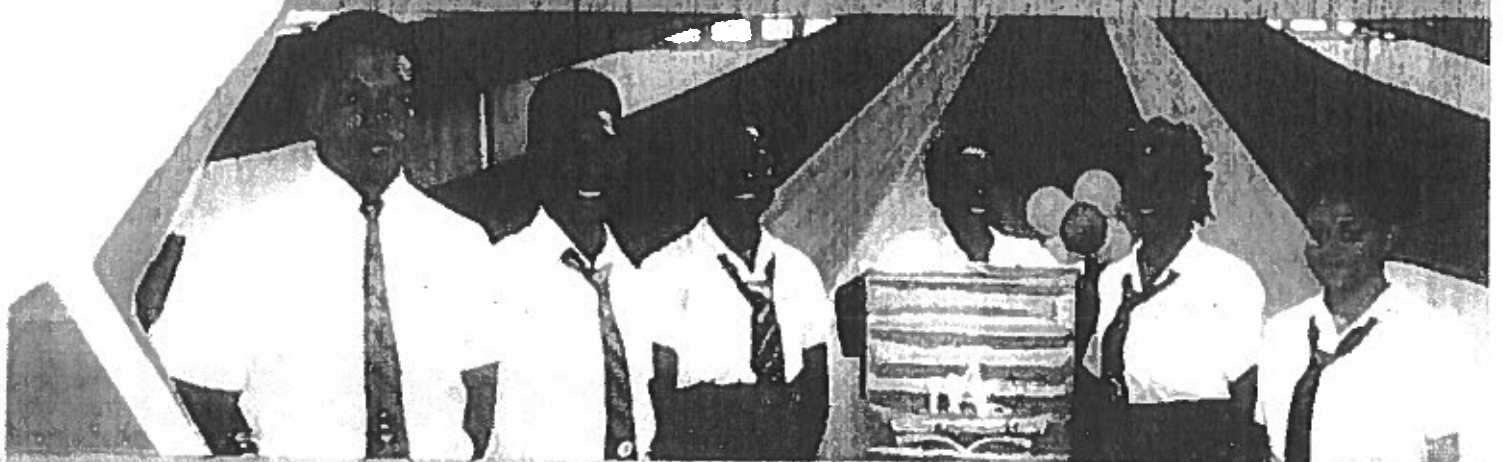
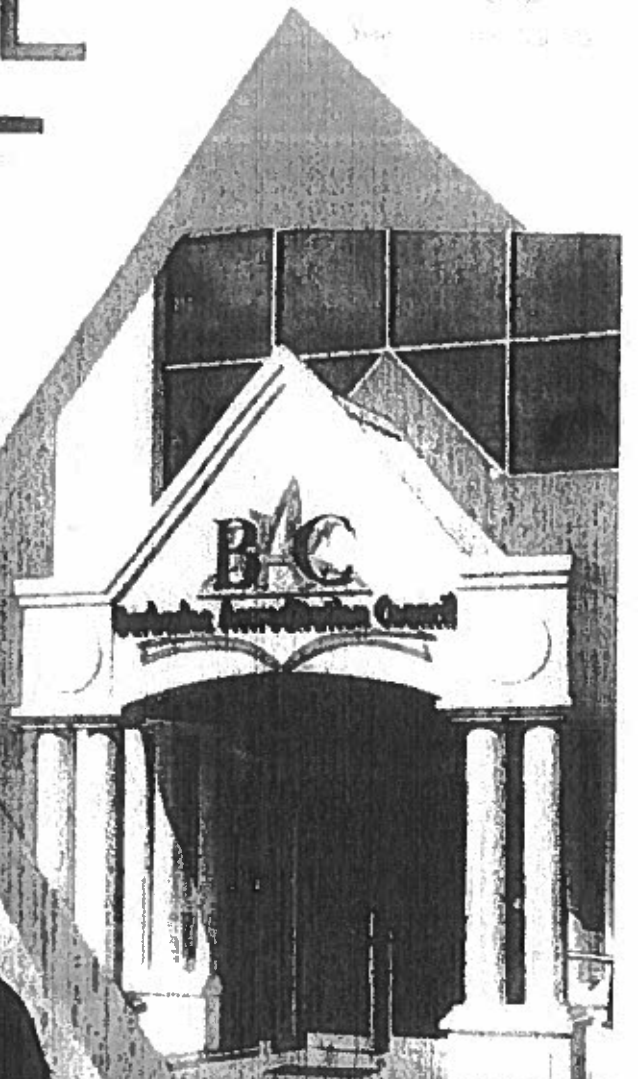
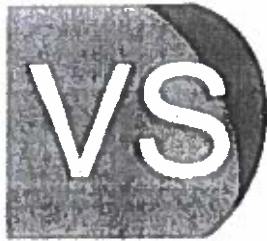


ANNUAL REPORT 2017 - 2018





VISION STATEMENT

The Barbados Accreditation Council will be a World-Class, dynamic quality assurance agency for education and training.



MISSION TENETS

The Barbados Accreditation Council will pursue its vision by:

- Providing advisory, administrative, advocacy and quality assuring services that meet globally recognized standards for quality assurance and the expectations of our clients.
- Cultivating an environment of highly dedicated and competent staff members who work as a team to create value for our clients and all the communities we serve.
- Undertaking functions and such related activities that would ensure the efficient and effective discharge of our legal, regulatory and corporate responsibilities.
- Building strong linkages with our sectoral partners to develop a culture of high quality post-secondary/tertiary education and training in Barbados and beyond.
- Engaging in sound financial management, business and social responsibility practices to bring sustainable prosperity and benefits to government, directors, staff, social partners and the communities in which we serve.

CHAIRMAN'S REVIEW

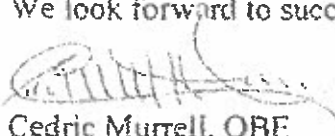


During the period April 1, 2017 to March 31, 2018, the Barbados Accreditation Council continued on its path of achieving significant milestones which included:

- the completion of a Strategic Plan for the period 2017-2022;
- the registration of the Barbados Community College, Barbados Vocational Training Board, Erdiston Teachers' Training College and the Samuel Jackman Prescod Polytechnic;
- the relocation to more comfortable and secure office location at Manor Lodge Complex, Lodge Hill, St. Michael; and
- the approval of the Barbados Qualifications and Credit Framework (BQCF), Barbados Qualifications Register (BQR) and Barbados Accreditation and Qualifications Authority (BAQA).

During the financial year 2018-2019, the Council will continue to provide technical support to tertiary educational providers, as they pursue registration and accreditation/re-accreditation. In addition, the Council will continue to offer guidance as the pilot tertiary educational providers design qualifications that meet the BQCF criteria; and promote its Recognition Services through increased sensitization activities and various social media platforms. We will also be embarking on a series of staff engagement activities aimed at enhancing employee engagement and cohesiveness.

We look forward to successful outcomes in all our activities.


Cedric Murrell, OBE
Chairman
Board of Directors

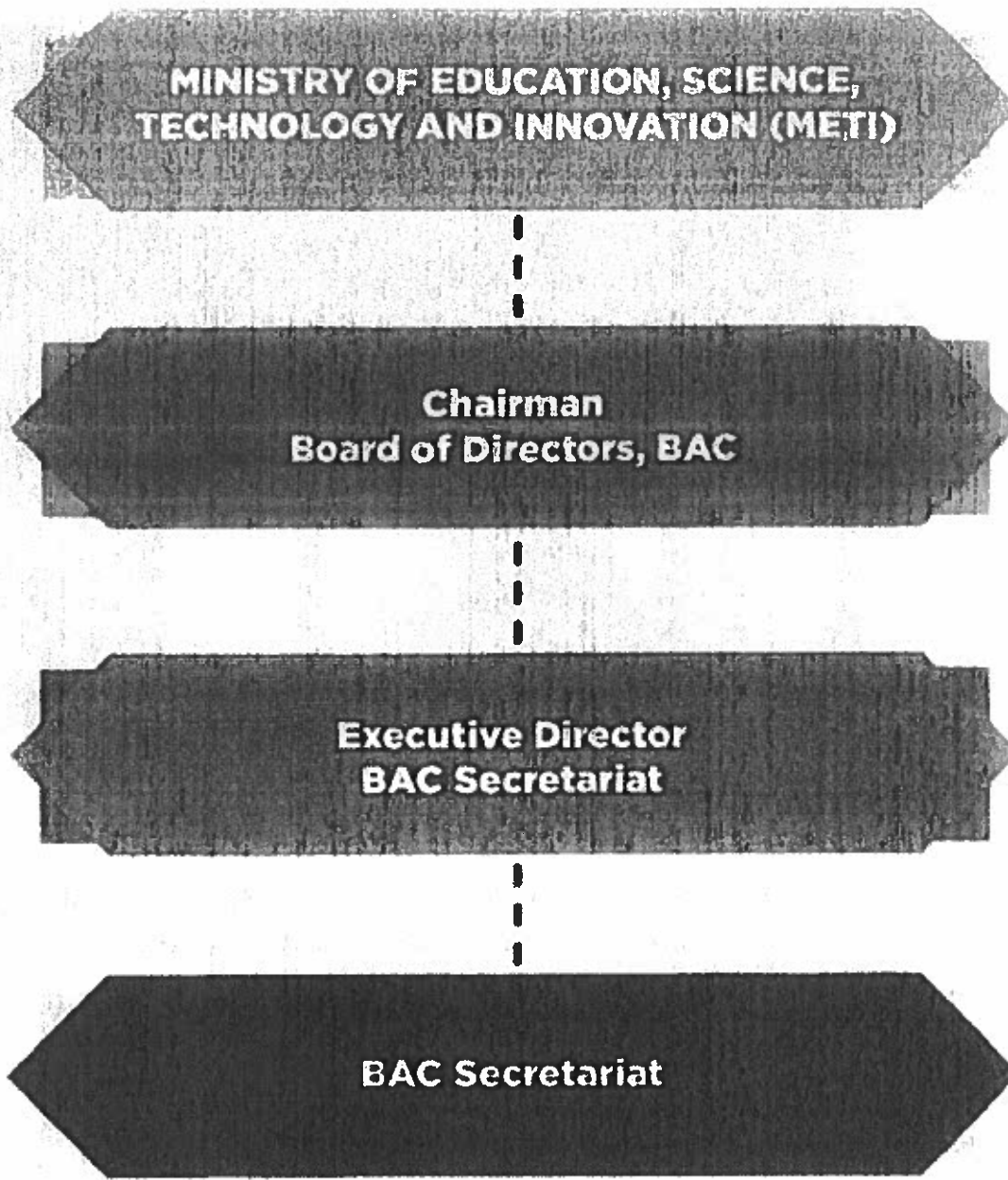
SECTION A: ESTABLISHMENT, ROLE AND RESPONSIBILITIES

1. ESTABLISHMENT OF THE BARBADOS ACCREDITATION COUNCIL

- 1.1.** The Barbados Accreditation Council, a statutory organization, was established under the authority of the Barbados Accreditation Council Act, 2004-11. The Council performs two (2) broad roles, namely to:
- a. register institutions offering post-secondary or tertiary education and programmes of study, the accreditation and re-accreditation of programmes and institutions in Barbados; and
 - b. grant Certificates of Recognition of Caribbean Community Skills Qualification to applicants who satisfy the requirements for recognition as CARICOM Skilled Nationals (CSNs) and the verifying of Certificates of Recognition of Caribbean Community Skills Qualification granted to CSNs in their home country.
- 1.2. The functions of the Council are to, inter alia:**
- i. Register local, regional and foreign-based institutions that offer educational courses in Barbados;
 - ii. Accredite and re-accredit programmes of study and institutions operating in Barbados;
 - iii. Maintain a record of all institutions that are registered and accredited by the Council pursuant to paragraph (a) and the educational courses offered by those institutions;
 - iv. Advise on the recognition of foreign-based institutions and their awards;
 - v. Establish relationships with national, regional and international accreditation bodies;
 - vi. Determine the equivalency of programmes and qualifications; and
 - vii. Examine and verify Certificates of Recognition issued to Community nationals.

