	SEAL NO.	COST \$	PERIOD
Contractual Documents	Jamaica Electrical & Mechanical Engineers Ltd.	Ministry of Education Office	320/06	4,458,093.85	Twenty (20) weeks - April 18, 2006 - Sept. 5, 2006)
	21 st Century Building Services Ltd.	Ebony Park Academy	321/06	2,100,000.00	Eight (8) months (June 1, 2006 - July 27, 2006)
	Alpha Construction Co. Ltd..	Shop # 1, 32 Brunswick Avenue, Spanish Town	323/06	441,485.00	Three (3) weeks (June 15- July 6, 2006)
	C.P. Specialist Ltd.	LEAP Centre	334/06	836,286.00	Eight (8) weeks (Aug. 29 - Oct. 24, 2006)

AGREEMENT TYPE	NAMES	INSTITUTION	SEAL NO.	COST \$	PERIOD
Contractual Documents Cont'd	Everton Briscoe Construction Co. Ltd.	Garmex Academy	335/06	299,436.20	Three (3) weeks (July 19 - August 9, 2006)
	Economic Maintenance Products Ltd.	Ministry of Education	341/06	698,050.02	Three (3) weeks (Sept. 6 - 23, 2006)
Performance Bond	Prime Development Ltd.	School of Cosmetology	314/06	169,572,721.89	Eight (8) months (May 29, 2006 - Jan 29, 2007)
Provision of Transportation	Love Me or Leave Me Transportation Servs.	Seaford Town VTC	315/06	1,684,590.00	One (1) year (April 1, 2006 - March 31, 2007)
	J & S Transportation Servs.	Seaford Town VTC	316/06	1,403,825.00	April 1, 2006 - March 31, 2007)
	Delroy Robinson Bus Service	Seaford Town VTC	317/06	1,684,590.00	April 1, 2006 - March 31, 2007)
	Cecil Brown Bus Service	Seaford Town VTC	318/06	2,246,120.00	April 1, 2006 - March 31, 2007)
Lease Agreements	Avis Heron	Shop # 6, 22 Manchester Avenue, May Pen, Clarendon	319/06	18,000 plus GCT in addition to maintenance fee of \$1,500.00	Nine (9) months (Oct. 1, 2005 - July 31, 2006)

AGREEMENT TYPE	NAMES	INSTITUTION	SEAL NO.	COST \$	PERIOD
Lease Agreements Cont'd.	Charles Hayle	Shop # 18, Hayle's Plaza, Santa Cruz, St. Elizabeth	322/06	12,422.97 monthly for year 1; 13,354.69 monthly for year 2 and 14,356.29 monthly for year 3	3 years (January 1, 2006-December 31, 2008)
	Ridgemount United Church	53 Main Street, Manchester	324/06	15,000.00	Nine (9) months from July 10, 2006
	Bethabara Moravian Church	Bethabara, Newport, Manchester	325/06	18,000.00	One (1) year from April 10, 2006 - April 9, 2009
	Johnathan Hayden & Angella Hayden (AJ's Wholesale & Supermarket)	Shop # 1, AJ's Complex, Brunswick Avenue, Spanish Town., St. Catherine	332/06	50,000 plus GCT monthly as well as \$20,000.00 plus GCT for cost of Agreement on signing	Three (3) years from March 1, 2006 - December 31, 2008
	Peter Shand	45 Main Street, St. Ann's Bay, St. Ann	333/06	\$178,814.08 plus GCT monthly for year 1; \$193,119.21 plus GCT monthly for year 2 and \$208,568.75 plus GCT monthly for year 3.	Three (3) years from July 1, 2006 - June 30, 2009.

AGREEMENT TYPE	NAMES	INSTITUTION	SEAL NO.	COST S	PERIOD
Lease Agreements Cont'd.	Daniel Morris	Carlton Mountain, Claremont, St. Ann	338/06	\$20,000.00 monthly and \$20,000.00 as security deposit.	Three (3) months - June 16, 2006 - Sept. 15, 2006
Janitorial Agreements	OHS Trading Company Ltd.	Stony Hill Academy	337/06	115,000.00 plus GCT monthly	Twelve (12) months - (April 1, 2006 - March 31, 2007)
	OHS Trading Company Ltd.	76 Marcus Garvey Drive, Kingston 13	339/06	105,000.00 plus GCT monthly.	
	OHS Trading Company Ltd.	7 Ripon Road Kingston 5	340/06	27,000.00 plus GCT monthly	Twelve (12) months - April 1, 2006 - March 31, 2007).
	Shirlhome Chemicals Corp. Ltd.	6B Oxford Road, Kingston 5	342/06	137,067.52 plus GCT monthly	Twelve (12) months - April 1, 2006 - March 31, 2007).
	Shirlhome Chemicals Corp. Ltd.	4 Altamont Terrace, Kingston 5	343//06	18,954.74 plus GCTGCT monthly	Twelve (12) months - April 1, 2006 - March 31, 2007).


 Debbie-Ann Robinson (Miss)
 Corporate Secretary/Legal Counsel

Enclosure 9

**POLICY ON CHARGING OF FEES
FOR LEVEL 1 – COMMUNITY
BASED TRAINING PROGRAMMES**



**Submission to the Projects Committee
(Draft for Board Approval)
Policy on Charging of Fees for Level 1
Community-Based Training Programmes
Approved by the Projects Committee 9 May 2006**

In 2005 the Board of Directors of the HEART Trust/NTA authorised the charging of modest fees by training providers for Level 1 Community Based Training (CBT) programmes. This authorisation was based on a 2004 submission by the Planning & Project Development Division which documented cost-sharing practices in CBT that became apparent in 2003. The Projects Committee recently determined that a formal policy on charging fees should be promulgated. The policy for charging fees for CBT programmes is as follows:

1. HEART Trust/NTA attempts to cover all the basic costs of training, and fees should only be charged on an exceptions basis.
2. Any fees charged for a Level 1 programme must be approved by the CBT Department.
3. Fees charged must be shown on a budget showing the income and expenditure, and the use to which the fees will be put.
4. Fees should only be directed toward offsetting actual operating expenses including training materials, instructor remuneration, utilities, etc. Fees charged cannot be retained by the provider as "profit".
5. The amount of the fee shall not exceed 20 percent of the "unit cost" per participant (this is shown in the original project approval and can be calculated from the annual budget). In other words, if the budget is \$1.0m for 20 persons, the unit cost is \$50,000 and the fee may not exceed \$10,000. Special consideration may be given to Community Colleges about the percentage charged.
6. The CBT Department will monitor the charging of fees and issue an annual report in April documenting the fees charged and reviewing the implementation of this policy. The Projects Committee shall review this report and submit a final report to the Board of Directors in time for the Annual Board Retreat in October.

(Note: Submission approved by Board said 20%.)

Prepared: May 2006
Planning & Project Development Division



Proposal to the Board of Directors Waiver of Fees for Level 2 Programmes

At the Executive Management Committee Meeting of 14 July 2005 it was decided to make a recommendation to the Board to waive fees for Level 2 programmes.

The rationale for this recommendation is

1. The agency is under pressure to produce large quantities of Level 2 and 3 graduates for jobs resulting from upcoming investment projects in bauxite and tourism. In order to get outputs at Level 3, we need the outputs from Level 2.
2. In general, employers have been saying they want Level 2 workers for several years.
3. The Return on Investment research conducted in 2005 shows surplus production of Level 1 graduates along with need for, and more positive returns, to higher level training
4. The current fees for Level 2, although quite moderate, continue to be a barrier to expanding access to higher-level training.
5. Our financial situation allows us to offer Level 2 training without fees.
6. The new framework for training and certification eliminated Level 1 in some skill areas. Some of our programmes, when re-designed under the new business model, have their entry level pegged at Level 2. Therefore, persons cannot benefit in these programmes from the idea that the first HEART benefit should be free of cost.

If approved, learners can be certified at Level 1 and enjoy the benefit of stipend. The Level 2 learners would not receive stipend. No change to lunch provisions is proposed.

We project the cost implication to be the income foregone from the collection of Level 2 fees; we estimate this impact to be approximately \$35m.

Enclosure 10

AUDITOR GENERAL'S REPORT



Corp Sec.

AND REFER TO SUBSEQUENT REFERENCE
TO THIS INFORMATION SHOULD BE
ADDRESSED TO THE AUDITOR GENERAL
AND NOT TO ANY OFFICER BY NAME
AND THE FOLLOWING REFERENCE
MADE:

AUDITOR GENERAL'S DEPARTMENT
P.O. BOX 455
KINGSTON 10
JAMAICA

September 29, 2006

101 - E102/3
Chairman
HEART Trust/NTA
6B Oxford Road
KINGSTON 5

ACCOUNTS 2005/2006

AUDIT INSPECTION

HEART TRUST/NTA

An audit examination of specific areas of operations of the HEART Trust/NTA was recently conducted.

OBJECTIVES

The objectives were to determine whether:

- i) the internal control systems were adequate; and
- ii) the financial transactions were accurately and completely recorded and conform to relevant laws, regulations and standard accounting practices.

SCOPE

The accounting records and transactions for the (10) months ending January 31, 2006 were examined. Judgmental sampling techniques were applied to all the areas examined.

FINDINGS

The following were observed:

1. **Gratuity Payment**

An examination of gratuity payments for the financial year under review revealed that gratuity was paid in advance on a quarterly basis in contravention of Ministry of Finance's guidelines which stipulated that amounts should be paid on successful completion of the contract period. In some instances, payments were made before the work was done.

Gratuity Paid Quarterly

Officer	Payment Period	Amount (\$)	Month of Payment
Christine Dickson-Edwards	14.12.04 – 13.03.05	220,833.31	March 2005
	14.03.05 – 13.06.05	220,833.31	July 2005
	14.06.05 – 13.09.05	229,166.69	September 2005
	14.09.05 – 13.12.05	229,166.69	December 2005
Donald Foster	06.12.04 – 05.03.05	220,833.31	March 2005
	06.03.05 – 05.06.05	220,833.31	June 2005
	06.06.05 – 05.09.05	229,166.69	September 2005
	06.09.05 – 05.12.05	229,166.69	December 2005
Thomas McArdle	01.01.05 – 31.03.05	199,079.63	April 2005
	01.04.05 – 30.09.05	398,159.28	November 2005

Prepaid Gratuity

Officer	Amount (\$)	Month	Payment Date
Robert Gregory	113,194.44	February 2005	03.02.05
	113,194.44	May 2005	10.05.05
	113,194.44	July 2005	11.07.05
	113,194.44	August 2005	10.08.05
	122,222.23	November 2005	10.11.05
	122,222.23	December 2005	16.12.05

Implication

The practise of paying gratuity before the end of the stipulated contract period is in breach of the Ministry of Finance's guidelines as set out in Circular No. 11 dated September 23, 1997.

Recommendation

Any decision to pay gratuity contrary to the Ministry of Finance's guidelines should be approved by that Ministry.

2. Investment

It was noted that interests due on the under-mentioned investments were not promptly collected and lodged to the account.

Investment	Interest Due	Due Date	Date Lodge	Lapse (days)
Investment Bond 2008	2,145,667.81	19.01.06	03.02.06	15
LRS 2007 A	4,163,130.92	30.11.05	22.12.05	22
ID 16.75% 2006 Series	1,039,494.68	25.11.05	30.11.05	5

Implication

Amounts that are kept idle and not promptly reinvested may result in loss of accrued interest.

Recommendation

The responsible officers should ensure closer management of funds to minimize losses and maximize earnings.

3. Staff Loans and Advances

A review of loans and advances granted to employees revealed the following:

- i) Motor vehicle loans totalling \$843,288.88 granted for the payment of insurance premiums were not subjected to interest.
- ii) There was no evidence that amounts totalling \$4,998,975.00 that were disbursed as Hurricane Assistance Loan were approved by the Ministry of Finance. Board Minutes dated September 22, 2004 indicated that the Board of Directors approved a special loan to assist all members of staff and pensioners who suffered damage during the passage of Hurricane Ivan at an interest rate of 5% on the reducing balance. This is in contravention of the 8% stipulated by the Ministry of Finance's Guidelines to Financial Management in Public Sector Entities.
- iii) Credit balances totalling \$89,672.72 were noted in some accounts dating back as far as 2004.
- iv) There was no evidence that deductions were being made from the salaries of the under-mentioned five (5) officers with loan balances totalling \$78,015.50 as at December 2005.

Officer	Amount (\$)
Michael Pinnock	5,416.63
Clifford Pinnock	6,092.40
Ann-Marie Lewis	20,250.69
Marlene Douglas	26,665.78
Mervis Laing	19,590.00
Total	<u>\$78,015.50</u>

- v) Four former employees had outstanding balances totalling \$84,539.04. It could not be determined whether the amounts have been recovered as the files were said to be in storage and were difficult to retrieve.

Officer	Amount (\$)
Juliet Constantine	37,316.46
Minerva Tucker	17,549.51
Audrey Douglas	8,667.03
Teslyn Palmer	21,006.04
Total	<u>\$84,539.04</u>

Implications

- i) The granting of interest free loans is in contravention of the Ministry of Finance's Guidelines to Financial Management in Public Sector

Implications

- i) The granting of interest free loans is in contravention of the Ministry of Finance's Guidelines to Financial Management in Public Sector Entities. Section 3.05 of the guidelines stipulates that an interest rate of 8% per annum should be applied to all loans granted by public sector entities.
- ii) Failure to recover all outstanding loans may result in losses if the officers' services were terminated and the revolving loan scheme would be denied funding to that extent.
- iii) The respective account balances may be inaccurate and may prevent the taking of appropriate action to clear the balances.

Recommendations

- i) Ministry of Finance should be requested to ratify the Hurricane and Insurance Premium Loan facilities.
- ii) Section 2.02 (.01) of the Guidelines to Financial Management in Public Sector Entities states that public entities are expected to be guided by the relevant directives issued by the Cabinet and the Ministry of Finance. Therefore, the loan policy should be amended to include the applicable interest rate of 8% per annum and the interest should promptly apply to employees' loan amounts in accordance with the above-mentioned circular.
- iii) All credit balances should be investigated and appropriate action taken to clear the balances.
- iv) Management is responsible for the effective utilization of the Trust's limited cash resources. Therefore, all loans granted should be recovered in accordance with the terms agreed.

4. Bank Account

An examination of the Main Bank Account No. 211888342 was conducted for January 2006 and the following observations made:

- i) It was noted that bank overdrafts resulted in bank charges and associated taxes totalling \$479,507.68 were incurred during the period April 01, 2005 to January 31, 2006, as listed below:

Month	Amount (\$)
January 2006	67,702.06
December 2005	57,595.15
November 2005	25,146.92
October 2005	29,302.72
October 2005	61,068.05
October 2005	32,808.10
July 2005	33,385.22
June 2005	38,890.54
May 2005	19,181.00
April 2005	<u>114,427.92</u>
Total	<u>\$479,507.68</u>

- ii) Cheques outstanding in excess of six (6) months totalling \$2,341,136.23 were included in the reconciliation statement instead of being written back to the Cash Book, despite the fact that all the statements were approved by the Bank Reconciliation Supervisor.
- iii) It was noted that cheque No. 183453 dated January 04, 2006 payable to Michelle Grant amounting to \$2,550.00 was presented and encashed by the bank although there was only one signatory.

Implications

- i) Incurring of bank overdraft may be the result of poor cash management, however, the pattern of the overdrafts indicated that this facility may have been used as a source of financing. This is in breach of Section 3.01.01 of the Guidelines to Financial Management in Public Sector Entities which states that 'no public entity may commit or borrow money or enter into negotiations or access advances (loans or overdrafts) whether locally or overseas without the prior approval of the Ministry of Finance, since these are in effect contingent liabilities of the Government.
- ii) The inclusion of stale dated cheques in the outstanding cheque lists has resulted in understatement of the Cash Book balance.

Recommendations

The Bank Reconciliation Supervisor should investigate stale dated cheques as part of the review function before signing the statements. The amounts should be promptly written back to the cash Book.

6. Unauthorised Expenditure

There was no evidence that the Ministry of Finance's approval was obtained for the following expenses incurred on behalf of the Ministry of Education. Documentary evidence of requests from the Ministry and the nature of the payments suggested that they should properly be made from the Ministry's budget.

Date	Payee	Details	Amount (\$)
25.05.05	Budget Rent A Car	Motor vehicle rental for Minister of Education	522,093.76
02.06.05	Shortwood Teachers College	Charges for CAHE Conference	180,054.00
04.02.05	Ministry of Education	Tribute to Manley Concert	1,500,000.00
04.02.05		School fee – Reddington McIntyre	60,000.00
31.03.03		Education Task Force Luncheon	17,836.50
30.09.05	Appliance Traders	12 water coolers for the Ministry of Education	742,028.69
29.06.04	Institute of Jamaica	Develop Garvey Museum	5,600,000.00
07.04.04		Security Expense: Liberty Hall	441,945.00
09.05.05	Jamaica Information Service	Minister's photograph	126,000.00

Implication

This not only contravened Section 3.02 (.06) of the Guidelines to Financial Management in Public Sector Entities which states that no financial accommodation should be extended by an entity to other enterprises or public bodies without the prior approval of the Financial Secretary, but also by-passed Parliamentary control and understated expenditure of the Ministry.

Recommendation

Prior approval of the Ministry of Finance should be obtained and provisions made in the Estimates for approval in the House of Representatives.

7. Motor Vehicle Rental

Ministry of Finance's approval was not sought for the rental of motor vehicle in at least thirteen occasions at a total cost of \$522,093.76.

Implication

This breached Section C.17 of the revised Motor Vehicle Policy which states that, except in cases of dire emergency, no hireage of motor vehicles should be entered into without the specific permission of the Ministry of Finance & Planning. In addition, the circular states that the contract should not exceed three days.

Recommendation

The Trust is also obligated to adhere to the directives issued by the Ministry of Finance in its comprehensive motor vehicle policy. Please comply with the Ministry's guidelines.

Your responses to the foregoing observations and recommendations are anticipated.


for Auditor General

C. Permanent Secretary
Ministry of Education & Youth

Mrs. A. Rhoden
Deputy Financial Secretary – Public Enterprises Division

Enclosure 11

**GAZETTED BOARD
APPOINTMENTS**
(September 1, 2006 – August 31, 2009)



THE

JAMAICA GAZETTE

383

Vol. CXXIX

THURSDAY, SEPTEMBER 21, 2006

No. 38

The following Notifications are, by command of His Excellency the Governor-General, published for general information.

K. G. SEWELL-MILLS, (MS.)
Governor-General's Secretary.

GOVERNMENT NOTICES

APPOINTMENTS

No. 145

The Governor-General, acting on the advice of the Public Service Commission, has approved the appointment of Mr. Michael C. Gentles, Deputy Postmaster General as Postmaster General with effect from 1st August, 2006.

No. O.S.C. PB/G 2296

No. 146

The Minister of Education and Youth has appointed the following persons chairman and members of the HEART Trust/NTA, for the period September 1, 2006, to August 31, 2009.

Mrs. Sandra Glasgow—*Chairman*

Mrs. Maria Jones

Mr. Vivian Crawford

Ms. Dawnett Turner

Mr. Julian Robinson

Ms. Greta Bogues

Ms. Sheryl White-McDowell

Ms. Patrice Samuels

Ms. Sherene Shakes

Mr. Haldene Morris

Ms. Barbara McKoy

Ms. Lola Fung-Wright

Mr. Kingsley Palmer

Ms. Myrtle Dwyer

Mr. Junior Rose

Mr. Ohene Blake

Mr. Caswell McLeish

Members

Mr. Robert Gregory |
Rev. Wellesley Blair | *Members*

COMMISSION OF THE PEACE

No. 147

JUSTICES OF THE PEACE: OFFICIAL SEALS

The Permanent Secretary in keeping with section 7(5) of the Justices of the Peace (Official Seals) Act, 2002, has accepted the recommendation of the Custos Rotulorum in the Parish, and has revoked the Official Seal listed below.

D00317

ACTING APPOINTMENTS

No. 148

The Governor-General, upon the recommendation of the Public Service Commission, has approved the acting appointment of Mrs. Pauline Beverley, Senior Director, Criminal and Civil Justice (SEG IV), Ministry of Justice, as Permanent Secretary in the Ministry of Justice with effect from July 31, 2006, and until further orders consequent on the grant of vacation leave to Mrs. Carol Palmer.

No. O.S.C. C4835/S1

No. 149

The Governor-General, upon the recommendation of the Public Service Commission, has approved the acting appointment of Mrs. Angella Buchanan, Director, Programmes Management and Coordination (SEG IV), Ministry of National Security, as Permanent Secretary in the Ministry of National Security with effect from August 30, 2006, and until further orders consequent on the grant of vacation leave to Mr. Gilbert Scott.

No. O.S.C. C4835/S1

PROMOTIONS

No. 150

The Governor-General, acting on the advice of the Police Service Commission, has approved the appointment of Sergeant Fitzroy Rhoden as Inspector of Police with effect from January 1, 2006.

No. O.S.C. C.3451²

No. 151

The Governor-General acting on the advice of the Police Service Commission, has approved the appointment of Sergeant Bertland L. O'Connor as Inspector of Police with effect from February 1, 2006.

No. O.S.C. C.3451²

MISCELLANEOUS

No. 152

THE INCOME TAX ACT

THE INCOME TAX (REMISSION OF TAX) (SOGEA SATOM) NOTICE, 2006

1. This Notice may be cited as the Income Tax (Remission of Tax) (Sogea Satom) Notice, 2006.
2. The Minister in exercise of his power under section 86 of the Income Tax Act and being

satisfied that it is just and equitable so to do, hereby remits the whole of the income tax payable on income in the amount of Twenty Five Million Six Hundred and Sixty Eight Thousand Seven Hundred and Forty Seven Dollars (\$25,668,747.00) by the Sogea Satom during the period January 1, 2005, to December 31, 2005.

Dated this 7th day of September, 2006

OMAR DAVIES,
Minister of Finance and Planning.

No. 108/2381

GENERAL NOTICES

MISCELLANEOUS

4--4

THE PATENT ACT

Notice is hereby given that David Watt, Businessman/Farmer of 17 Willow Road, Stony Hill, in the Parish of St. Andrew has made application to His Excellency the Governor-General of Jamaica for Letters Patent in respect of an invention for "SELF-PROPELLED GENERATOR".

Dated this 15th day of August, 2006.

DAVID WATT,
By: ROBINSON, PHILLIPS & WHITEHORNE. (19)

4--4

THE PATENT ACT

Notice is hereby given that Accentus Plc, a corporation organized and existing under the laws of the United Kingdom, located at 329 Harwell, Didcot, Oxfordshire, OX11 0QJ, United Kingdom, has made application to His Excellency the Governor-General of Jamaica for Letters Patent in respect of an invention for "PRODUCTION OF CRYSTALLINE MATERIALS BY USING HIGH INTENSITY ULTRASOUND".

Dated this 22nd day of August, 2006.

SMITHKLINE BEECHAM, PLC,
By: LIVINGSTON, ALEXANDER & LEVY. (20)

4--3

THE PATENT ACT

Notice is hereby given that Peter S. Goldson of 21 East Street, City and parish of Kingston, has applied to the Governor-General for Letters Patent for the invention "PYRAZINEDICARBOXAMIDES AND THEIR USE", which has been communicated to him from abroad by Bayer Healthcare AG, located at 51368 Leverkusen, Germany.

Dated this 4th day of May, 2006.