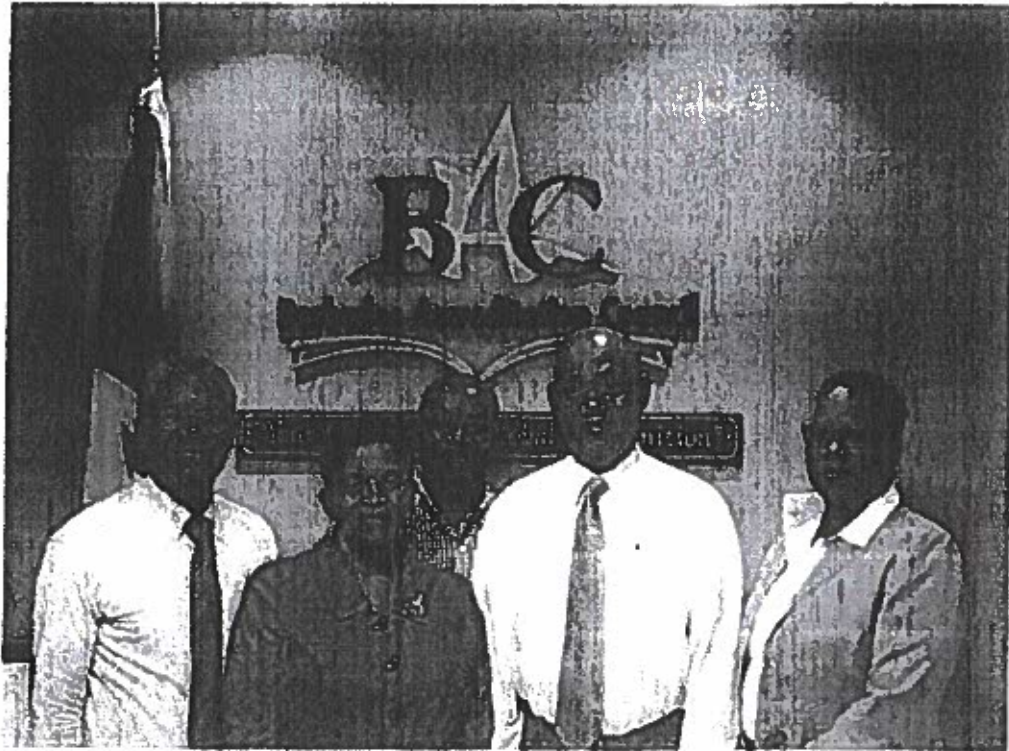
2. REPORTING STRUCTURE

BARBADOS ACCREDITATION COUNCIL (BAC)



3.0. BOARD OF DIRECTORS: 2017 – 2018

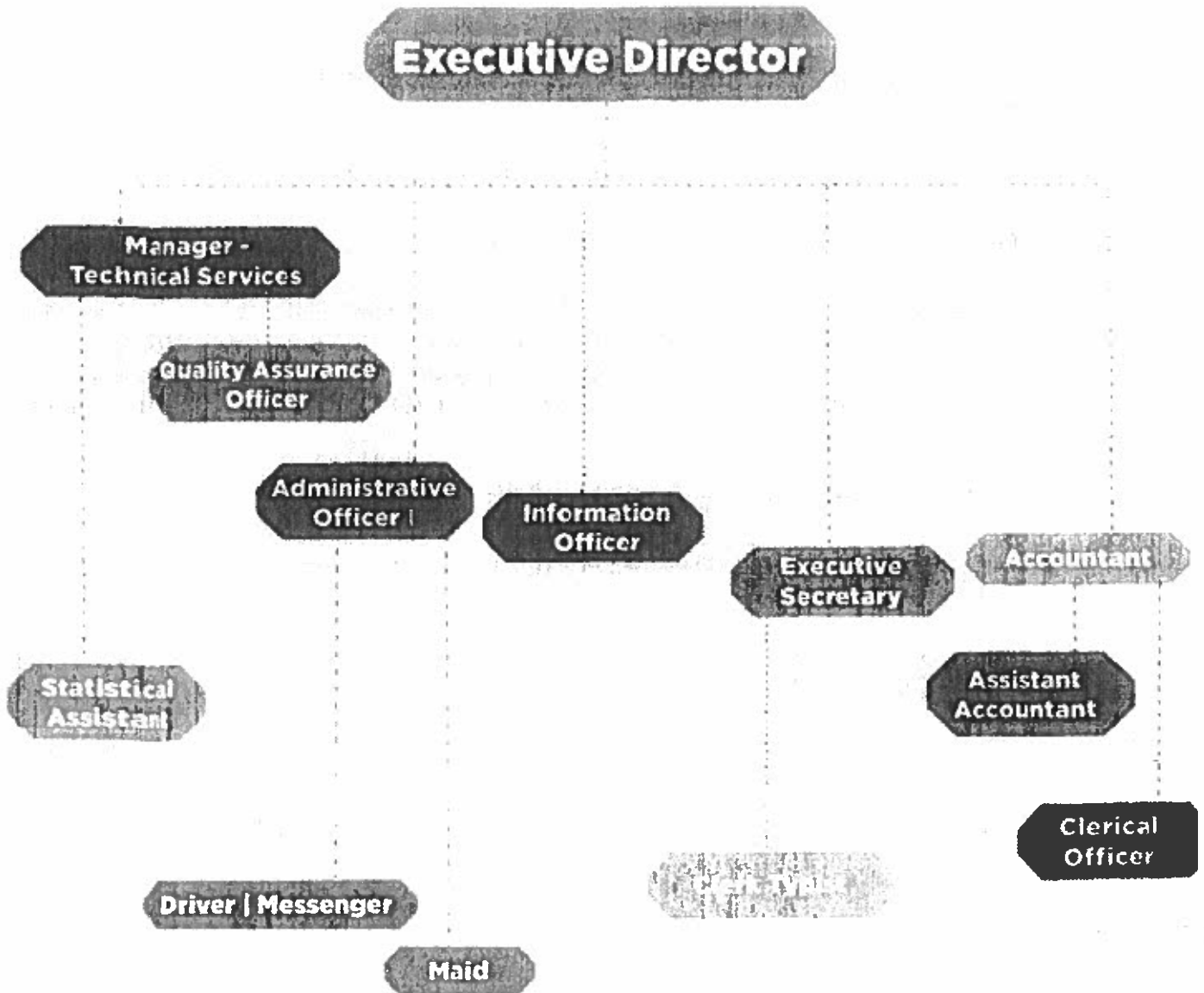
- 3.0.1. During the period under review, Ms. Maria Phillips, Deputy Chairman; and Ms. Ramona Brathwaite, Member resigned from the Board of Directors.
- 3.0.2. The two (2) new members to replace Ms. Phillips and Ms. Brathwaite were Dr. Nigel Taylor, Deputy Chairman and Ms. Cheryl Browne, Member.



Pictured from Left to Right:

Mr. Alyson Forte, Permanent Secretary, Ministry of the Civil Service; Ms. Valda Alleyne, Executive Director; Mr. Herbert Gittens, Representative, Congress of Trade Unions and Staff Associations of Barbados (CTUSAB); Mr. Cedric Murrell, Chairman; and Mrs. Joy Adamson, Representative, Ministry of Education, Science, Technology and Innovation (METI). Missing from Photo: Dr. Nigel Taylor, Deputy Chairman; Mrs. Karen Best, Representative, Ministry of Education, Science, Technology and Innovation (METI). Ms. Monique Hassell, Representative, Barbados Employers' Confederation; and Ms. Cheryl Browne, Member.

4. ORGANIZATIONAL STRUCTURE



5. ADMINISTRATIVE OPERATIONS

5.1. Meetings of the Board of Directors

5.1.1. The Board of Directors held eleven (11) regular meetings during the Financial Year: **April 1, 2017 to March 31, 2018**

5.1.2. The Board convened its first meeting on *Tuesday, 25th April, 2017.*

5.2. Internal Committees of the Board of Directors

5.2.1. During the period under review, the Human Resource Management (HRM) Committee convened four (4) meetings. The responsibilities of the HRM Committee include the reviewing and making of recommendations to the Board of Directors with regard to the Council's strategy, practices, procedures in relation to recruitment, leave (vacation, study, training, other); performance appraisal, discipline and termination of employment.

5.2.2. *The HRM Committee comprises:*

- **Ms. Monique Hassell** – Chairman: Representative of the Barbados Employers' Confederation and Member of the Board of Directors
- **Mr. Herbert Gittens** – Representative, Congress of Trade Unions and Staff Associations of Barbado (CTUSAB) and Member of the Board of Directors
- **Mrs. Joy Adamson** – Representative of the Ministry of Education, Science, Technology and Innovation and Member of the Board of Directors
- **The Permanent Secretary or nominee** – Ministry of the Civil Service and Ex-Officio Member of the Board of Directors
- **The Executive Director** – Ex Officio Member

5.2.3. During the period under review, the HRM Committee met and considered the Draft Disciplinary Code and Procedures that were approved by the Board of Directors.

5.2.4. The HRM Committee also reviewed and made recommendations to the Board of Directors on the Proposed Training and Study Leave Policy and Procedures.