PETER S. GOLDSON. (15)

4--3

THE PATENT ACT

Notice is hereby given that Peter S. Goldson, of 21 East Street, City and Parish of Kingston, has applied to

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Enclosure 12

**CORRESPONDENCE FROM
FACTORIES CORPORATION
OF JAMAICA**



1 King Street, P.O. Box 720, Kingston, Jamaica
Tel: 922-8471-2, 924-9600-1, Fax: 924-9630
E-Mail Address: factories@cwjamaica.com

October 12, 2006

The HEART Trust/NTA
Corporate Offices
6B Oxford Road
Kingston 5

Attention: Ms. Debbie Ann Robinson

Dear Sirs:

1. **76 MARCUS GARVEY DRIVE, KINGSTON – 4,275.09 SQ. M.**
2. **CULLODEN, WESTMORELAND 7,973.872 SQ.M.**

We refer to the various correspondence in this matter ending with ours dated September 5, 2006. While we continue to await your counter proposal in respect of the outstanding sums, it is imperative that lease agreements be established immediately to formalize your occupancy of the captioned properties. The Corporation therefore extends to HEART Trust/NTA an offer to lease the said properties on the following terms and conditions:

1. **TERM**

Five (5) years

EFFECTIVE DATE

November 1, 2006

<u>RENT</u>	RATE PER SF.	RENT PER ANNUM	RENT PER MONTH
Year 1	US\$37.66 /sm. pa.	US\$160,999.89	US\$13,416.66
Year 2	US\$38.79 /sm. pa	US\$165,830.74	US\$13,819.23
Year 3	US\$39.95 /sm. pa	US\$170,789.85	US\$14,232.49

Corporate Secretary/Legal Counsel's Office

RECEIVED

18/10/06
Date

Signature

Agreed to
Mrs. S. Glasgow, Chairman
Mr. R. Gregory, Executive
Director
Mrs. C. Dickson-Elliott,
Mrs. Dr. H. P.

October 12, 2006

Rates for years 4 & 5 will be determined at the end of year 3. GCT is to be added to the above rates.

SECURITY DEPOSIT

You will be required to provide a security deposit in the amount of US\$46,891.22 representing three (3) months rent inclusive of GCT.

STAMP DUTY

The lease stipulates that you pay one half of the fees for stamping the agreement. The total fees amount to US\$2,240.00 and you will be required to pay US\$1,120.00 on the signing of the lease agreement.

2. CULLODEN, WHITEHOUSE WESTMORELAND 7,973.872 SQ.M.

TERM

Five (5) years

EFFECTIVE DATE

November 1, 2006

<u>RENT</u>	<u>RATE PER SM.</u>	<u>RENT PER ANNUM</u>	<u>RENT PER MONTH</u>
Year 1	\$70.00 /sm. pa.	\$558,171.04	\$46,514.25
Year 2	\$77.00 /sm. pa	\$613,988.14	\$51,165.68
Year 3	\$84.70 /sm. pa	\$675,386.96	\$56,282.25

Rates for years 4 & 5 will be determined at the end of year 3. GCT is to be added to the above rates.

Page 3
The HEART Trust/NTA

October 12, 2006

SECURITY DEPOSIT

You will be required to provide a security deposit in the amount of \$162,567.30, representing three (3) months rent inclusive of GCT.

STAMP DUTY

The lease stipulates that you pay one half of the fees for stamping the agreement. The total fees amount to \$7,290.00 and you will be required to pay \$3,645.00 on the signing of the lease agreement.

Kindly sign and return the enclosed copy letter by October 25, 2006, signifying your acceptance of the foregoing.

Yours sincerely,
FACTORIES CORPORATION OF JAMAICA LIMITED



DESMOND SICARD
Estate Manager

DS/dj

Enc.

I agree to the foregoing terms and conditions.

Signed: _____

Dated: _____

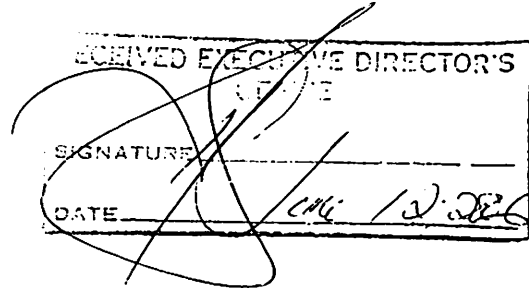
c. Ambassador Stewart Stephenson
General Manager, FCJ



1 King Street, P.O. Box 720, Kingston, Jamaica
Tel: 922-8471-2, 924-9600-1, Fax: 924-9630
E-Mail Address: factories@cwjamaica.com

June 8, 2006

HEART Trust/NTA
6B Oxford Road
Kingston 5



Attention: Mrs. Christine Dixon-Edwards

*c: Mr. Delisle - Ann
Lohman*

Dear Sirs

RE: LANDS AT CULLODEN AND 76 MARCUS GARVEY DRIVE

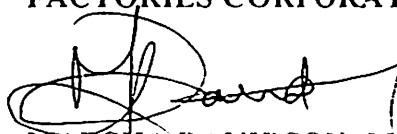
Reference is made to our letters dated February 7, 2006, January 20, 2006, November 3, 2005, July 19, 2005 and numerous other letters dating back to 2004 and indeed 1994. (All copies are attached for ease of reference.)

Despite our numerous attempts, we have not had the opportunity to discuss this matter with you and hereby request a meeting at this time as we are anxious to regularize the occupancy of HEART Trust/NTA at the captioned properties.

Resolution of this situation has been delayed over a protracted period and during this time Factories Corporation of Jamaica Ltd. has not received any compensation from the assets being enjoyed by HEART. **It is therefore imperative that either a lease or sale agreement be executed immediately.**

We anticipate your urgent response given the circumstances outlined herein.

Yours sincerely,
FACTORIES CORPORATION OF JAMAICA LTD.


MARSHA DAVIDSON (Mrs.)
Deputy General Manager

Corporate Secretary/Legal Counsel's Office

RECEIVED

12/10/06 *Brunet*
Date Signature

c.c. Mr. Robert Gregory - HEART Trust/NTA

Attach.

DIRECTORS: Senator Noel B. Sloley (Chairman) • Mr. Delano Barnett • Mr. Winston Boothe
Mr. Gordon Brown • Ms. Nicole Foga • Mrs. Hilma McNeil-Daniel • Mr. Julian Robinson
Mrs. Beverly Rose-Forbes • Mr. Robert Stephens • Mr. Clive Tanner

Enclosure 13

**FINANCE COMMITTEE
MINUTES**

(Meeting held October 18, 2006)



HEART TRUST/NTA

MINUTES OF THE FINANCE COMMITTEE MEETING

HELD WEDNESDAY, OCTOBER 18, 2006

AT THE CORPORATE OFFICES, 6B OXFORD ROAD, KINGSTON 5

PRESENT WERE:

Mr Julian Robinson	-	Chairman
Mr Vivian Crawford	-	Member
Ms Greta Bogues	-	Member
Ms Anya Schnoor	-	Member
Mr Junior Rose	-	Member
Mr Donald Foster	-	Chief Technical Director
Mrs Christine Dickson Edwards	-	Senior Director, HEART Trust Fund

1. CALL TO ORDER

The Chairman called the meeting to order at 1:32 p.m. and welcomed everyone present.

2. APOLOGIES FOR ABSENCE

An apology was tendered on behalf of Mr Robert Gregory.

3. AMENDMENT AND CONFIRMATION OF MINUTES

The following amendments were made to the Minutes of September 29, 2006

Matters Arising

Second Paragraph

**“....non-circulation of the audited statements to the member....”
should be amended to read “....non-circulation of the audited
statements to the members.....”**

Penultimate Paragraph

“....the Finance Committee approved the audited statements.” should be amended to read **“....the Finance Committee approved the audited statements and recommended that they be sent to the Audit Committee for ratification.”**

The Minutes of Meeting held September 29, 2006 were confirmed on a motion by Mr Vivian Crawford and seconded by Mrs Dickson Edwards.

The following amendments were made to the Minutes of May 17, 2006

Projects for Approval

“....that a profile/résumé of the individuals” should be amended to read **“.....that going forward a profile/résumé of the individuals**

The Minutes of Meeting held May 17, 2006 were confirmed on a motion by Ms Bogues and seconded by Mr Vivian Crawford.

4. MATTERS ARISING

➤ Electricity Consumption – National TVET Centre

The Senior Director, HTF, reported that after the passage of Hurricane Ivan some of the electrical wires in the Jamaica Public Service Company (JPSCo) meter had become loose and contributed to the meter registering a decrease in usage.

The JPSCo had conducted their audit. An electrical contractor, acting on HEART Trust/NTA's behalf actually confirmed the JPSCo's findings. Correct billings were now being done. However, the current budget was done based on the old reading thereby resulting in a significant variance.

➤ The Fourth Schedule

The Senior Director, HTF, reported that there had not been any definite word from the Ministry of Finance & Planning regarding the amendment of the Fourth Schedule except that they were working on it.

ACTION

➤ Audit for the Financial Year Ended March 31, 2006 by Auditor General's Office

The Senior Director, HTF, said that the exit interview had been conducted and the audit had been completed. HEART Trust/NTA was currently preparing its response to the audit queries. One of the issues identified was expenditure on behalf of the Ministry of Education & Youth.

Each year a copy HEART Trust/NTA's budget was submitted to the Ministry of Finance & Planning and tabled in Parliament. The Ministry of Finance & Planning had never yet stated any objections to the budget, hence HEART Trust/NTA had been operating on the assumption that the budget was approved. The Ministry of Finance & Planning's objection to the particular expenditure re the Minister of Education & Youth was that it did not relate directly to training. The HEART Trust/NTA had since written to the Ministry of Finance & Planning, submitting the invoices and reasons for the expenditure, seeking approval and guidance on how to proceed.

The Auditor General raised the concern that the organisation was not collecting returns on investments promptly from the Bank of Jamaica (BOJ) and thereby losing interests. HEART Trust/NTA would now collect the cheques from the BOJ instead having them delivered by the Bank.

A specified sum as stipulated by the BOJ was lodged to the BOJ on behalf of the Runaway Bay Academy. The Financial Analyst at HEART Trust/NTA's Corporate Office was responsible for monitoring the investment market.

It was stated that the Chairman of HEART Trust/NTA's Board wanted the Audit Committee to review HEART Trust/NTA's response to the Auditor General.

➤ External Funding

The Senior Director, HTF, stated that HEART had written to the Ministry of Finance & Planning, withdrawing its request for approval to seek funding to finance capital building projects. The reason for the withdrawal was due to increased levels of 3% collections over budgeted amounts.

It was felt that HEART Trust/NTA could still seek the Ministry's approval in the event that the situation for external funding should ever arise again then HEART Trust/NTA would have already had the approval to proceed in principle.

➤ Investment

The Senior Director, HTF, said that there was a reserve of approximately \$700m. In previous years investment schedules it was intended to have \$1b in investments. However, this did not meet with the approval of the Board. Most of the Trust's investments were in Government Papers. HEART Trust/NTA had the related instruments in its possession.

➤ School of Cosmetology

The Senior Director, HTF, reported that the NCC and Cabinet had approved the variations. The construction was on target and had now reached the second floor.

➤ Personal Indemnity

The Committee was informed that HEART Trust/NTA's Legal Counsel was handling the matter on behalf of the Board. This service was provided for the pension fund and now it would be extended to the Board.

5. STATISTICAL SUMMARY & UPDATE

The Chief Technical Director reported that we were ahead of target. The report was somewhat incomplete and the Chief Technical Director promised to have it updated for the next meeting of the Committee.

YTD planned enrolment was 41,711 and actual enrolment was 50,739. The YTD planned admissions were 16,881 with the actual being 29,181. YTD planned completions were 11,260 while the actual was 16,779. Termination stood at 990. Termination usually occurred as a result of gaining employment or migrating.

The Apprenticeship Programme was still in operation. HEART Trust/NTA was trying to regularise it along with the school leavers' programme.

6. FINANCIAL STATEMENTS – SEPTEMBER 2006

The revenue, expenditure, surplus/(deficit) and investments for the month of September 2006 were:

	CURRENT MONTH			YEAR TO DATE		
	Actual \$m	Budget \$m	Last Year \$m	Actual \$m	Budget \$m	Last Year \$m
Revenue	370.07	356.30	327.85	2,143.82	1,992.97	1,816.58
Expenditure	318.04	360.73	305.04	2,021.82	2,233.55	1,912.71
Surplus/(Deficit)	52.03	(4.43)	22.81	122.00	(240.58)	(96.12)
Investments	761.17					

Revenue for the month of September was \$370.07m or 3.86% above the budgeted \$356.30m and 12.87% above the \$327.85m earned September 2005.

Income from the Runaway Bay Resort was \$5.09m net of GCT, (September 2005 – \$4.20m) based on an occupancy level of 49% (September 2005 – 47%) and an average room rate of \$4,244 per night (September 2005 – \$3,084.75).

Other major revenue earners for September 2006 were:

Media Services	-	\$5.01m
Ebony park Farm	-	\$2.49m
Kenilworth Academy	-	\$2.35m
Garmex ATC	-	\$2.18m
VTDI	-	\$1.63m

3% Contributions

	CURRENT MONTH			YEAR TO DATE		
	Actual \$m	Budget \$m	Last Year \$m	Actual \$m	Budget \$m	Last Year \$m
Kingston & St Andrew	233.05	217.89	197.66	1,333.91	1,248.87	935.13
Rural Collectrates	100.86	90.97	78.04	613.03	521.39	396.84
Total	333.91	308.86	275.70	1,946.94	1,770.26	1,331.97

Arrears identified during the month from 70 firms amounted to \$38,643,588.42 and included the following

:

			<u>Date of Audit</u>
Jose Cartellone Construccoes Ltd	-	\$1,854,965.81	29/08/06
Advanced Digital Services Ltd	-	\$1,248,685.11	15/08/06
Sure Service Corporation Ltd	-	\$1,212,190.87	23/08/06
Novelty Gimmicks Ltd	-	\$ 934,527.96	15/08/06
Watt King & Robinson Ltd	-	\$ 809,790.07	16/08/06

Included in this amount was payment of \$1,182,751.68 from 12 new contributors. Arrears payments totalling \$9,105,050.01 were received from 206 firms.

Expenditure

Expenditure for the month of September 2006 was \$318.04m or 11.83% below the budgeted \$360.73m and 13.00% above the \$305.04m incurred last year.

Surplus/Deficit

The surplus for the month of September 2006 was \$52.03m or 1,274.49% above the budgeted (\$4.43m) deficit and 128.10% above the \$22.81m surplus generated September 2005.

Investments

Investments at the end of the period were \$761.17m. At balance sheet date, the rates of returns ranged between 3.40% and 6.00% (foreign exchange rate) and 8.45% and 17.46% (local currency).

Income Tax

Income Tax was paid quarterly. The Tax Department at PricewaterhouseCoopers would usually assist with the necessary calculations.

Commercial Enterprises

Runaway Bay Hotel & Training Institute

The Committee expressed its concern with the loss in revenue shown by the Institute. This was mainly as a result of the shortfall in overseas visitors. The Committee, however, asked that a review of operations and projections be done so as to return the Institute to some form of profitability.

Boys Town Canteen

The Centre continued to operate at a loss. An enquiry into the operations of the Boys' Town VTC was completed and the findings were being analysed. A report would then be made to the Audit Committee and recommendations for future operations would be provided.

Ebony Park Academy

The Strategic Plan was submitted to the Board of Directors. The Committee also expressed its concern with the Academy's operations as it continued to record losses even after the Strategic Plan was presented. It was felt that a report on the current operations against the Strategic Plan should be submitted.

8. BOARD OF SURVEY

A list of items for disposal by dumping or auctioning was submitted for ratification/approval by the Committee.

The view was expressed that staff should not be given first preference in acquiring the vehicles that were being disposed. A projector that was purchased had the wrong specifications and was being put up for auction. The Committee sought clarification as to why this incorrect purchase was made and if another department could use it.

9. NARRATIONS ON USE OF COMPANY SEAL

The Seal was affixed to contractual documents numbered 314/06 – 341/06, covering the period May 16, 2006 – October 9, 2006.

10. CLOSURE

The meeting was brought to closure at 2:50 p.m.



**HEART Trust/National Training Agency
Procurement Report
For the Period
2006 April 1 to 2006 September 30**

Listed below is a summary of the procurement activities for the captioned period:

Month	Number of Purchase Orders	Total Commitment Value	Year-to-Date Value
April	983	\$37,136,346.00	\$ 37,136,346.00
May	984	\$46,956,973.00	\$ 84,093,319.00
June	1391	\$46,885,652.00	\$130,978,971.00
July	1375	\$43,639,238.00	\$174,618,209.00
August	1349	\$60,281,516.00	\$234,899,725.00
September	1323	\$52,143,223.00	\$287,042,948.00

Purchase Orders processed in excess of \$4m

Month	Contract	Contract Amount
April	Nil	Nil
May	<u>Cabinet Submission</u> Re: Variation on School of Cosmetology Project	\$35,971,113.00
June	Nil	Nil
July	General Security Fees	\$4,854,445.00
August	Vehicle (KIG)	\$6,190,384.26
September	Nil	Nil

Contracts Agreements

Month	Contract	Contract Amount
July	Proposed Guard House - LEAP Centre	\$836,286.00
	Windows to IT Lab - Stony Hill	\$1,164,564.00
	Proposed Guard House - Garmex Academy	\$780,360.00
August	Repair to Roof – Ripon Road	\$698,050.02
September	Early Childhood Laboratory – Garmex Academy	\$299,436.20

Enclosure 14

**LETTER TO MINISTRY OF EDUCATION &
YOUTH RE: REPEAL OF THE
APPRENTICESHIP ACT**

very per



The HEART Trust/NTA
Corporate Offices
6B Oxford Road
Kingston 5
Jamaica W.I.
Tel: 929-3410-8, 960-7635-6
Fax: (876)929-0849
www.heart-nta.org

October 13, 2006

Mrs. Maria Jones
Permanent Secretary
Ministry of Education and Youth
2 National Heroes Circle
Kingston 4

Corporate Secretary/Legal Counsel's Office

RECEIVED

13/10/06
Date
Signature
Seen 13/10/06
Dra

Dear Mrs. Jones:

As promised at the last meeting of the Board of HEART/NTA I submit the proposal for the repeal of the Apprenticeship Act of 1954 along with a copy of the said Act.

We thank you in advance for piloting this recommendation through our Minister and the appropriate channels.

Yours truly,
HEART TRUST/NTA

ROBERT GREGORY
EXECUTIVE DIRECTOR

Cc: Sebastian Robinson

Core Values
Customer Satisfaction
Integrity
Learning, Creativity and Innovation
Advancement
Partnership
Hardwork

Chairman of the Board
Alister G. Cooke

Executive Director

Enclosure 15

**LETTER FROM MINISTRY OF EDUCATION
& YOUTH RE: REPEAL OF THE
APPRENTICESHIP ACT**

REPLY OR SUBSEQUENT REFERENCE
TO THIS COMMUNICATION SHOULD
BE MADE TO THE PERMANENT
SECRETARY AND THE FOLLOWING
REFERENCE QUOTED:

NO. PS/H1/1490



Ministry of Education and Youth
2 National Heroes Circle
Kingston 4; Jamaica, West Indies
Tel: 876-922-1400 -9
www.moeyc.gov.jm

October 18, 2006

Mr. Robert Gregory
Executive Director
HEART Trust/NTA
6B Oxford Road
Kingston 5

Dear Mr. Gregory:

Repeal of the Apprenticeship Act of 1954

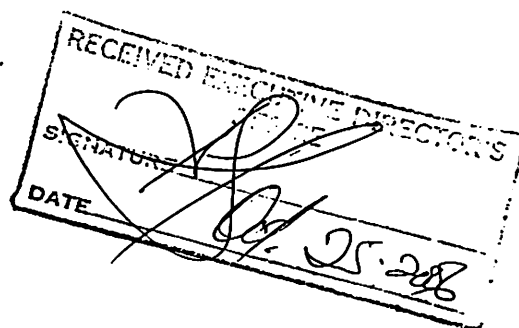
I write to acknowledge receipt of your letter of October 13, 2006, and to advise that the matter has been referred to the Director, Executive Services, Mrs. Cheryl Davis Ivey, for action.

You may contact Mrs. Davis Ivey directly hereafter.

Yours truly:

Maria Jones (Mrs.)
Permanent Secretary

C: Mrs. Cheryl Davis Ivey



C: Mr. Tom McArdle
Mrs. Shelia O. Johnson

Corporate Secretary/Legal Counsel's Office
RECEIVED
30/10/06
Date
Signature

Seen
30/10/06
DMK

Enclosure 16

**LETTER FROM THE MINISTER OF FINANCE &
PLANNING RE: HEART'S WITHDRAWAL OF
REQUEST FOR APPROVAL OF EXCESS
EXTERNAL FUNDING FROM SELECTED
FINANCIAL INSTITUTIONS**



OFFICE OF THE MINISTER OF FINANCE & PLANNING

October 19, 2006

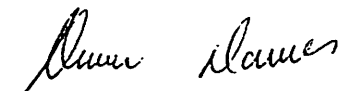
Mr Robert Gregory
Executive Director
HEART Trust
6B Oxford Road
Kingston 5

Dear Mr Gregory:

I acknowledge receipt of your letter dated October 10, 2006 withdrawing your request that approval be granted to HEART/NTA to access external funding from selected financial institutions.

I must express pleasure that the request has been withdrawn because collections have been in excess of the amounts budgeted.

Yours sincerely,


Omar Davies, MP
Minister

Corporate Secretary/Legal Counsel's Office

RECEIVED

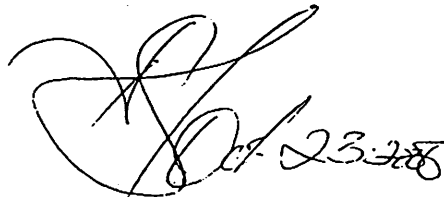
30/10/06

Date

Bhinger

Signature

See 30/10/06
JAR


Oct 23 2006

Copy

Mrs Dickson Edwards
26/10/06

RECEIVED HEART TRUST FUND

DATE

30/10/06

MINISTRY OF FINANCE & PLANNING

30 National Heroes Circle, P O Box 512, Kingston 4, Jamaica Tel.: (876) 922-8600-16. Fax (876) 922-8804
Email: hmf@mof.gov.jm

Enclosure 17

JDF PROJECT UPDATE

(To be Tabled)

Enclosure 18

**BOARD SUB-COMMITTEES
MEMBERSHIP**

HEART Trust / NTA COMMITTEE MEMBERSHIP 2006-2009

	Board	Finance (incorporat ing Board	Audit	Projects	Corporate Governance	IT	Human Resources	Pension	Total incl Pension	MAC Chairs
Meetings										
Frequency	Monthly	Monthly	2 mths	Monthly	2 mths	Quarterly				
Date	4th Wed	Monday before Bd. Meeting	2nd Tues	2nd Tues	2nd Wed					
1 Sandra Glasgow	Chair									
2 Robert Gregory	Exec Director	M	M			M				
3 Greta Bogues	Director	M			Chair					
4 Vivian Crawford	Director	M	Chair							
5 Maria Jones	Director	Unable to serve on Sub-Committees								
6 Junior Rose	Director	M								
7 Dr. Halden Morris	Director			M	M					
8 Sherryl White McDowell	Director				M	M				
9 Julian Robinson	Director	Chair				Chair				
10 Patrice Samuels	Director		M				M	M		
11 Sherine Shakes	Director		M			M	Chair			
12 Dawnett Turner	Director		M	Chair	M					
13 Ohene Blake	Director					M				
14 Barbara McKoy	Director			M						
13 Myrtle Dwyer	Director									
14 Caswell McLeish	Director						M			
15 Kingsley Palmer	Director						M			
16 Lola Fong-Wright	Director									
17 Bishop Wellesley Blair	Director			M						
Total		5	4	4	4	3		2		
Non-Board members										
1 Dennis Morrison								Chair	1	
2 Dudley Shields			M					M	1	
3 Alvin Henry			M						1	
4 Carole McDowell			M							
5 David White						M				
6 Jacqueline Leckie-Johnson			M			M			1	
7 Courtland Soares						M			1	
Anya Schnoor		M								
Total		6	7	4	4	5		4		
Secretary	D.R	F. Edwards	DR	V Hitchman	DR	DR/BW				
Senior Staff in attendance										
Christine Dickson-Edwards		CDE	CDE							
Donald Foster		DF								
Colin Barnett							CB			
Malcolm Cameron(Auditor)			MC							
Director, Finance			Dfin							
Michael HoSue						MHS				
Sonia Lynch							SL	SL		

Enclosure 19

**DRAFT AUDITED FINANCIAL
STATEMENTS 2005-2006**

PricewaterhouseCoopers
Scotiabank Centre
Duke Street
Box 372
Kingston Jamaica
Telephone (876) 922 6230
Facsimile (876) 922 7581

The Directors
Human Employment and Resource Training Trust
6b Oxford Road
Kingston 5

25 October 2006

Attention: Mrs. Christine Dickson-Edwards

Corporate Secretary / Legal Counsel's Office
RECEIVED
31/10/06 [Signature]
Date Signature
[Signature] 31/10/06 As

**RE: AUDITED FINANCIAL STATEMENTS OF THE TRUST
FOR THE YEAR ENDED 31 MARCH 2006**

Dear Sirs

We take pleasure in enclosing two (2) revised final draft copies of the above mentioned financial statements for your review and approval.