5.3. Engagement of Services

5.3.1. The following service providers were engaged by the Council during the period under review:

- a) Shokaz Integrated Computing Inc. was engaged on an *'As Required'* basis to manage the daily operations of the Council's IT system;
- b) Ron Bancroft and Company Limited provided auditing services on an *'As Required'* basis for the Financial Year: 2017-2018; and
- c) Grace McCaskie & Company provided legal services as Legal Counsel on a retainer to the Council

5.4. Relocation of the Council

5.4.1. The Council relocated to more comfortable and secure offices at Suite 1, Building 1, Manor Lodge Complex, Lodge Hill, St. Michael during the period May 29 – June 01, 2017. On Monday, 26th June 2017, the Council hosted a site visit and conducted a tour of its new offices. In attendance were Ms. June Chandler, Permanent Secretary, Ministry of Education, Science, Technology and Innovation; Mr. Cedric Murrell, Chairman, BAC; Members of the Board of Directors; BAC staff members, some of the Council's stakeholders and the media.

5.4.2. The visit also presented the opportunity for the touring party to learn of the Council and Barbados Qualifications and Credit Framework (BCQF) and Barbados Qualifications Register (BQR).

6.0. Student Attachments/ Internship

Student Attachments: Barbados Community College (BCC) and Samuel Jackman Prescod Polytechnic (SJPP)

6.0.1. As customary, the Council continued to provide two (2) internship opportunities for students pursuing programmes at post-secondary/tertiary educational institutions in order that they may acquire useful work experience to complement their areas of study.

6.0.2. During the period under review internships were provided to Ms. Davida Edghill from the Samuel Jackman Prescod Polytechnic; and Ms. Shanice Holder from the Barbados Community College. The student interns were attached to the Council's Secretarial and Records Management (SRM) section.



7.0. Local Training: Staff

Best Practices in Credential Fraud and Evaluation of Qualifications

7.0.1. In accordance with the Barbados Accreditation Council Act 2004-11 which stipulates that the Council will "advise on the recognition of foreign based institutions and their awards"; a three-day training workshop titled **Best Practices in Credential Fraud and Evaluation of Qualifications** was facilitated by the World Education Services (WES), Canada during the period *December 05 – 07, 2017*.

7.0.2. The target group and outcomes of the training workshop were as follows:

- a) develop professional competencies;
- b) develop a cadre of persons with expertise in the areas of qualification evaluation and the knowledge of how to find authentic documents;
- c) identify strategies related to credential fraud and the equivalency of qualifications; and,
- d) training of the target group –
 - BAC Staff: Executive Director and Quality Assurance Officers;
 - Members of the Equivalency Committee;
 - Equivalency Committee Alternates;
 - Representatives from resource and stakeholder organizations; and,
 - Representatives from selected External Quality Assurance Agencies (EQAAs) within the region

7.1. Strategic Visioning Retreat

7.1.1. The Board of Directors, staff and selected stakeholders embarked on a two-day strategic visioning retreat which was aimed at charting the Council's way forward.

7.1.2. The retreat was held during the period October 06 – 07, 2017 and the main facilitator was Dr. Hensley Sobers of Sobers Integrative Management Services (SIMS). The primary objective of the forum was to reach a collective commitment by the Council to promote and strengthen its quality assurance process. SIMS also undertook the development of the Council's Strategic Plan for the period 2017 – 2022.

7.1.3. Included in the discussions was a review of the Council's Strategic Philosophy, Vision, Mission and Core Values and the entire process resulted in the development of a new Strategic Plan for the period 2017-2022.



TECHNICAL OPERATIONS

8.0. Technical Committees of the Board of Directors

8.1. Accreditation and Programme Approval Committee (APAC)

8.1.1. The Accreditation and Programme Approval Committee (APAC) met twice during the period under review and its role is to consider applications for Programme Approval from tertiary educational providers.

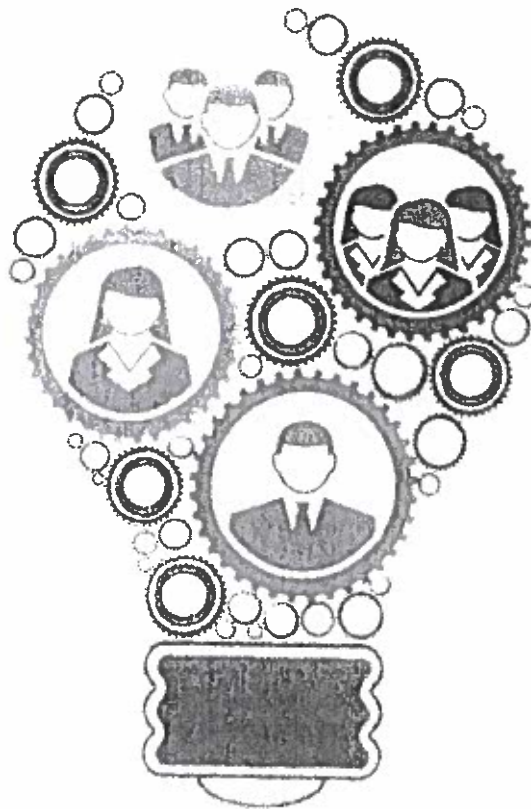
8.1.2. Programme approval is a quality assurance process that ensures that:

- a course offering is appropriately designed and structured;
- it is adequately resourced;
- it is consistent with the provider's mission; and,
- has stated learning outcomes and assessment strategies that are set at an appropriate level for the qualification being awarded.

8.1.3. One (1) tertiary educational provider, *Windward Islands School of Evangelism (WISE)*, sought Programme Approval for its Associate Degree in Theology (with Homiletics) and Associate Degree in Theology (without Homiletics).

8.1.4. The Members of the APAC comprise:

- **Mrs. Joy Adamson**, Chairman and Member of the Board of Directors
- **The Executive Director or Representative**, Technical and Vocational Educational and Training (TVET) Council
- **Dr. Gladstone Best**, Representative of the Local Chapter of the Association of Caribbean Tertiary Institutions (ACTI)
- **The Permanent Secretary or Representative**, Ministry of Labour, Social Security and Human Resource Development.
- **Dr. Gladstone Best**, Representative of the Local Chapter of the Association of Caribbean Tertiary Institutions (ACTI)
- **The Permanent Secretary or Representative**, Ministry of Labour, Social Security and Human Resource Development



8.2. **Equivalency Committee**

8.2.1. During the period under review six (6) Equivalency Committee Meetings were convened. The Equivalency Committee meets monthly to review the recommendations of the Secretariat and the criteria to be used for determining equivalency/ comparability of foreign-based qualifications to local awards.

8.2.2. The Equivalency Committee comprises:

- **Mr. Herbert Gittens**, Chairman and Board Secretary, Board of Directors
- **Representative**, Ministry of Education, Science, Technology and Innovation
- **Representative**, Technical, Vocational Education and Training (TVET) Council
- **Mr. Anthony Joseph** – Representative, Ministry of Civil Service
- **The Executive Director**, BAC – Ex-officio Member

8.2.3. There were forty-eight (48) evaluations for the Recognition of Qualification service which were assessed to determine their equivalence to local qualifications and precedents were established for future reference.

9.0. **Quality Assurance and Quality Enhancement Activities**

9.1. **Registration of Institutions**

9.1.1. The primary purpose of registration with the Council is to ensure that educational institutions and training providers that offer post-secondary and tertiary education and training meet approved standards to operate legally in Barbados by producing fire and health compliance; including adequate physical, learning and financial resources.

9.1.2. Between **April 01 – 2017 and March 2018**, thirty-seven (37) institutions were registered with the Council. A list of registered institutions is shown at **Appendix I**.

9.2. **Recognition of Institutions and Programmes of Study**

9.2.1. In the interest of ensuring that the general public became more aware of Diploma and Accreditation Mills, the Council engaged in several public information sessions. These sessions were aimed at encouraging members of the public to seek the Council's Recognition Services prior to undertaking studies abroad in order to be informed whether the prospective institutions and their programmes of study were recognized or accredited in their home countries.

9.2.2. During the period under review thirty (30) evaluations were undertaken for the Recognition of Institution and/or Programmes of Study to determine the recognition/accreditation status of overseas institutions and/or programmes; and Statements of Recognition issued to the applicants.

10.0.

Proposed Barbados Qualifications and Credit Framework (BQCF)

10.0.1. As part of its activities towards the implementation of the proposed Barbados Qualifications and Credit Framework (BQCF), the Council hosted a Second Scoping Mission with the Mauritius Qualification Authority (MQA) during the period *October 09 – 14, 2017*.

10.0.2. The three-member team from the MQA comprised:

- Mr. Robin Phoolchund, Acting Director, MQA
- Mr. Vijay Ramchurn, Manager, Framework Services, MQA
- Mr. Ramsammy Nookadee, Accreditation Officer, Framework Services, MQA

10.0.3. The Second Scoping Mission facilitated capacity-building workshops for selected tertiary educational providers and pilot providers; and, the Council's technical staff members. Key stakeholders in attendance at the workshops included the Ministry of Labour, Social Security and Human Resource Development; Ministry of Education, Science, Technology and Innovation; Caribbean Examinations Council (CXC); Technical and Vocational Education and Training (TVET) Council, and members of the National Qualifications framework (NQF) Pillar 2 Working Group.

10.0.4. The primary aim of the workshops was to provide capacity building to assist with implementing the proposed BQCF in the following areas:

- a) Validation of the BQCF Policies and Procedures
- b) Recognition of Qualifications, Credit Accumulation and Transfer
- c) Qualifications Development, Placement and Validation
- d) Prior Learning Assessment and Recognition (PLAR) procedures

10.0.5. Major outcomes of the Second Scoping Mission included:

- Endorsement of the proposed BQCF policies and procedures at the two-day workshop with all stakeholders present
- Agreement on a "Road Map" between the pilot tertiary educational providers and the Council as the "Way Forward"
- Beneficial capacity-building exercises for the pilot providers and the Council's technical staff

BARBADOS ACCREDITATION COUNCIL

11.0. Membership

11.0.1. The Council maintained its membership with the following regional and international Quality Assurance agencies:

- Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE);
- Association of Caribbean Tertiary Institutions (ACTI);
- International Network for Quality Assurance Agencies in Higher Education (INQAAHE); and
- The National Recognition Information Centre for the United Kingdom (UK NARIC)

11.0.2. The Council was represented on the following local committees:

- a) Barbados Medical Council - Assessment Committee
- b) Technical and Vocational Education and Training (TVET) Council Quality Assurance Committee
- c) Ministry of Labour and Human Resource Development - Human Resource Development (HRD) Steering Committee

12.0. Technical Training

12.1. Study Visit to the Mauritius Qualifications Authority (MQA)

12.1.1. Under an agreed Memorandum of Technical Cooperation and Partnership (MTCP) which was signed on 26th July, 2016 between the Mauritius Qualifications Authority (MQA) and the Council, technical assistance was provided by the MQA with the implementation of the Barbados Qualifications and Credit Framework (BQCF).

12.1.2. This assistance included the hosting of a delegation from the Council comprising Ms. Valda Alleyne, Executive Director and Mrs. Sharon Alleyne, Quality Assurance Officer for a study visit in Mauritius during the period July 04 – 16, 2017.

12.1.3. Technical support was further provided by the MQA through working sessions that were organized by the MQA's major stakeholders. Some of the outcomes of the study visit include:

- The identification of the criteria for placement of qualifications on the BQCF;
- The development of a draft Implementation Handbook that contained the proposed Policies, Guidelines and Standard Operating Procedures for the BQCF; and,
- The identification of a transition period for existing tertiary educational providers to meet the registration criteria.

13.0. Credential Fraud and Evaluation of Qualifications

13.0.1. During the period under review, the Council engaged the assistance of the World Education Services (WES), Canada to facilitate training in the **Evaluation of Qualifications and Credential Fraud** for the Council's Quality Assurance staff, Members and Alternates of the Equivalency Committee, and other key stakeholders.

13.0.2. The training was conducted during the period December 05 – 07, 2017 and mainly focussed on:

- i. augmenting professional competencies among the target group;
- ii. developing a cadre of persons with expertise in the areas of qualification evaluation and knowledge of how to find authentic documents; and,
- iii. identifying strategies related to credential fraud and the equivalency of qualifications.

14.0. Study Visits by Regional Accreditation Bodies

14.0.1. The Council hosted Study Visits for two (2) National Accreditation Bodies during the months of June and July 2017 for the St. Vincent and Grenadines Accreditation Council (SVGAC) and St. Christopher (St.Kitts.) and Nevis Accreditation Board (SKNAB respectively.

14.0.2. These study visits comprised observing and learning of the Council's practices, policies, processes and procedures in anticipation of implementing 'best practices' at the respective agencies of each visiting delegation

15.0. Attendance at CANQATE Conference

15.0.1. The Council was represented by Ms. Valda Alleyne, Executive Director and Dr Tennisha Morris, Quality Assurance Officer at the **14th Annual Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE)** Conference held in Paramaribo, Republic of Suriname during the period November 08 – 17, 2017. The main theme of the Conference was ***"Promoting Regional Cooperation in Tertiary Education Quality Assurance: Strength in Sustainable Development and Harmony in Action"***.

15.0.2. The Conference sub-themes included the following topics:

- **Applying ICT Towards Greater Collaboration among Quality Assurance Stakeholders**
- **Convergence of External Quality Assurance Policies, Processes and Standards**
- **Models for Partnerships Aimed at Enhancing Quality in tertiary Education**
- **Building a Culture of Quality Assurance at Institutions of Tertiary Education**
- **Developing Effective Quality Review Processes for Improving Quality in Tertiary Education**
- **Applying Institutional Research for the Development of Continuous Improvement Strategies**

15.1. **Attendance at International Conference and Workshop on Higher Education**

15.0.1. The Executive Director attended this forum which was hosted by the Centro Interuniversitario de Desarrollo (CINDA) in collaboration with the International Network for Quality Assurance in Higher Education (INQAAHE). The Conference was held in Santiago, Chile from January 08 to January 10, 2018 and its theme was **Higher Education Conference for the 21st Century**.

15.0.3. The topics covered at the Conference and concurrent Workshop included:

Conference Topics –

- ① Where are we: Two decades from the implementation of Quality Assurance mechanisms in Latin America and the Caribbean
- ② Autonomy and Quality Assurance: Two sides of the same coin?
- ③ Beyond Accreditation: Internal quality management – an institutional perspective; and,
- ④ National Qualifications Frameworks and their link to Quality Assurance

Workshop Topics –

- Quality Criteria for Quality Assurance Agencies
- Internal Management of Quality Assurance
- Higher Education Teaching – More of the Same?

16.0. **Marketing & Communications: April 2017 – March 2018**

A. **The Fourth National Secondary Schools' Debate Competition**

16.0.1. As part of its annual anniversary celebrations and during the period under review, the Council hosted the Fourth National Secondary Schools' Debate Competition. Nine (9) secondary schools participated in the overall competition.

16.0.3. The Alleyne School emerged victorious in the finals over the two-time champion The St. Michael's School who placed second and The Lodge School placed third. The moot was entitled "**Computer Technology Has Rendered Textbooks Obsolete**".



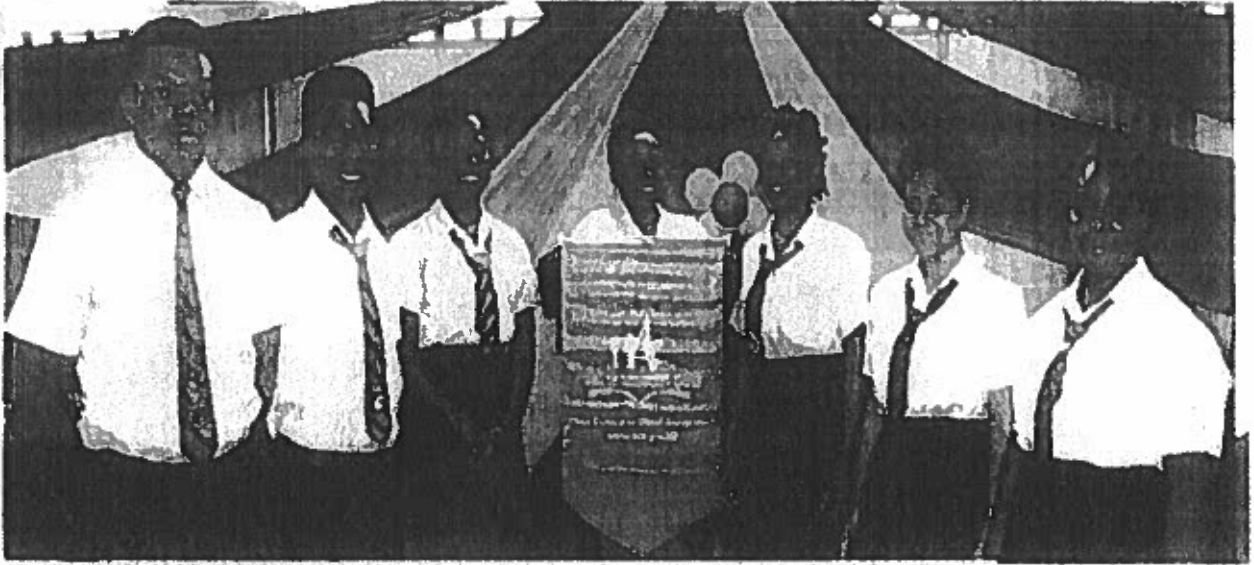


Mr. Cedric Murrell (Chairman, BAC Board of Directors) presents the Challenge Trophy to Ms. Julia Beckles (Principal, The Alleyne School)

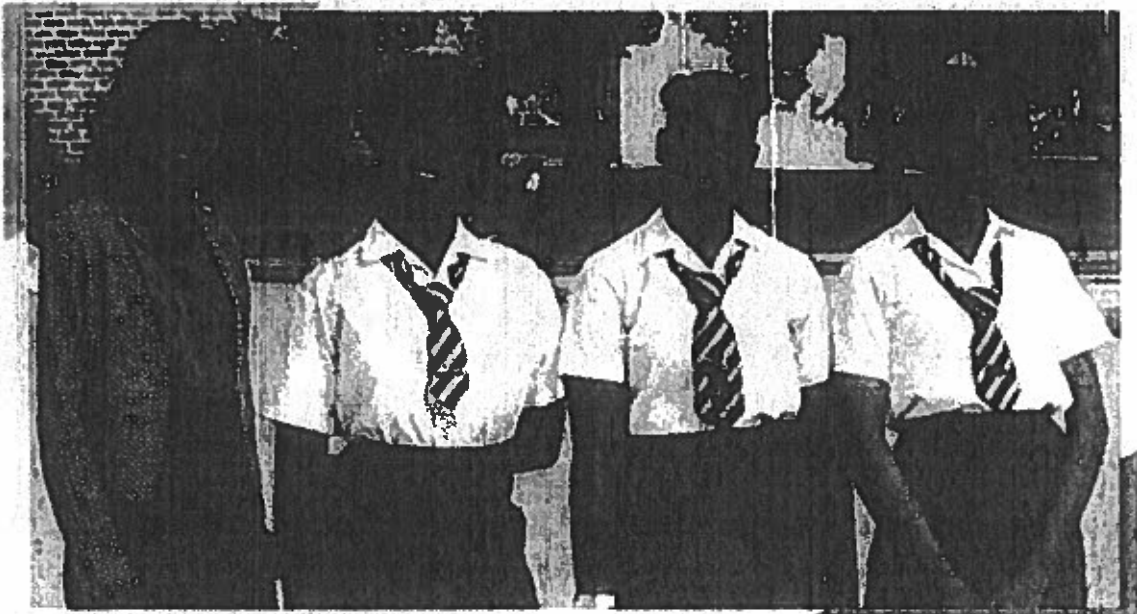


**The Champions, The Alleyne School Debating Team:
Standing on the left is Principal, Julia Beckles, other members of the Debating Team and sta
on the right is Coach, Shawntelle Scantlebury. Sitting from the left is Hannah Neblett (Cross E)
Sarah Holder (Secondar) and Shamera King-Charles (Leader).**

BARBADOS ACCREDITATION COUNCIL



Second Place Winners; The St Michael School Debating Team: from left is Seth Edwards (Seconder), Zachary St. Hill Haddock (Leader), Simone Williams (Cross Examiner), Chinyere Wade (Debate Moderator) and other members of the Debating Team



Third Place Winners; The Lodge School Debate Team: from Left (Nya Greenidge – Coach), Tenlesha Kirton (Leader), Ashley Griffith (Seconder) and Makaila Millington (Cross Examiner)

B. Information Sessions

17.0. Education/College/Skill Expositions

17.1. University of the West Indies Cave Hill (UWICH) Campus Career Fair

17.1.1. The UWI Cave Hill Campus held a Career Fair on March 1, 2018, which was open to past and present students of the campus.



Mr. Mark Alleyne, Information Officer (ag.) interacting with attendees.

17.2. Barbados Community College's "College Fair"

17.2.1. The Council participated in the "College Fair" hosted by the Barbados Community College on its premise between March 13 and 14 2018. This forum was ideal, as students, teachers, parents and guardians were provided with information on the Council's services to aid in the process of selecting a tertiary institution for secondary school leavers.