A copy of the draft financial statements should be signed by two directors on behalf of the Board, and the completed representation letter which was sent to you under cover letter dated 27 July 2006 should be signed and dated as of the same date that the financial statements are approved by the directors.

The approved draft financial statements and the signed representation should be returned to us for the completion of our audit report.

Yours very truly

PricewaterhouseCoopers
LAM:GM:ab

Enclosures

RECEIVED HEART TRUST FUND

DATE 26/10/06

**Human Employment and Resource
Training Trust**

**Financial Statements
31 March 2006**

Human Employment and Resource Training Trust

Index

31 March 2006

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To the Board of Directors of
Human Employment and Resource Training Trust

Auditors' Report

We have audited the accompanying balance sheet of Human Employment and Resource Training Trust as of 31 March 2006 and the related income and expenditure statement, statement of changes in financing and statement of cash flows for the year then ended. We have received all the information and explanations which we considered necessary. These financial statements set out on pages 1 to 27 are the responsibility of the Trust's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with International Standards on Auditing. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, proper accounting records have been kept and the accompanying financial statements, which are in agreement therewith, give a true and fair view of the financial position of the Trust as at 31 March 2006, and of the results of operations, changes in financing and cash flows for the year then ended, in accordance with International Financial Reporting Standards.

Chartered Accountants
Kingston, Jamaica

Human Employment and Resource Training Trust

Income and Expenditure Account

Year ended 31 March 2006

(expressed in Jamaican dollars unless otherwise indicated)

	Note	2006 \$'000	2005 \$'000
Income			
Employers' 3% contribution		3,486,532	3,083,115
Finance income	5	107,841	193,773
Grants		6,996	-
Institutional earnings		339,227	301,348
Profit on sale of property, plant & equipment		125	6,315
Other income	7	35,773	6,133
		<u>3,976,494</u>	<u>3,590,684</u>
Expenses			
Facilities costs		742,958	655,832
Personnel/administration costs	8	516,621	486,639
Impairment charge	10	31,578	59,298
Other operating costs		250,385	183,990
Training costs		2,305,788	2,094,354
Refurbishing of technical high schools		27,413	20,376
		<u>3,874,743</u>	<u>3,500,489</u>
Surplus before Taxation		101,751	90,195
Taxation	9	(43,658)	(48,218)
NET SURPLUS		<u>58,093</u>	<u>41,977</u>

Human Employment and Resource Training Trust

Balance Sheet

31 March 2006

(expressed in Jamaican dollars unless otherwise indicated)

	Note	2006 \$'000	2005 \$'000
ASSETS			
Non-Current Assets			
Property, plant and equipment	10	1,666,101	1,562,877
Construction in progress	11	49,947	29,973
Pension plan asset	12	509,086	371,856
Loans receivable	13	15,151	23,665
Investments	14	309,603	463,565
Intangible asset	15	20,007	21,331
		2,569,896	2,473,267
Current Assets			
Biological assets	16	10,368	10,342
Inventories	17	54,533	36,104
Receivables	18	136,171	135,004
Taxation recoverable		124,834	83,705
Cash and short term investments	19	686,970	727,561
		1,012,876	992,716
		3,582,771	3,465,983
RESERVES			
Accumulated HEART Fund		2,436,614	2,378,521
LIABILITIES			
Non-Current Liabilities			
Employee benefit obligation	12	110,869	92,312
Deferred income taxes	20	170,240	136,320
		281,109	228,632
Current Liabilities			
Bank overdraft	19	58,246	73,161
Payables	21	775,772	768,135
Taxation payable		9,738	-
Due to other agencies	22	21,292	17,534
		865,048	858,830
		3,582,771	3,465,983

Approved for issue by the Board of Directors on [date] and signed on its behalf by:

Director

Director

Human Employment and Resource Training Trust

Statement of Changes in Financing

Year ended 31 March 2006

(expressed in Jamaican dollars unless otherwise indicated)

	Fair Value Reserve \$'000	Accumulated HEART Fund \$'000	Total \$'000
Balance at 1 April 2004	8	2,336,544	2,336,552
Gains realised on available for sale investments	(8)	-	(8)
Surplus for year	-	41,977	41,977
Balance at 31 March 2005	-	2,378,521	2,378,521
Surplus for year	-	58,093	58,093
Balance at 31 March 2006	-	2,436,614	2,436,614

Human Employment and Resource Training Trust

Statement of Cash Flows

Year ended 31 March 2006

(expressed in Jamaican dollars unless otherwise indicated)

	Note	2006 \$'000	2005 \$'000
Cash Flow from Operating Activities			
Surplus for year		58,093	41,977
Adjustments for:			
Amortisation	15	9,517	1,081
Depreciation	10	123,355	132,114
Income tax charge	9	43,658	48,218
Interest income	6	(99,391)	(192,501)
Changes in retirement benefit assets		(118,673)	(45,117)
Write-off/impairment of property, plant and equipment		34,156	59,298
Profit on sale of property, plant and equipment		(125)	(6,315)
		<u>50,590</u>	<u>38,755</u>
Changes in operating assets and liabilities:			
Biological assets		(26)	-
Inventories		(18,429)	(9,369)
Receivables		(1,365)	(32,285)
Due from other agencies		-	10,405
Taxation recoverable		(41,129)	(27,937)
Payables		7,638	63,955
Due to other agencies		<u>3,758</u>	<u>3,115</u>
		1,037	46,639
Interest received		122,711	243,934
Taxation paid		-	(51,999)
Cash provided by operating activities		<u>123,748</u>	<u>238,574</u>
Cash Flows from Investment Activities			
Proceeds from sale of property, plant and equipment		741	7,965
Purchase of property, plant and equipment	10	(206,219)	(158,675)
Purchase of intangible asset	15	(8,193)	(18,685)
Proceeds from investments		415,684	270,478
Purchase of investments		(285,045)	(88,316)
Expenditure on construction in progress		(75,106)	(86,959)
Loans receivable		<u>8,714</u>	<u>(3,240)</u>
Cash used in investing activities		<u>(149,424)</u>	<u>(77,432)</u>
(Decrease)/increase in cash and cash equivalents		(25,676)	161,142
Cash and cash equivalents at beginning of year		<u>654,400</u>	<u>493,258</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	19	<u><u>628,724</u></u>	<u><u>654,400</u></u>

Human Employment and Resource Training Trust

Notes to the Financial Statements

31 March 2006

(expressed in Jamaican dollars unless otherwise indicated)

1. Identification and Activities

The Human Employment and Resource Training Trust (referred to as "the Trust") is a statutory body, incorporated in Jamaica under the Human Employment and Resource Training Act 1982 (HEART Act), with registered office at 6B Oxford Road, Kingston 5.

The main activities of the Trust comprise the development of and provision of finance for training schemes, employment opportunities for learners (trainees) and the co-ordination of technical training at the national level in Jamaica.

The HEART Act provides for the establishment of a special fund referred to as the HEART Fund, which requires employers to contribute 3% of their gross payroll to the Trust, less permitted payments to the Trust's registered learners. The Commissioner of Inland Revenue collects the contributions payable to the Trust, as defined by the Act, and deposits these amounts into the HEART Fund.

On 23 December 2003, Section 8 of the Human Employment and Resource Training Act 1982 ("the HEART Act"), which granted the Trust tax exempt status was removed. As a result of this amendment, the Trust is now liable to pay income tax on its surplus (Note 8).

2. Significant Accounting Policies

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

(a) Basis of preparation

These financial statements have been prepared in accordance and comply with International Financial Reporting Standards (IFRS), and have been prepared under the historical cost convention as modified by the revaluation of certain financial assets.

The preparation of financial statements in conformity with IFRS requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Trust's accounting policies. Although these estimates are based on managements' best knowledge of current events and action, actual results could differ from those estimates. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in Note 4.

Human Employment and Resource Training Trust

Notes to the Financial Statements

31 March 2006

(expressed in Jamaican dollars unless otherwise indicated)

2. Significant Accounting Policies (Continued)

(a) Basis of preparation (continued)

Standards, interpretations and amendments to published standards effective in the current financial year.

Certain new accounting standards, amendments and interpretations to existing standards have been published that became effective during the current financial year. The Trust has assessed the relevance of all such new standards, interpretations and amendments and has adopted the following IFRS, which are relevant to its operations. The 2005 comparative figures have been amended as required, in accordance with the relevant IFRS requirements.

IAS 1 (revised 2003)	Presentation of Financial Statements
IAS 2 (revised 2003)	Inventories
IAS 8 (revised 2003)	Accounting Policies, Changes in Accounting Estimates and Errors
IAS 10 (revised 2003)	Events after the Balance Sheet Date
IAS 16 (revised 2003)	Property, Plant and Equipment
IAS 21 (revised 2003)	The Effects of Changes in the Foreign Exchange rates
IAS 24 (revised 2003)	Related Party Disclosures
IAS 32 (revised 2003)	Financial Instruments: Disclosure and Presentation
IAS 36 (revised 2004)	Impairment of Assets
IAS 39 (revised 2003/2004)	Financial Instruments: Recognition and Measurement

The adoption of these standards did not result in substantial changes to the Trust's accounting policies. In summary:

- IAS 2, 8, 10, 16, 21, 32, (all revised 2003), IAS 36 (revised 2004) and IAS 39 (revised 2003/2004) had no material effect on the Trust's policies.
- IAS 24 (revised 2003) has affected the identification of related parties and some other related-party disclosures.

All changes in the accounting policies have been made in accordance with the transitional provisions in the respective standards. Except for IAS 39 where the de-recognition of financial assets is applied prospectively, all new standards, amendments and interpretations adopted by the Trust require retrospective application.

There was no impact on the accumulated surplus at 1 April 2005 from the adoption of any of the above-mentioned standards.

Human Employment and Resource Training Trust

Notes to the Financial Statements

31 March 2006

(expressed in Jamaican dollars unless otherwise indicated)

2. Significant Accounting Policies (Continued)

(a) Basis of preparation (continued)

Standards, interpretations and amendments to published standards that is not yet effective

At the date of authorisation of these financial statements certain new standards, amendments and interpretations to existing standards have been published that are mandatory for the Trust's accounting periods beginning on or after 1 April 2006 or later periods but which the Trust has not early adopted.

International Accounting Standard

- **IAS 19 (Amendment), Employee Benefits** (effective for financial periods commencing on or after 1 January 2006). This amendment introduces the option of an alternative recognition approach for actuarial gains and losses. It may impose additional recognition requirements for multi-employer plans where insufficient information is available to apply defined benefit accounting. It also adds new disclosure requirements. As the Trust does not intend to change the accounting policy adopted for recognition of actuarial gains and losses and does not participate in any multi-employer plans, adoption of this amendment will only impact the format and extent of disclosures presented in the accounts. The Trust will apply this amendment from annual periods beginning 1 April 2006.