C. Congratulatory Advertisements

18.0. The Board of Directors, and staff extended its congratulations to Mr. Cedric Murrell, Chairman on being awarded an Officer of the Order of the British Empire (OBE) for his contribution to the Labour Movement in Barbados.

D. External Articles

19.0. Articles regarding the achievements of the Council and other quality assurance messages were included in newsletters of the *Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE)* and the *International Network for Quality Assurance Agencies in Higher Education (INQAAHE)*.

BARBADOS ACCREDITATION COUNCIL

20.0.

Certificate of Recognition of CARICOM Skills Qualification

- 20.0.1. During the *Financial Year: April 2017 – March 2018*, the Council received *one hundred and sixty-five (165) applications for and one hundred (100) requests for verification of the Certificate of Recognition of CARICOM Skills Qualification*. Three (3) applications for the Certificate of Recognition of CARICOM Skills' Qualification and two (2) applications for verification of the Certificate were denied as they did not meet the criteria for recognition.
- 20.0.2. During the period under review; the Council issued *one hundred and forty (140) Certificates of Recognition and seventy-seven (77) Verifications* to eligible CARICOM Skilled Nationals (CSNs). *Table 1* depicts the distribution of Certificates of Recognition Issued and Verified to CARICOM Skilled Nationals (CSNs) by Country and Gender.

TABLE 1 CERTIFICATES ISSUED AND VERIFIED BY COUNTRY AND GENDER
APRIL 1, 2017 to MARCH 31, 2018

COUNTRY	NUMBER OF CERTIFICATES			
	ISSUED		VERIFIED	
	MALES	FEMALES	MALES	FEMALES
Anguilla	0	0	0	0
Antigua and Barbuda	2	3	2	0
Barbados	35	43	0	0
Belize	0	2	0	1
Dominica	1	3	1	0
Grenada	1	2	2	2
Guyana	4	4	3	7
Haiti	0	0	0	0
Jamaica	6	4	11	13
Montserrat	0	0	0	0
St. Kitts & Nevis	0	1	1	0
St. Lucia	1	3	3	10
St. Vincent and the Grenadines	2	4	2	6
Suriname	1	0	0	0
Trinidad & Tobago	6	12	3	10
TOTAL	59	81	28	49
	140		77	

20.0.3. In terms of Certificates of Recognition issued; fifty nine (59) were recorded for males and eighty-one (81) females; with females accounting for 57.8% of all Certificates issued. Concerning the issuance of Letters of Verification; twenty-eight (28) applications for males and forty-nine (49) for females were verified; with females accounting for 63.6% of the total Certificates of Recognition verified.

20.0.4. In comparison to the previous *Financial Year: 2016– 2017*, applications for the Certificate of Recognition CARICOM Skills Qualification have decreased by 23.6% whereas applications for Verification have recorded an increase by 31.6%.

20.0.5. With regards to Certificates verified as further shown at **Table 1**, nationals of Jamaica accounted for the majority of Verifications issued with twenty-four (24) persons or 31% of the total Certificates verified; followed by St. Lucia and Trinidad with thirteen (13) persons respectively, or 17% of total verifications. Guyana recorded ten (10) persons or 13% of total verifications; and St. Vincent and the Grenadines amounted to eight (8) persons or 11% of total verifications.

20.0.6. **Figure 1 represents the Certificates Verified by Country for the Financial Year: April 01, 2017 - March 31, 2018**

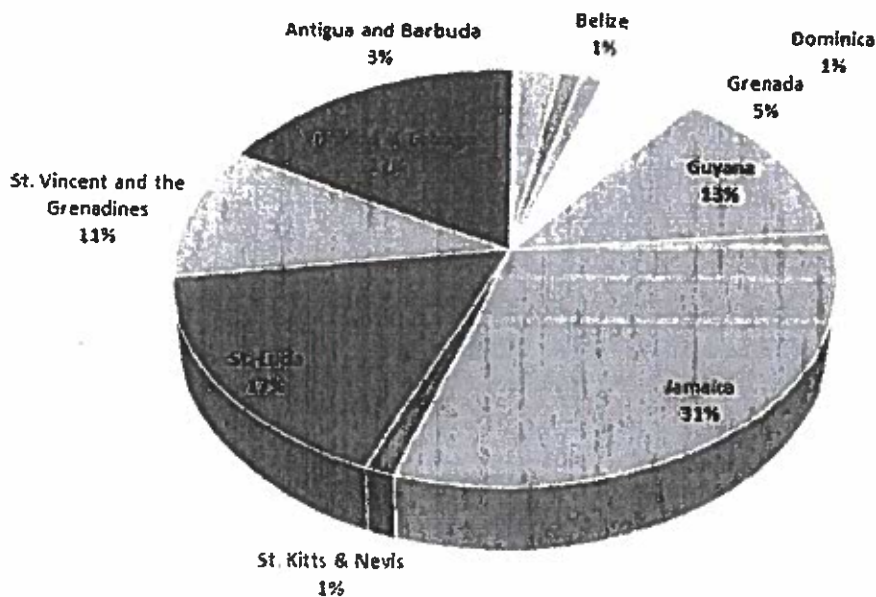


Figure1 - Certificates Verified by Country for the Financial Year 2017 – 2018

20.0.7. **Tables 2 & 3** show the gender and age distributions of applicants to whom Certificates of Recognition were issued and verified. As can be seen at **Table 2**, the age groups ranging between 21 – 30 years of age recorded seventy-two (72) persons, or 51.4%, of the total of CARICOM Skilled Nationals (CSNs) who were issued with Certificates of Recognition. **Table 3** shows that the age groups ranging between 26 – 35 year of age accounted for forty-nine (49) persons, or 63.6%, of the total of CARICOM Skilled Nationals (CSNs) who were issued with Letters of Verification.

BARBADOS ACCREDITATION COUNCIL

TABLE 2
CERTIFICATES ISSUED BY GENDER AND AGE

PERIOD	18-20 YRS	21-25 YRS	26-30 YRS	31-35 YRS	36-40 YRS	41-45 YRS	46+ YRS	TOTAL
MALES	0	18	10	5	9	7	10	59
FEMALES	4	20	24	14	8	5	6	81
TOTAL	4	38	34	19	17	12	16	140

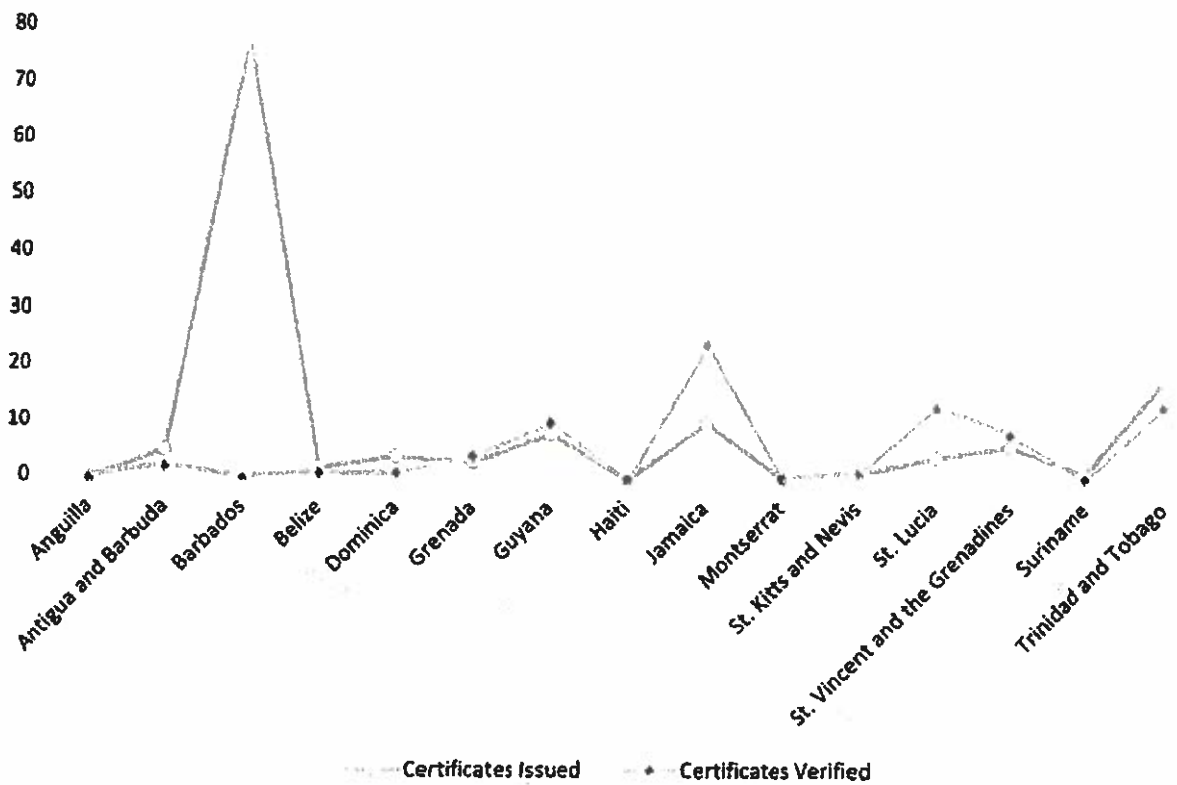
TABLE 3
CERTIFICATES VERIFIED BY GENDER AND AGE

PERIOD	18-20 YRS	21-25 YRS	26-30 YRS	31-35 YRS	36-40 YRS	41-45 YRS	46+ YRS	TOTAL
MALES	1	2	11	8	3	0	3	28
FEMALES	0	9	20	10	8	0	2	49
TOTAL	1	11	31	18	11	0	5	77

20.0.8. **Figure 2** provides a visual comparison of the **Certificates Issued** and **Certificates Verified** during the **Financial Year: April 01, 2017 - March 31, 2018**. Nationals of Barbados, Guyana, Jamaica, St. Lucia and Trinidad and Tobago comprise the majority of Certificates Issued and Verified to CARICOM Skilled Nationals (CSNs).

FIGURE 2

Comparison of "Certificates Issued" and Certificates Verified" for the Financial Year: April 1, 2017 to March 31, 2018



20.0.9. **Figures 3 & 4** represent the **Certificates Issued** and **Certificates Verified** over the previous five (5) financial periods. It should be noted that **Certificates Issued** have seen a decrease from the previous Financial Year: April 01, 2016 – March 31, 2017 from two hundred and six (206) as compared to one hundred and forty (140) in the current financial year. Further, **Certificates Verified** have increased marginally for the same period from seventy-five (75) to seventy-seven (77).