International Financial Reporting Interpretations Committee

- **IFRIC 4, Determining whether an Arrangement contains a Lease** (effective for financial periods commencing on or after 1 January 2006). IFRIC 4 requires the determination of whether an arrangement is or contains a lease to be based on the substance of the arrangement. It requires an assessment of whether: (a) fulfilment of the arrangement is dependent on the use of a specific asset or assets (the asset); and (b) the arrangement conveys a right to use the asset. The Trust assessed the impact of IFRIC 4 and concluded that there are no transactions to which this applies. The Group will apply IFRIC 4 from annual periods beginning 1 April 2006.

(b) Revenue recognition

Interest income and institutional earnings are recorded on the accrual basis. Where collection of interest income is considered doubtful, interest income is thereafter recognised based on the rate of interest that is used to discount the future cash flows for the purpose of measuring the recoverable amount.

Any sale of goods or provision of service by the Trust is recognised on an accrual basis, on completion of the underlying service or transaction.

Gains and losses arising from trading in foreign currencies are recognised when realised and are shown net in the income and expenditure account.

Employers' contributions are recognised as income when received by the Trust from the Commissioner of Inland Revenue, as mandated by the HEART Act.

(c) Grant funds

Certain grant funds are administered by the Trust on behalf of other agencies. These amounts are treated as liabilities of the Trust until expended and are not included as income.

Grant funds received exclusively for the Trust are treated as income in the year they are received.

Human Employment and Resource Training Trust

Notes to the Financial Statements

31 March 2006

(expressed in Jamaican dollars unless otherwise indicated)

2. Significant Accounting Policies (Continued)

(d) Income taxes

Taxation expense in the income and expenditure account comprises current and deferred tax charges.

Current tax charges are based on taxable surplus for the year, which differ from the surplus before tax reported because it excludes items that are taxable or deductible in other years, and items that are never taxable or deductible. The Trust's liability for current tax is calculated at tax rates that have been enacted at balance sheet date.

Deferred tax is the tax expected to be paid or recovered on differences between the carrying amounts of assets and liabilities and the corresponding tax bases. Deferred income tax is provided in full, using the liability method, on temporary differences arising between the tax bases of assets and liabilities and their carrying amounts in the financial statements. Currently enacted tax rates are used in the determination of deferred income tax.

Deferred tax assets are recognised to the extent that it is probable that future taxable surplus will be available against which the temporary differences can be utilised.

Deferred tax is charged or credited in the income and expenditure, except where it relates to items charged or credited to equity, in which case, deferred tax is also dealt with in the accumulated fund.

(e) Property, plant and equipment

Furniture, fixtures, equipment and computers are shown at cost, less subsequent depreciation for these assets. All other property, plant and equipment are stated at historical cost less accumulated depreciation and impairment losses.

Depreciation is calculated on the straight-line basis at annual rates that will write off the carrying value of each asset over the period of its expected useful life. Annual depreciation rates are as follows:

Buildings	2½%
Motor vehicles	25%
Computers	33 ⅓%
Furniture, fixtures and equipment	10%
Utensils	20%
Leasehold improvements	over period of lease

Land is not depreciated.

Where the carrying amount of an asset is greater than its estimated recoverable amount, it is written down immediately to its recoverable amount.

Gains and losses on disposal of property, plant and equipment are determined by reference to their carrying amount and are taken into account in determining surplus.

Repairs and maintenance expenses are charged to the income and expenditure account during the financial period in which they are incurred. The cost of major renovations is included in the carrying amount of the asset when it is probable that the future economic benefits in excess of the originally assessed standard of performance of the existing asset will flow to the Trust. Major renovations are depreciated over the remaining useful life of the related asset.

Human Employment and Resource Training Trust

Notes to the Financial Statements

31 March 2006

(expressed in Jamaican dollars unless otherwise indicated)

2. Significant Accounting Policies (Continued)

(f) Intangible assets

Generally, costs associated with developing or maintaining computer software are recognised as an expense as incurred. However, costs that are directly associated with identifiable and unique software products controlled by the Trust, and which have probable economic benefits exceeding the cost beyond one year, are recognised as intangible assets.

Expenditure which enhances or extends the performance of computer software beyond their original specifications is recognised as capital improvement and added to the original cost of the software. Computer software costs are amortised using the straight-line method over their useful lives.

Intangible assets are reviewed periodically for impairment. Where the carrying amount of an intangible asset is greater than its estimated recoverable amount, it is written down immediately to its recoverable amount.

(g) Biological assets

Biological assets which include livestock are stated at their fair value. The fair value of livestock is determined based on market price of livestock at similar age breed and genetic merit.

(h) Employee benefits

(i) *Pension scheme*

The Trust operates a defined benefit plan. The scheme is generally funded through payments to a trustee-administered fund as determined by periodic actuarial calculations. A defined benefit plan is a pension plan that defines an amount of pension benefit to be provided, usually as a function of one or more factors such as age, years of service or compensation.

The asset or liability in respect of defined plans is the difference between the present value of the defined benefit obligation at the balance sheet date and the fair value of plan assets, adjusted for unrecognised actuarial gains/losses and past service cost. Where a pension asset arises, the amount recognised is limited to the net total of any cumulative unrecognised net actuarial losses and past service cost and the present value of any economic benefits available in the form of refund from the plan or reduction in future contributions to the plan. The pension costs are assessed using the Projected Unit Credit Method. Under this method, the cost of providing pensions is charged to the income and expenditure account so as to spread the regular cost over the service lives of the employees in accordance with the advice of the actuaries, who carry out a full valuation of the plan every year in accordance with IAS 19. The pension obligation is measured at the present value of the estimated future cash outflows using estimated discount rates based on market yields on government securities which have terms to maturity approximating the terms of the related liability.

A portion of actuarial gains and losses is recognised in the income and expenditure account if the net cumulative unrecognised actuarial gains or losses at the end of the previous reporting period exceeded 10 percent of the greater of the present value of the gross defined benefit obligation and the fair value of plan assets at that date. Any excess actuarial gains or losses are recognised in the income and expenditure account over the average remaining service lives of the participating employees.

(ii) *Other post-employment obligations*

The Trust also provides post-employment healthcare benefits to its retirees. The entitlement to these benefits is usually based on the employee remaining in service up to retirement age and the completion of a minimum service period. The expected costs of these benefits are accrued over the period of employment, using accounting methodology similar to that for defined benefit pension plans. These obligations are valued annually by independent qualified actuaries.

Human Employment and Resource Training Trust

Notes to the Financial Statements

31 March 2006

(expressed in Jamaican dollars unless otherwise indicated)

2. Significant Accounting Policies (Continued)

(h) Employee benefits (continued)

(iii) *Annual leave*

Employee entitlements to annual leave are recognised when they accrue to employees. A provision is made for the estimated liability for annual leave as a result of services rendered by employees up to the balance sheet date.

(i) *Impairment of long lived assets*

Property, plant and equipment and other non-current assets are reviewed for impairment losses whenever events or changes in circumstances indicate that the carrying amount may not be recoverable such circumstances include the results of physical counts and other examinations of these assets. An impairment loss is recognised for the amount by which the carrying amount of the asset exceeds its recoverable amount which is the higher of an asset's net selling price and value in use. For the purposes of assessing impairment, assets are grouped at the lowest levels for which they are separately identifiable cash flows.

(j) *Financial instruments*

A financial instrument is any contract that gives rise to both a financial asset in one entity and a financial liability or equity of another entity.

Financial assets

The Trust classifies its financial assets in the following categories: loans and receivables and available for sale. The classification depends on the purpose for which the financial assets were acquired. Management determines the classification of its financial assets at initial recognition and re-evaluates this designation at every reporting date.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for maturities greater than 12 months after the balance sheet date. These are classified as non-current assets and are included in long term receivables on the balance sheet.

Available-for-sale financial assets

Available for sale financial assets are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date. At the balance sheet date, the following financial assets were classified as available for sale: investments, receivables and cash and short term investments.

Financial liabilities

The Trust's financial liabilities are initially measured at cost, and are subsequently measured at amortised cost using the effective interest method. At the balance sheet date, the following items were classified as financial liabilities: bank overdraft and payables.

(k) *Inventories*

Inventories are valued at the lower of cost and net realisable value, cost being determined on a first-in, first-out basis.

(l) *Technical assistance*

The provision of technical assistance at no cost to the Trust is neither quantified nor included in these financial statements.

Human Employment and Resource Training Trust

Notes to the Financial Statements

31 March 2006

(expressed in Jamaican dollars unless otherwise indicated)

2. Significant Accounting Policies (Continued)

(m) Trade receivables

Trade receivables are carried at original invoice amount less provision made for impairment of these receivables. A provision for impairment of these receivables is established when there is objective evidence that the Trust will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the carrying amount and the recoverable amount, being the present value of expected cash flows, discounted at the market rate of interest for similar borrowers.

(n) Cash and cash equivalents

Cash and cash equivalents are carried in the balance sheet at cost. For the purposes of the cash flow statement, cash and cash equivalents comprise cash and bank balances, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less, net of bank overdrafts.

(o) Payables

Payables are recorded at cost.

(p) Foreign currency translation

Foreign currency transactions are accounted for at the exchange rates prevailing at the dates of the transactions. Assets and liabilities denominated in foreign currencies are translated into Jamaican dollars at the exchange rates prevailing at the balance sheet date, that is, in the case of each currency, the Bank of Jamaica weighted average buying and selling rates at that date. Gains or losses arising from fluctuations in exchange rates are reflected in the income and expenditure account.

(q) Comparative information

Where necessary, comparative figures have been reclassified to conform with changes in the presentation in the current year. In particular, comparatives have been adjusted to take into account the adoption of the new and revised accounting standards (Note 2 (a)).

Human Employment and Resource Training Trust

Notes to the Financial Statements

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3. Financial Risk Management

(a) Financial risk factors

The Trust's activities expose it to a variety of financial risks including the effects of changes in debt and equity market prices, foreign currency exchange rates, interest rates and liquidity risks. The Trust's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimize potential adverse effects on the financial performance and audit of the Trust.

Risk management is carried out by a finance committee which identifies, evaluates and manages financial risks in close co-operation with the Trust's operating business units. The Board of Directors sets guidelines for overall risk management including specific areas, such as foreign exchange risk, interest rate risk, credit risk, and investing excess liquidity.

(i) Market risk

Currency risk

Currency risk is the risk that the value of a financial instrument will fluctuate due to changes in foreign exchange rates. The Trust is exposed to this risk arising from various currency exposures primarily with respect to the United States dollar.

The balance sheet at 31 March 2006 includes aggregate net foreign assets of approximately US\$2,332,000 (2005 – US\$1,816,000) in respect of transactions arising in the ordinary course of business.

Price risk

Price risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices, whether those changes are caused by factors specific to the individual instrument or its issuer or factors affecting all instruments traded in the market. The Trust is exposed to debt securities price risk because of investments held by the Trust and classified on the balance sheet as available-for-sale.

(ii) Credit risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. The Trust has no significant concentration of credit risk attaching to trade receivables as the Trust has a large and diverse customer base, with no significant balances arising from any single economic or business sector, or any single entity or Group of entities. The Trust has policies in place to ensure that sales of products and services are made to customers with an appropriate credit history. Trade receivable balances are shown net of provision for doubtful debts.

Cash and short term investments are held with approved financial institutions. A significant level of investments is held in various forms of government instruments.

Human Employment and Resource Training Trust

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3. Financial Risk Management (Continued)

(a) Financial risk factors (continued)

(iii) Liquidity risk

Liquidity risk is the risk that an enterprise will encounter difficulty in raising funds to meet commitments associated with financial instruments. Prudent liquidity risk management implies maintaining sufficient cash and marketable securities, the availability of funding through an adequate amount of committed credit facilities. Due to the dynamic nature of the underlying business, the management of the Trust aims to maintain flexibility in funding by keeping sufficient cash and marketable securities.

(iv) Cash flow and fair value interest rate risk

Interest rate risk is the risk that the value of a financial instrument will fluctuate due to changes in market interest rates.

The Trust takes on exposure to the effects of fluctuations in the prevailing levels of market interest rates on financial position and cash flows. Interest margins may increase as a result of such changes but may reduce or create losses in the event that unexpected movements arise.

The Trust's interest bearing financial instruments include investments and loans receivable. The effective interest rates of interest impacting these instruments are disclosed in the individual notes to the financial statements associated with each item.

(b) Fair value estimation

The amounts included in the financial statements for cash and short term investments, bank overdraft, receivables, payables and due to other agencies reflect their fair values due to the short term maturity of these instruments. The fair value of financial liabilities is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Trust for similar financial instruments.

The estimated fair values have been determined using available market information and appropriate valuation methodologies. However, considerable judgement is necessarily required in interpreting market data to develop estimates of fair value.

The estimated fair values of other financial instruments are as follows:

	2006		2005	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	\$'000	\$'000	\$'000	\$'000
Loans receivable (including current portion)	22,772	19,048	31,486	24,993
Investments	309,603	309,603	463,565	463,565

The fair value of loans receivable and investments are estimated using discounted cash flow analyses based on interest rates for similar types of arrangements in the market and the effective rate of return prevailing on similar investments in the market.

Human Employment and Resource Training Trust

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4. Critical Accounting Estimates and Judgements in Applying Accounting Policies

The Trust makes estimates and assumptions that affect the reported amounts of assets and liabilities within the next financial year. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Key sources of estimation uncertainty

The Trust makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

(i) *Depreciable assets*

Estimates of the useful life and the residual value of property, plant and equipment are required in order to apply an adequate rate of transferring the economic benefits embodied in these assets in the relevant periods. The Trust applies a variety of methods in an effort to arrive at these estimates from which actual results may vary. Actual variations in estimated useful lives and residual values are reflected in the income and expenditure account through impairment on adjusted depreciation provisions.

(ii) *Pension and other post-employment benefits*

The cost of these benefits and the present value of the pension and the other post-employment liabilities depend on a number of factors that are determined on an actuarial basis using a number of assumptions. The assumption used in determining the net periodic cost (income) for pension and post-employment benefits include the expected long-term rate of return on the relevant plan assets, the discount rate and, in the case of the post-employment medical benefits, the expected rate of increase in medical costs. Any changes in these assumptions will impact the net periodic cost (income) recorded for pension and post-retirement benefits and may affect planned funding of the pension plans. The expected return on plan assets assumption is determined on a uniform basis, considering long-term historical returns, asset allocation and future estimates of long-term investments returns. The discount rate represents the interest rate that should be used to determine the present value of estimated future cash outflows required to settle the pension and other post-employment benefits obligations. In determining the most appropriate rate, the interest rate of high quality corporate bonds that are denominated in the currency in which the benefits will be paid, and that have terms to maturity approximating to the terms of the related liability are used. The expected rate of increase of medical cost has been determined by comparing the historical relationship of the actual medical cost increases with the rate of inflation in the respective economy. Past experience has shown that actual medical costs have increased on average by one time the rate of inflation. Other key assumptions for the pension and post retirement benefits cost and credits are based in part on current market conditions.

Were the actual expected return on plan assets to differ by 1%, the carrying amount of employee benefits obligation would be \$15,000,000 higher or lower.

Were the discount rate to differ by 1%, the carrying amount of employee benefits obligation would be \$21,000,000 higher or \$28,000,000 lower.

Were the salary growth rate to differ by 1%, carrying amount of employee benefits obligation would be \$18,000,000 higher or \$22,000,000 lower.

Human Employment and Resource Training Trust

Notes to the Financial Statements

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5. Finance Income

	2006	2005
	\$'000	\$'000
Interest income	99,391	192,501
Foreign exchange gain	8,450	1,272
	<u>107,841</u>	<u>193,773</u>

6. Personnel/Administration Costs

	2006	2005
	\$'000	\$'000
Wages and salaries	1,325,858	1,188,321
Payroll taxes – employer's portion	65,558	56,522
Pension (Note 12)	(57,003)	14,971
Other post-employment benefits (Note 12)	20,753	17,706
Other	231,951	216,264
	<u>1,587,117</u>	<u>1,493,784</u>

The number of persons employed by the Trust at the end of the year was as follows:

	2006	2005
	No.	No.
Full - time	1,168	1,092
Part - time	647	487
	<u>1,815</u>	<u>1,579</u>

7. Other Income

	2006	2005
	\$'000	\$'000
G.C.T recoverable	25,117	-
Rental income	10,656	6,133
	<u>35,773</u>	<u>6,133</u>

Human Employment and Resource Training Trust

Notes to the Financial Statements

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8. Expenses by Nature

	2006	2005
	\$'000	\$'000
Accommodation	16,177	10,554
Advertising and promotion	53,631	36,576
Auditors' remuneration -		
Current year	2,925	2,500
Prior year	100	-
Bad debt	19,333	6,388
Computer supplies and services	23,230	24,000
Consultants' fees	11,885	5,853
Depreciation and amortisation	132,872	133,195
Directors' fees	7,692	9,096
Impairment charge	31,578	59,298
Other facilities costs	610,086	522,637
Other operating expenses	20,939	23,871
Personnel/administration costs	1,587,117	1,493,784
Refurbishing of technical high schools	27,413	20,376
Professional fees	79,310	45,553
Seminars and conferences	35,956	19,379
Training cost	1,191,677	1,074,128
Traveling	22,822	13,301
	<u>3,874,743</u>	<u>3,500,489</u>

9. Taxation

Previously, under the Section 8 of the HEART Act, the Trust was exempt from income tax, education tax, property tax, transfer tax and general consumption tax. On 23 December 2003, Section 8 of the HEART Act was removed (the Trust is however still exempt from education tax under the Education Act). As a result of this amendment, the Trust is now liable to pay income tax on its surplus.

(a) Taxation is based on the surplus for the year, adjusted for taxation purposes and comprises income tax at 33½%:

	2006	2005
	\$'000	\$'000
Current income tax	9,738	22,565
Deferred tax (Note 20)	33,920	25,653
	<u>43,658</u>	<u>48,218</u>

Human Employment and Resource Training Trust

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9. Taxation (Continued)

- (b) The tax charge on the Trust's surplus differs from the theoretical amount that would arise using the statutory tax rate as follows:

	2006	2005
	\$'000	\$'000
Surplus before tax	<u>101,751</u>	<u>90,195</u>
Tax calculated at a rate of 33½%	33,917	30,065
Adjusted for the effect of:		
Income not subject to tax	-	(2,005)
Expenses not deductible for tax	<u>9,741</u>	<u>20,158</u>
Income tax expense	<u>43,658</u>	<u>48,218</u>

Human Employment and Resource Training Trust

Notes to the Financial Statements

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10. Property, Plant & Equipment

	Land	Buildings including Academies	Motor Vehicles	Computers	Furniture, Fixtures & Equipment	Leasehold Improvements	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At Cost -							
1 April 2004	45,800	1,105,498	84,755	270,983	470,758	7,749	1,985,543
Transferred to intangible asset (Note 14)	-	-	-	(9,196)	-	-	(9,196)
Additions	-	-	15,850	32,722	110,103	-	158,675
Transfers from construction in progress	-	150,490	-	-	-	-	150,490
Disposals	-	-	(8,512)	-	(395)	-	(8,907)
Write-off/ adjustment	-	-	2,021	(41,986)	(10,022)	-	(49,987)
31 March 2005	45,800	1,255,988	94,114	252,523	570,444	7,749	2,226,618
Additions	-	-	17,076	73,660	115,483	-	206,219
Transfers from construction in progress	-	45,326	-	1,992	7,814	-	55,132
Disposals	-	-	(6,849)	(87)	(1,334)	-	(8,270)
Write-off/ adjustment	-	-	(5,797)	(33,450)	(3,166)	-	(42,413)
31 March 2006	45,800	1,301,314	98,544	294,638	689,241	7,749	2,437,286
Depreciation -							
1 April 2004	-	184,997	68,405	154,009	119,152	7,749	534,312
Transferred to intangible asset (Note 14)	-	-	-	(5,469)	-	-	(5,469)
Charge for the year	-	31,816	10,218	53,538	36,542	-	132,114
Relieved on disposals	-	-	(7,259)	-	(395)	-	(7,654)
Write-off /adjustment	-	24	(395)	(7,555)	18,364	-	10,438
31 March 2005	-	216,837	70,969	194,523	173,663	7,749	663,741
Charge for the year	-	32,492	12,685	27,844	50,334	-	123,355
Relieved on disposals	-	-	(6,849)	(12)	(284)	-	(7,145)
Write-off/adjustment	-	-	(7,365)	(23,414)	22,013	-	(8,766)
31 March 2006	-	249,329	69,440	198,941	245,726	7,749	771,185
Net Book Value -							
31 March 2006	45,800	1,051,985	29,104	95,697	443,515	-	1,666,101
31 March 2005	45,800	1,039,151	23,145	58,000	396,781	-	1,562,877

Based on physical inspection and counting of items of Property, Plant and Equipment during the year, an amount of \$31,148,000 (2005 - \$59,298,000) was written off representing impairment and other losses for this category of assets.

An amount of \$55,132,000 was transferred from construction in progress (Note 11).

Human Employment and Resource Training Trust

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11. Construction in Progress

This represents costs incurred to year end for construction in progress at the following locations:

	2006	2005
	\$'000	\$'000
Above Rocks Vocational Training Centre	649	220
Corporate Office 6B Oxford Road	-	100
Beechamville Vocational Training Centre	460	2,439
Black River Vocational Training Centre	8,381	520
Buff Bay Vocational Training Centre	-	842
CATI	82	-
CIT	332	-
Culloden Vocational Training Centre	630	630
Ebony Park HEART Academy	11,769	3,552
Falmouth Vocational Training Centre	4	1,259
Granville Vocational Training Centre	424	424
Junction Vocational Training Centre	1,094	1,894
Kenilworth HEART Academy	-	130
NCTVET	1,718	-
National T.V.E.T Centre	633	518
National Tools and Engineering Institute	31	386
Newport Vocational Training Centre	768	6,610
Northern Regional Office	102	48
Port Maria Vocational Training Centre	1,122	-
Portmore HEART Academy	1,738	-
Rockfort Vocational Training Centre	225	403
Runaway Bay Academy	1,112	190
Runaway Bay HEART Hotel and Training Institute	349	-
School of Cosmetology	12,444	7,761
Seaford Town Vocational Training Centre	15	-
South-East Regional Office	522	375
Stony Hill HEART Academy	14	-
Enterprise Based Training Department	-	80
Vocational Training Development Institute (VTDI)	5,329	1,592
	<u>49,947</u>	<u>29,973</u>

Construction in progress totaling \$55,132,000 was completed during the year and transferred to property, plant and equipment (Note 10).

Human Employment and Resource Training Trust

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12. Retirement Benefits

(a) Pension scheme

The Trust has established a retirement benefit plan covering all permanent employees. The assets of funded plan are held independently of the Trust's assets in separate trustee administered funds.

The scheme is funded by employee contributions at 5% of salary, with the option to contribute an additional 5%, and employer contributions at 10% of salary as recommended by independent actuaries.

The scheme is administered by the Trustees and the funds are invested and managed by Life of Jamaica Limited.

The amounts recognised in the balance sheet are determined as follows:

	2006 \$'000	2005 \$'000
Present value of funded obligations	770,700	675,865
Fair value of plan assets	(1,742,578)	(1,459,101)
	(971,878)	(783,236)
Unrecognised actuarial gains	462,792	411,380
Asset in the balance sheet	(509,086)	(371,856)

The amounts recognised in the income and expenditure account are as follows:

	2006 \$'000	2005 \$'000
Current service cost	17,444	37,680
Interest cost	90,144	95,331
Expected return on plan assets	(150,287)	(117,998)
Net actuarial gain recognised during the year	(14,304)	(42)
Total, included in staff costs (Note 8)	(57,003)	14,971

The actual return on plan assets was \$195,939,000 (2005 - \$344,327,000).