FIGURE 3
Comparison of "Certificates Issued" Over a Five-Year Period

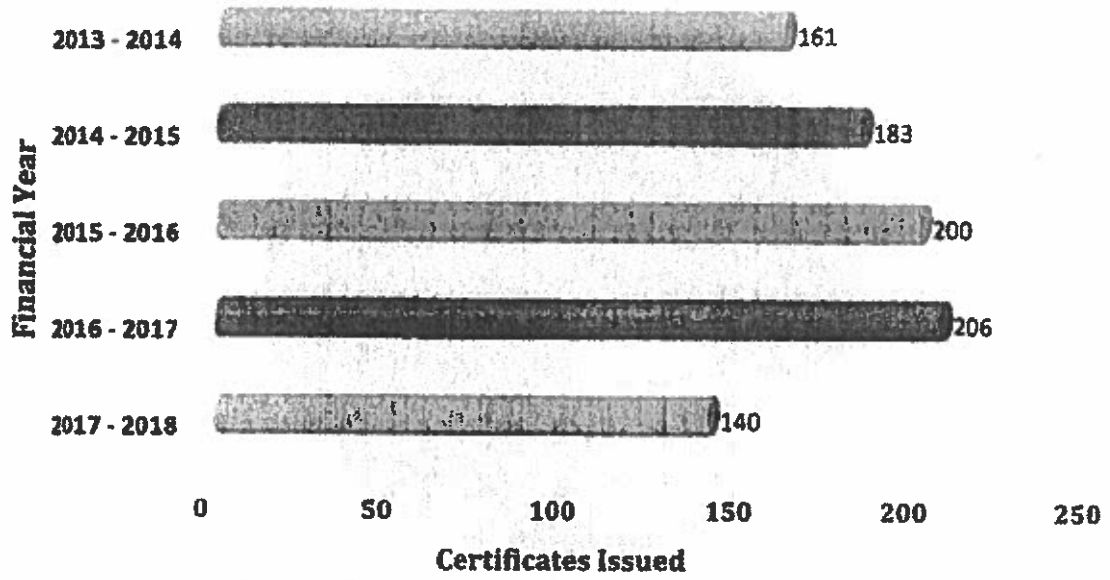
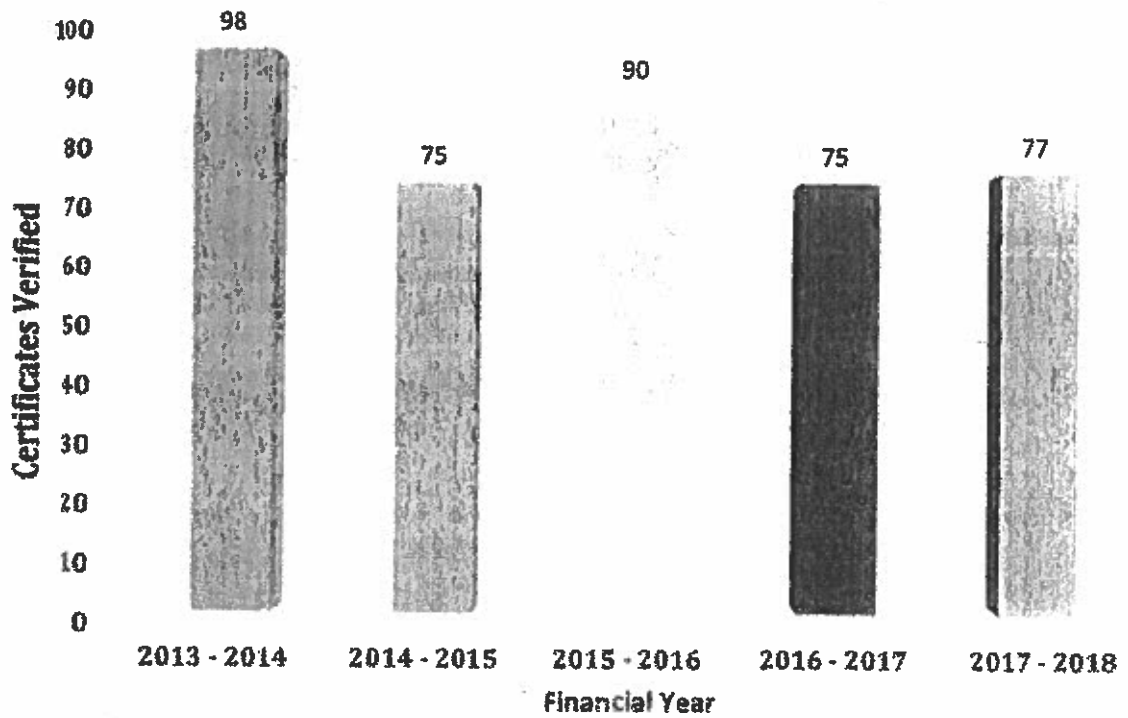
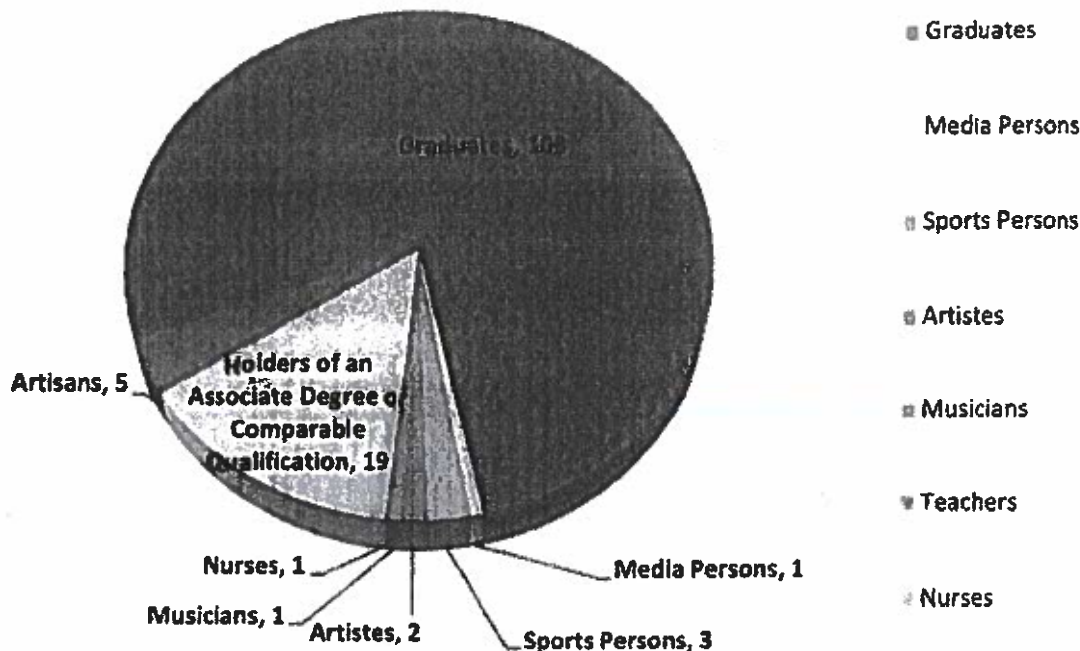


FIGURE 4
Comparison of "Certificates Verified" Over a Five-Year Period



20.0.10. **Figure 5** illustrates that of all the Certificates of Recognition issued to CSNs, 77% or one hundred eight (108) were issued under the category of **Graduate**; and **Holders of an Associate Degree or Comparable Qualification** accounted for nineteen (19), or 13.5% of the total certificates issued.



20.0.11. **Figure 6** shows that of the one hundred and eight (108) Certificates granted to **Graduates**; seventy-eight (78) Certificates Issued – thirty-five (35) to males and forty-three (43) to females, or 56% were issued **Nationals of Barbados**; eighteen (18) Certificates Issued – six (6) to males and twelve (12) to females, 13% were issued to **Nationals of Trinidad and Tobago**; with ten (10) Certificates Issued – six (6) to male and four (4) to females, or 7% were issued to **Nationals of Jamaica**.

BARBADOS ACCREDITATION COUNCIL

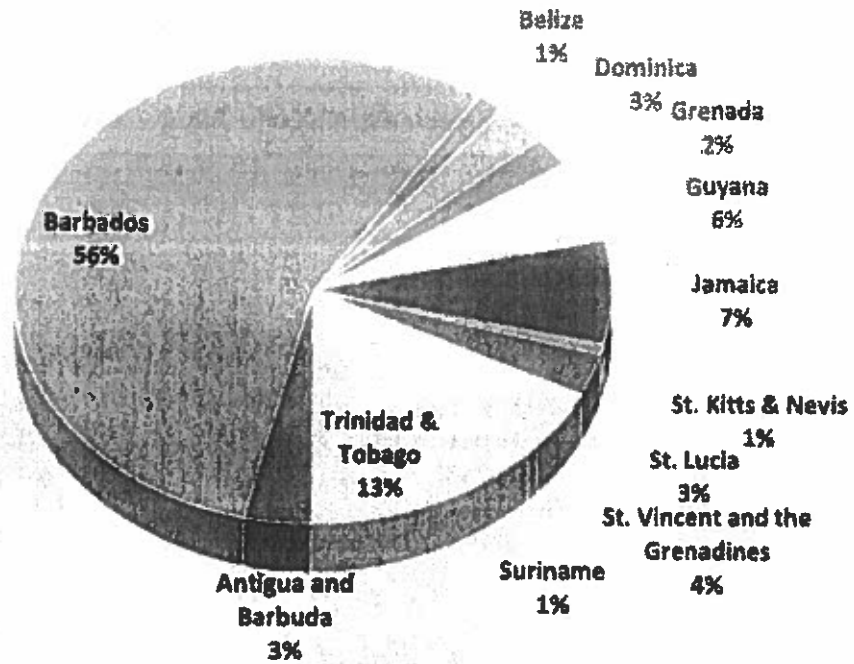


Figure 7 - Certificates Verified by Country for the Financial Year 2017 – 2018

20.0.12. **Figure 7** depicts that in terms of **Verifications by Country**; **Jamaica** accounted for the majority of CSNs at twenty-four (24), or 31% of the total number of persons who sought verification of their Certificates issue in other CARICOM Member States. **St. Lucia** and **Trinidad and Tobago** each recorded thirteen (13), or 17% of the total; and **Guyana** amounted to ten (10), or 13% of CSNs issued with Letters of Verification.