Movements in the amounts recognised in the balance sheet:

	2006 \$'000	2005 \$'000
Assets at beginning of year	(371,856)	(310,395)
Total (expense)/income, as above	(57,003)	14,971
Contributions paid	(80,227)	(76,432)
Asset at end of year	(509,086)	(371,856)

Human Employment and Resource Training Trust

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12. Retirement Benefits (Continued)

The principal actuarial assumptions used were as follows:

	2006	2005
Discount rate	12.5%	12.5%
Expected return on plan assets	10.0%	11.0%
Future salary increases	9.5%	9.5%
Future pension increases	3.5%	3.5%
Expected average remaining working lives of employees (years)	<u>18.6</u>	<u>21.5</u>

(b) Other post-employment obligations

The Trust operates a post-employment benefit scheme principally in Jamaica. The benefits covered under the scheme include health care. Funds are not built up to cover the obligations under this retirement benefit scheme. The method of accounting and the frequency of valuations are similar to those used for defined benefit pension schemes.

In addition to the assumptions used for the pension schemes, the main actuarial assumption is a long term increase in health costs of 10% per year (2005- 10% per year).

The amounts recognised in the balance sheet were determined as follows:

	2006	2005
	\$'000	\$'000
Present value of unfunded obligations	116,163	89,182
Unrecognised actuarial (gains)/losses	<u>(5,294)</u>	<u>3,130</u>
Liability at end of year	<u>110,869</u>	<u>92,312</u>

The amounts recognised in the income and expenditure account are as follows:

	2006	2005
	\$'000	\$'000
Current service cost	8,660	8,048
Interest cost	<u>12,093</u>	<u>9,658</u>
Total, included in staff costs (Note 8)	<u>20,753</u>	<u>17,706</u>

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13. Loans Receivable

	2006	2005
	\$'000	\$'000
Motor vehicle, education and computer loans to employees	22,772	31,486
Less: Current portion (Note 18)	(7,621)	(7,821)
	<u>15,151</u>	<u>23,665</u>

- (a) Motor car loans bear interest at 12% per annum and are repayable over 4 – 5 years. The loans are secured by a lien on motor vehicles.
- (b) Computer and education loans are unsecured, bear interest at 5% per annum and are repayable over 1 – 2 years.

14. Investments

	2006	2005
	\$'000	\$'000
Held-to-maturity securities – at amortised cost		
Joint venture deposit	12,181	10,012
Government of Jamaica	285,981	418,789
	<u>298,162</u>	<u>428,801</u>
Interest receivable	11,441	34,764
	<u>309,603</u>	<u>463,565</u>

The joint venture deposit represents amounts placed on long term deposit under a joint venture with the National Housing Trust (NHT) and Victoria Mutual Building Society (VMBS) to provide mortgage financing to the Trust's employees to purchase NHT housing units on the following terms:

- (a) NHT and the Trust will each finance 45% of the cost of the units (totalling 90% of the cost of the units);
- (b) The other 10% plus closing costs will be borne by the employees;
- (c) Interest is chargeable at 9% p.a. on the 45% deposit by the Trust and is capitalised;
- (d) The 45% deposit plus interest will be repaid to the Trust by VMBS at the end of the mortgage.

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15. Intangibles

	2006	2005
	\$'000	\$'000
Cost -		
At 1 April 2005	27,881	
Transferred from property, plant & equipment (Note 10)	-	9,196
Additions	8,193	18,685
	<u>36,074</u>	<u>27,881</u>
Amortisation -		
At 1 April 2005	(6,550)	-
Transferred from property, plant & equipment (Note 10)	-	(5,469)
Amortisation for the year	(9,517)	(1,081)
	<u>(16,067)</u>	<u>(6,550)</u>
Net Book Value	<u>20,007</u>	<u>21,331</u>

16. Biological Assets

	2006	2005
	\$'000	\$'000
Beginning of the year	10,342	10,790
Increases due to purchases	3,554	3,020
Gain arising due to physical change	3,152	2,679
Loss arising due to price changes	(6,680)	(6,147)
End of the year	<u>10,368</u>	<u>10,342</u>

17. Inventories

	2006	2005
	\$'000	\$'000
Hotel supplies – Runaway Bay HEART Hotel and Training Institute	3,597	3,530
Maintenance, training and office supplies	50,936	32,574
	<u>54,533</u>	<u>36,104</u>

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18. Receivables

	2006	2005
	\$'000	\$'000
Trade accounts receivable	80,882	41,838
Less: Provision for impairment	(42,708)	(23,430)
	38,174	18,408
Prepayments	11,558	41,775
Advance on purchase of property, plant and equipment	25,506	37,569
Current portion of long term receivables (Note 13)	7,621	7,821
Staff loans	3,275	3,530
Security deposits	3,451	3,982
General Consumption Tax recoverable	31,403	8,148
Other	15,183	13,771
	<u>136,171</u>	<u>135,004</u>

19. Cash and Short Term Investments

	2006	2005
Cash in hand and bank	160,123	115,914
Cash on deposit	6,930	6,497
Government of Jamaica – repurchase agreements	517,697	564,148
Interest receivable	2,220	41,002
	<u>686,970</u>	<u>727,561</u>

Cash and cash equivalents include the following for the purpose of the cash flow statement –

	2006	2005
Cash and short investments	686,970	727,561
Bank overdraft	(58,246)	(73,161)
	<u>628,724</u>	<u>654,400</u>

Cash is comprised mainly of amounts held in a current account which attracts interest rates of 2% to 2.6% (2005 – 2% to 3%) per annum.

The average effective rate on short term deposits was 12.75% (2005 – 13%) per annum and these deposits have an average maturity of 90 days (2005 – 90 days).

The accounting records of the Trust reflect a bank overdraft which results from cheques issued but not yet presented to the bank. In an effort to maximise interest income, the Trust transfers cash from short-term deposits to its current accounts only when required, a practice which results in a bank overdraft occasionally. The Trust does not have an actual overdraft with any of its bankers and no bank overdraft facilities are in place.

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20. Deferred Income Taxes

Deferred income taxes are calculated on all temporary differences under the liability method using a tax rate of 33½% for the Trust. Liability recognised on the balance sheet is as follows:

	2006	2005
	\$'000	\$'000
Liability at beginning of year	136,320	110,667
Charged for the year (Note 9)	33,920	25,653
Liability at end of year	<u>170,240</u>	<u>136,320</u>

Deferred income tax assets and liabilities are due to the following items:

	2006	2005
	\$'000	\$'000
Deferred income tax assets -		
Employee benefit obligation benefits	36,956	30,771
Provisions	5,698	-
	<u>42,654</u>	<u>30,771</u>
Deferred income tax liabilities -		
Property, plant and equipment	38,645	17,884
Interest receivable	4,554	25,255
Pension plan asset	169,695	123,952
	<u>212,894</u>	<u>167,091</u>
Net deferred tax liability	<u>170,240</u>	<u>136,320</u>

2006	2005
\$'000	\$'000

The amounts shown in the balance sheet include the following -

Deferred tax assets to be recovered after more than 12 months	36,956	30,771
Deferred tax liabilities to be recovered within 12 months	<u>208,340</u>	<u>141,836</u>

The deferred tax charged in the income and expenditure account comprises the following temporary differences:

	2006	2005
	\$'000	\$'000
Pension and other post-employment benefit	39,558	15,039
Property, plant and equipment	20,761	14,093
Provisions	(5,698)	-
Interest receivable	<u>(20,701)</u>	<u>(3,479)</u>
	<u>33,920</u>	<u>25,653</u>

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21. Payables

	2006	2005
	\$'000	\$'000
Accruals	629,209	615,463
Due to the Inland Revenue	91,160	68,740
Trade	50,670	75,362
Other	4,733	8,570
	<u>775,772</u>	<u>768,135</u>

22. Due to other Agencies

	2006	2005
	\$'000	\$'000
Jamaica Defence Force	116	116
UNDP LEAP	116	116
CPEC	469	635
GTZ	1,054	1,104
INTEC	103	-
Inter American Development Bank	10,606	10,607
UNDP – CISCO	1,226	1,226
ICT4D	7,602	3,730
	<u>21,292</u>	<u>17,534</u>

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23. Related Party Transactions

Key management compensation –

	2006 \$'000	2005 \$'000
Salaries and other short-term employee benefits	29,711	25,065
Payroll taxes – employer portion	12,019	11,590
Pension benefits	579	499
Other	10,138	12,152
	<u>52,447</u>	<u>49,306</u>

24. Commitments

(a) Capital commitments, authorised and contracted for at 31 March 2006 amounted to \$157,854,000 (2005 – \$10,994,000).

(b) Lease commitments

The future aggregate minimum lease payments are non-cancellable operating leases is as follows:

	2006 \$'000	2005 \$'000
No later than 1 year	3,715	2,231
Later than 1 year and no later than 5 years	7,431	4,464
	<u>11,146</u>	<u>6,695</u>

To the Directors of
Human Employment and Resource Training Trust

Auditors' Report

The supplementary information set out on pages 28 to 30, taken from the accounting records of the Trust, has been subjected to the tests and other auditing procedures applied in our examination of the Trust's financial statements for the year ended 31 March 2006.

In our opinion this information, although not necessary for a fair presentation of the state of the Trust's affairs, results of operations, changes in financing or cash flows, is fairly presented in all material respects in relation to the financial statements taken as a whole.

Chartered Accountants
Kingston, Jamaica

Human Employment and Resource Training Trust

Facilities Costs

Year ended 31 March 2006

(expressed in Jamaican dollars unless otherwise indicated)

	2006	2005
	\$'000	\$'000
Facilities Costs		
Bedding and clothing	3,193	2,146
Cleaning and sanitation	32,556	26,437
Cooking gas	10,446	8,310
Depreciation	132,872	133,195
Discounts	682	656
Electricity	125,929	87,424
Equipment rental	527	319
Glassware, china and cutlery	2,747	2,988
Insurance general	33,627	30,472
Insurance motor vehicles	2,896	2,777
Irrecoverable G.C.T	-	25,535
Photocopying	5,697	4,721
Printing and stationery	39,831	29,523
Property rental	10,992	10,326
Repairs to buildings	47,915	54,489
Repairs to equipment and furniture	36,009	34,321
Repairs and operating motor vehicles	52,321	37,197
Security	106,549	87,061
Telephone	64,704	46,168
Water	33,465	31,767
	<u>742,958</u>	<u>655,832</u>

Human Employment and Resource Training Trust

Personnel/Administration and Other Costs

Year ended 31 March 2006

(expressed in Jamaican dollars unless otherwise indicated)

	2006 \$'000	2005 \$'000
Personnel/Administration Costs		
Motor vehicle upkeep	79,376	75,270
Personal emoluments	437,245	411,369
	<u>516,621</u>	<u>486,639</u>
Other Operating Costs		
Accommodation	16,177	10,554
Advertising and public promotion	53,631	36,575
Asset tax	-	4,011
Audit fees	3,025	2,500
Bad debts	19,333	6,388
Bank charges and interest	6,228	6,522
Charitable donations	2,112	1,370
Computer supplies and services	23,230	24,000
Consultants' fees	11,885	5,853
Discounts	9	-
Directors' fees	6,249	7,244
Entertainment	1,941	1,589
Foreign travel	4,570	4,597
Legal fees	51	359
Local travel	18,252	8,703
Management Advisory Committee fee	1,443	1,852
Other professional fees	35,695	32,472
Printing supplies	3,311	4,454
Seminars and conferences	35,956	19,379
Subscriptions, licenses and taxes	<u>7,287</u>	<u>5,568</u>
	<u>250,385</u>	<u>183,990</u>

Human Employment and Resource Training Trust

Training Costs

Year ended 31 March 2006

(expressed in Jamaican dollars unless otherwise indicated)

	2006 \$'000	2005 \$'000
Training Costs	1,862	6
Commission	723	530
Drugs and medical supplies	10,725	9,085
Farm supplies	722	1,754
Hair and beauty products	10,198	7,256
Haulage and transport	652	653
Insurance – trainees	43,615	13,081
Other professional fees	1,070,495	1,007,145
Personal emoluments	1,429	1,078
Scholarships and awards	17,646	23,176
Special events	696,470	650,864
Subventions	110,373	78,676
Teachers and supervisors	18,842	13,775
Text books and publications	77,961	70,622
Trainee allowances	151,240	128,325
Trainee meals	318	383
Trainee medicals	87,308	74,528
Training materials	5,209	13,417
Trainee welfare	<u>2,305,788</u>	<u>2,094,354</u>