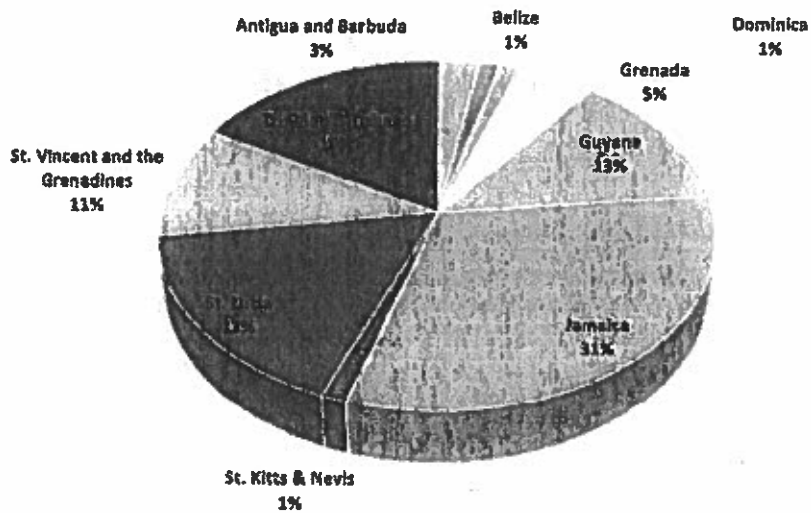


Figure 7 - Certificates Verified by Country for the Financial Year 2017 – 2018

20.0.13. **Figure 8** shows that in terms of **Verifications by Category**; *Graduates* accounted for the majority of CSNs at fifty-four (54), or 70%; Holders of an Associate Degree of Comparable Qualification recorded (10) or 13%; and Artisans stood at nine (9) or 12% of the total number of persons who sought verification their Certificates issued in other CARICOM Member States.

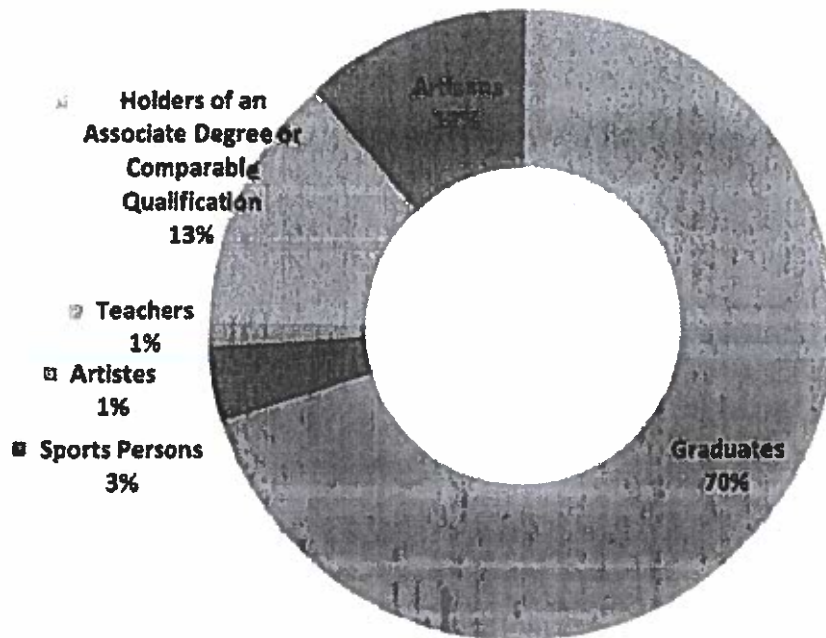


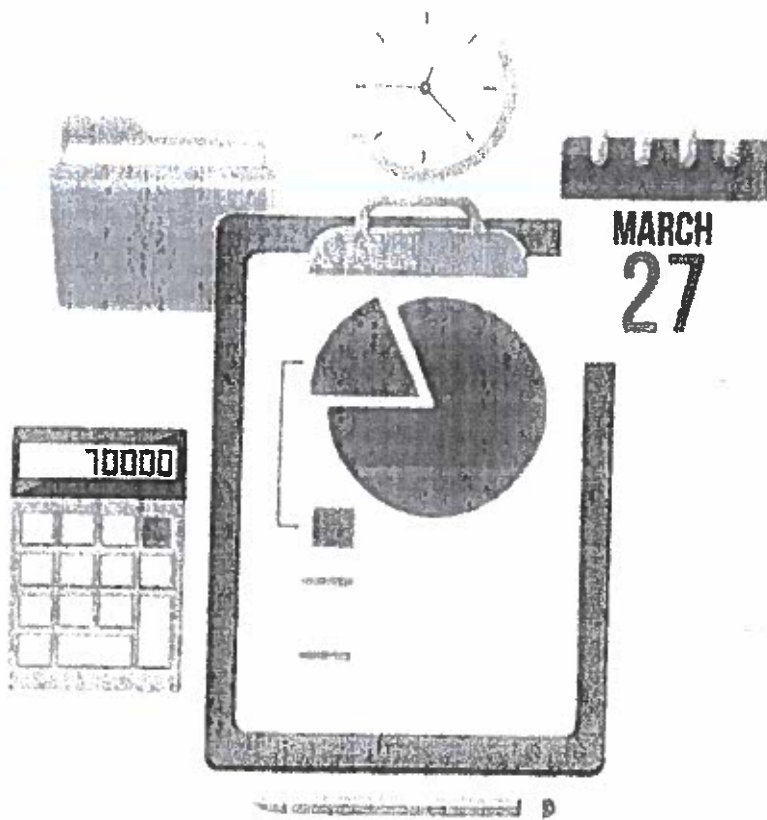
Figure 8 – Certificates Verified by Category for the Financial Year 2017 – 2018

APPENDIX I

INSTITUTIONS LISTED AS REGISTERED IN THE FINANCIAL YEAR 2017/2018

<u>INSTITUTION</u>	<u>EDUCATIONAL FOCUS</u>	<u>PLACE OF OPERATION</u>	
1	Allied Health Institute	Care of the Elderly	#19, 2nd Avenue, Greenhill, St. Michael
2	American University of Barbados	Medical Training	Wildey, St. Michael
3	B.A.G. Consulting Ltd.	Occupational Health/Safety	266 Croton Close, Union Hall, St. Philip
4	Barbados Civil Aviation Training Centre	Air Traffic Services courses, Management a-nd Security courses	Charnocks, Christ Church
5	Barbados Community College	General and Specialized Areas of study	"Eyrie", Howell's Cross Road, St. Michael
6	Barbados Employers' Confederation	Occupational Training	Braemer Court, Deighton Road, Brittons Hill, St. Michael
7	Barbados Fire Service	Occupational Training (Training and Professional Development for Staff - Technical, Management & Leadership; Fire Safety Training)	Arch Hall Fire Station, Arch Hall, St. Thomas
8	Barbados Institute of Management and Productivity	Business and Management	Wildey, St. Michael
9	Barbados Vocational Training Board	Skills Training, Evening, Apprenticeship and In Plant Training programmes	Lawrence Green House, Cr. St. Paul's Avenue & Culloden Road, St. Michael
10	Barbados Workers' Union Labour College	Professional Development Courses	Mangrove Park, St. Philip
11	Career Development Institute	Care of the Elderly/Home Care Nursing; Childcare & Development; Medical Office	Upstairs Coles Building, Lower Bay Street, St. Michael
12	Caribbean Centre for Conflict Management	Foundational and Advanced Mediation Practices	Trynora House, Cnr. Richmond Gap & Barbarees Hill, St. Michael
13	Caribbean Cosmetology Academy	Cosmetology and Nail Technology	Upstairs Mail 89, Roebuck Street, Bridgetown
14	Caribbean Institute for Meteorology and Hydrology	Meteorology and hydrology related basic to advanced level courses	Husbands, St. James
15	Caribbean School of Holistic Therapies, Health and Wellness	Holistic Therapy	Ascot Great House, Ascot Avenue, Gibbs, St. Peter
16	College of International Radio Broadcasting	Radio and television announcing, speech and personality development	Pine Cot, Philip Drive, Pine Gardens, St. Michael
17	Grace & Truth Critical Incident Training and Consultancies	Faith-based educational programmes	#125 Atlantic Park, Bel-Air, St. Philhip
18	Insurance Institute of Barbados Ltd.	Insurance	Ground Floor, Weymouth Corporate Centre, Roebuck Street, St. Michael
19	Media Resource Department, Ministry of Education and Human	Educational/Learning Resources	Elsie Payne Complex, Constitution Road, St. Michael

Barbados Accreditation Council Financial Statements **2017 - 2018**



BARBADOS ACCREDITATION COUNCIL

Financial statements

For the year ended 31 March 2018

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INDEPENDENT AUDITORS' REPORT

To the Directors of Barbados Accreditation Council

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Barbados Accreditation Council, which comprise the statement of financial position as at 31 March 2018, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the period then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Council as at 31 March 2018, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards (IFRSs) for Small and Medium Sized Entities as issued by the International Accounting Standards Board (IASB).

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of Council in accordance with the International Ethics Standards Board for Accountants' *Code of Ethics for Professional Accountants* (IESBA Code), and we have fulfilled our other ethical responsibilities in accordance with the IESBA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Key Audit Matters

Key audit matters are those matters that, in our professional judgment, were of most significance in our audit of the Council's financial statements of the current period. These matters were addressed in the context of our audit of the financial statements as a whole, and in forming our opinion thereon, and we do not provide a separate opinion on these matters.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with IFRSs and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Those charged with governance are responsible for overseeing the Council financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements including the disclosures and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

RBCI

Chartered Accountants

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Other matters

This report is made solely to the directors of Barbados Accreditation Council. Our audit work has been undertaken so that we might state to the Council's directors those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Barbados Accreditation Council and its directors for our audit work, for this report or for the opinion we have formed. We do not, in giving this opinion, accept or assume responsibility for any other purpose or to any other person to whose knowledge this report may come.

RBCI

Bridgetown, Barbados
3 October 3, 2018

BARBADOS ACCREDITATION COUNCIL


Statement of financial position

As of 31 March 2018

	Notes	2018 \$	2017 \$
Assets			
Current Assets			
Cash at bank		781,882	1,011,181
Accounts receivable		9,815	6,245
Prepaid expenses		27,705	27,330
		<u>819,402</u>	<u>1,044,756</u>
Property, plant and equipment	3	-	-
		<u>819,402</u>	<u>1,044,756</u>
Liabilities and general fund			
Liabilities			
Accounts payable	4	107,060	25,741
Deferred revenue	6	4,906	4,906
		<u>111,966</u>	<u>30,647</u>
General fund		<u>707,436</u>	<u>1,014,109</u>
		<u>819,402</u>	<u>1,044,756</u>

The accompanying notes form an integral part of these financial statements

Approved by the Council.


Council Member


Executive Director

BARBADOS ACCREDITATION COUNCIL

Statement of comprehensive income

For the year ended 31 March 2018

	Notes	2018 S	201
Revenue			
Subvention revenue		1,534,354	2,172,480
Revenue from operations		95,456	71,451
		<u>1,629,810</u>	<u>2,243,941</u>
Expenditure			
Salaries and wages		864,588	776,480
Rental of property		374,780	158,520
Conferences, seminars and training		120,131	65,296
General expenses		188,594	161,777
National insurance		62,229	55,356
Depreciation	3	-	2,726
Supplies and materials		48,679	46,659
Consultancy		96,572	30,884
Legal fees		3,750	17,000
Maintenance and insurance		50,357	38,071
Utilities, net		81,489	57,043
Advertising and promotion		28,455	13,186
Subscriptions		10,242	17,137
Honorarium and stipends		3,373	2,425
Travel		3,244	1,664
		<u>1,936,483</u>	<u>1,444,224</u>
Surplus (deficit) for the year		(306,673)	799,720

The accompanying notes form an integral part of these financial statements

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BARBADOS ACCREDITATION COUNCIL

Statement of changes in general fund

For the year ended 31 March 2018

	Notes	\$
Balances – end of the year 2016 before prior years		
adjustments		724,825
Prior years adjustments	7	(510,436)
Surplus for the year		799,720
Balances – end of the year 2017		1,014,109
Surplus for the year		(306,673)
Balances – end of the year 2018		707,436

BARBADOS ACCREDITATION COUNCIL

Statement of cash flows

For the year ended 31 March 2018

	2018	2017
	\$	\$
Cash flows from operating activities		
Surplus (deficit) for the year	(306,673)	799,720
Adjustments for:		
Depreciation	-	2,726
Operating income before working capital changes	(306,673)	802,446
Changes in non-cash working capital accounts:		
Change in accounts receivable	(3,570)	(150,852)
Change in prepaid expenses	(375)	420
Change in deferred revenue	-	(92,914)
Change in accounts payable	81,319	15,338
<i>Net cash (used in) from operating activities</i>	(229,299)	574,438
Net change in cash at bank	(229,299)	574,438
Cash at bank – beginning of year	1,011,181	436,743
Cash at bank – end of year	781,882	1,011,181

The accompanying notes form an integral part of these financial statements

BARBADOS ACCREDITATION COUNCIL

Notes to the financial statements

For the year ended 31 March 2018

1. Organisation and principal activities

The Barbados Accreditation Council (the "Council") is a statutory corporation enacted by the Parliament of Barbados on 28 June 2004 and is governed by the Barbados Accreditation Council Act 2004-11.

The main operating activities of the Council are:

Firstly, the registration and re-registration of institutions offering post-secondary or tertiary education and programmes of study, the accreditation and re-accreditation of programmes and institutions in Barbados and related functions, such as recognition and equivalency of local and foreign-based qualifications, articulation and conferral of institutional titles; and

Secondly, the granting of Certificates of Recognition of CARICOM Skills Qualification to applicants who satisfy the requirements for recognition as skilled CARICOM nationals and examining and verifying of certificates of Recognition of Caribbean Community Skills granted to community nationals by Member States.

Statement of compliance:

These financial statements have been prepared in accordance with International Financial Reporting Standards.

Adoption of new and revised standards:

In the current year, the Council has adopted all of the new and revised Standards and Interpretations issued by the International Accounting Standards Board ("the IASB") and the International Financial Reporting Interpretations Committee ("the IFRIC") of the IASB that are relevant to its operations and effective for accounting periods beginning on 1 April 2016. The adoption of these new and revised Standards and Interpretations has not significantly affected the amounts reported for the current year.

Standards issued but not yet effective

During the year, there were several standards and interpretations issued, but not yet effective, up to the date of issuance of the Council's financial statements. The Council has not adopted any of these standards and does not expect any significant impact on its operating activities when these standards become effective.

BARBADOS ACCREDITATION COUNCIL

Notes to the financial statements

For the year ended 31 March 2018

2. Significant accounting policies and adoption of standards

Significant accounting policies adopted by the Council are as follows:

Basis of accounting

The financial statements have been prepared in accordance with the historical cost convention and are expressed in Barbados dollars. The preparation of the financial statements in conformity with IFRS requires the use of certain accounting estimates. It also requires management to exercise its judgment in the process of applying the Council's accounting policies.

Revenue recognition

Subvention revenue is recognized on a cash basis. The revenue from operations is generated when services are provided.

Foreign currencies

Transactions originating in foreign currencies are recorded in Barbados dollars at the exchange rates ruling at the dates of the transactions. Assets and liabilities denominated in foreign currencies are translated at the exchange rates at the balance sheet date.

Related parties

Two parties are considered to be related if one party has the ability, directly or indirectly, to control the other party or exercise significant influence over the other party in making financial and operating decisions. Parties are also considered to be related if they are subject to common control or common significant influence. Related parties may be individual or corporate entities.

BARBADOS ACCREDITATION COUNCIL

Notes to the financial statements

For the year ended 31 March 2018

2. Significant accounting policies and adoption of standards (continued)

Depreciation

Property, plant and equipment are originally recorded at cost less accumulated depreciation and any accumulated losses. Depreciation is applied on the straight-line basis to write off the cost of the assets over their estimated useful lives at the following annual rates:

Furniture and fixtures	33%
Computers	25%
Vehicle	14%
Software	25%
Printer	20%
Air condition units	33%

Loans and receivables

Loans and receivables are measured at amortized cost using the effective interest method, less any impairment. The financial assets of the entity which are designated as loans and receivables are all short term in nature and recognition of interest is immaterial. The significant categories of loans and receivables of the Council include accounts receivable.

Impairment of loans and receivables

Loans and receivables are assessed for indications of impairment at each balance sheet date. Loans and receivables are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the loans and receivables, the estimated future cash flows of the investment have been impacted.

Financial liabilities

Financial liabilities of the Council are classified as "other financial liabilities". Other financial liabilities are initially measured at fair value, net of transaction costs. Other financial liabilities are subsequently measured at amortized cost using the effective interest method. Accounts payable represents the only significant other financial liability of the Council.

The financial liabilities of the Council are all short term in nature and the recognition of interest expense is immaterial.

BARBADOS ACCREDITATION COUNCIL

Notes to the financial statements

For the year ended 31 March 2018

2. Significant accounting policies and adoption of standards (continued)

Accounts payable are stated at their nominal values.

Intangible assets

Intangible assets are measured at cost net of amortization on a straight-line basis at a rate of 25% per annum.

Intangible assets comprise of Council's website development costs.

Critical accounting judgments and key sources of estimation uncertainty

The Council makes estimates and assumptions that affect the reported amounts of assets and liabilities within the financial statements. Estimates and judgments are continually evaluated and on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

In the application of the Council's accounting policies, management is required to make judgments, estimates and assumptions about the carrying amounts of assets and liabilities that are readily apparent from other sources. The estimates and liabilities are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revision to accounting estimates are recognized in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Key sources of estimation uncertainty

Other than in the establishment of routine provision against accounts receivable, depreciation of property, plant and equipment, and amortization of intangible assets, there are no estimates or judgments which are required in applying policies which may have a material impact on the Council's reported assets, liabilities, revenue and expenses.

BARBADOS ACCREDITATION COUNCIL

Notes to the financial statements

For the year ended 31 March 2018

3. Property, plant and equipment

	Cost \$	Accumulated depreciation \$	Net book value \$
Furniture & fixtures			
Balances - 1 April	122,835	122,832	-
Depreciation	-	-	-
Balances - 31 March	122,835	122,835	-
Computers			
Balances - 1 April	108,799	108,799	-
Depreciation	-	-	-
Balances - 31 March	108,799	108,799	-
Printer			
Balances - 1 April	46,112	46,112	-
Depreciation	-	-	-
Balances - 31 March	46,112	46,112	-
Software			
Balances - 1 April	54,011	54,011	-
Depreciation	-	-	-
Balances - 31 March	54,011	54,011	-
Property and Plant: Air-condition Units			
Balances - 1 April	29,988	29,988	-
Depreciation	-	-	-
Balances - 31 March	29,988	29,988	-

BARBADOS ACCREDITATION COUNCIL

Notes to the financial statements

For the year ended 31 March 2018

3. Property, plant and equipment (continued)

Motor vehicles

Balances - 1 April	54,870	51,870	.
Depreciation	-	-	-
Balances - 31 March	54,870	54,870	-

Summary

Balances - 1 April	416,615	416,615	.
Additions	-	-	-
Depreciation	-	-	-
Balances - 31 March	416,615	416,615	-

4. Accounts payable

The average credit period on payables is 30 days. No interest is charged on accounts payable if this average credit period is maintained. Thereafter interest may be charged at a rate determined by the supplier. The Council has financial risk management policies to ensure that payables are paid in a reasonable time frame.

5. Financial instruments

Financial assets of the Council comprise cash at bank and accounts receivable. Financial liabilities comprise accounts payable and deferred revenue.

BARBADOS ACCREDITATION COUNCIL

Notes to the financial statements

For the year ended 31 March 2018

5. Financial instruments (continued)

Credit Risk

Credit risk arises from the possibility that counterparties may default on their obligations to the Council. The Council's exposure to credit risk is indicated by the carrying amount of its assets.

The majority of the Council's assets consist of cash is placed with one reputable bank, thereby minimizing credit risk.

Fair value

The fair values of the Council's financial assets and liabilities approximate their carrying values at the balance sheet date.

Interest rate risk

Differences in contractual re-pricing or maturity dates and changes in interest rates may expose the Council to interest rate risk. The Council's exposure to such risk is limited to variations in bank interest rates. However, interest earned on savings does not form a material source of revenue.

BARBADOS ACCREDITATION COUNCIL

Notes to the financial statements

For the year ended 31 March 2018

6. Deferred Revenue

During the year as at 31 March 2012, \$500,000 was received from The Ministry of Education to facilitate in the development of the National Qualifications Framework (NQF) to achieve a mandate on developing and maintaining a unified system of credits for institutions. The financial summary of NQF progress as at 31 March 2017 is as follows:

	\$ 2018	\$ 2017
Deferred Revenue - NQF b/f	-	<u>92,914</u>
Less expenses incurred as follows:		
Rental of property	-	47,040
Conferences, seminars and training	-	20,512
Consultancy	-	25,362
Total NQF Expenses	-	<u>92,914</u>
Deferred Revenue – NQF Balance c/f	-	-
Other Deferred Revenue	<u>4,906</u>	<u>4,906</u>
Total Deferred Revenue	<u>4,906</u>	<u>4,906</u>

7. Prior years adjustments

Prior years adjustments record close of subventions not received by year end 2016.



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