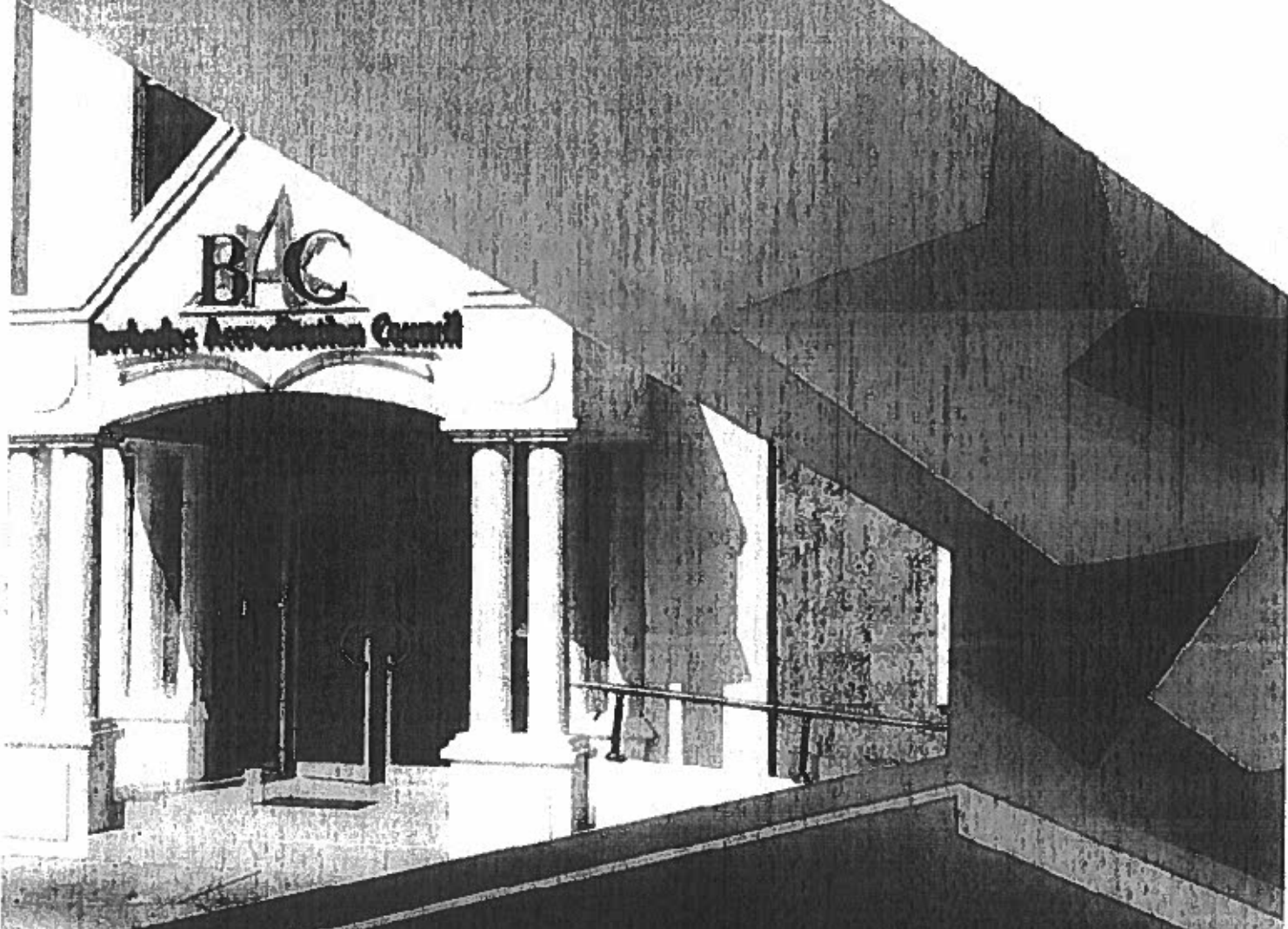


BAC

Barbados Accreditation Council

Your Gateway to Global Recognition



ANNUAL REPORT
2016 - 2017



ANNUAL REPORT

2016 - 2017

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 financial year 2016-2017, the Barbados Accreditation Council (BAC) pursued its mandate of assuring quality tertiary education and training in Barbados. Such assurance was provided through the activities that were undertaken during the period April 1, 2016 to March 31, 2017.

These activities included the registration of tertiary educational providers and review of providers that were accredited by the Council. In relation to registration, the Council continued to provide technical support to tertiary educational providers such as the Barbados Community College, Barbados Vocational Training Board, Erdiston Teachers' Training College and Samuel Jackman Prescod Polytechnic.

As it relates to accreditation, the Council sought to ensure that The University of the West Indies Cave Hill and Open Campuses (The UWICH and UWIOC) were maintaining the standards for Institutional Accreditation. These two campuses were granted Institutional Accreditation by the Council in June 2013 for a period of six (6) years. The Mid Cycle Review for both campuses was conducted by a team of external evaluators who reviewed their operations against the BAC's Institutional Accreditation Standards and the follow-up actions that were required from the 2013 evaluation exercise.

Equally important, the Council continued to sensitize key stakeholders about the impending Barbados Qualifications and Credit Framework (BQCF) and its benefits for all. This exercise resulted in the sensitization of over one hundred (100) stakeholders during the period under review.

During the 2017-2018 financial year, the Council will continue to work with its stakeholders towards achieving high quality tertiary educational provision in Barbados.

Cedric Murrell (Mr.)

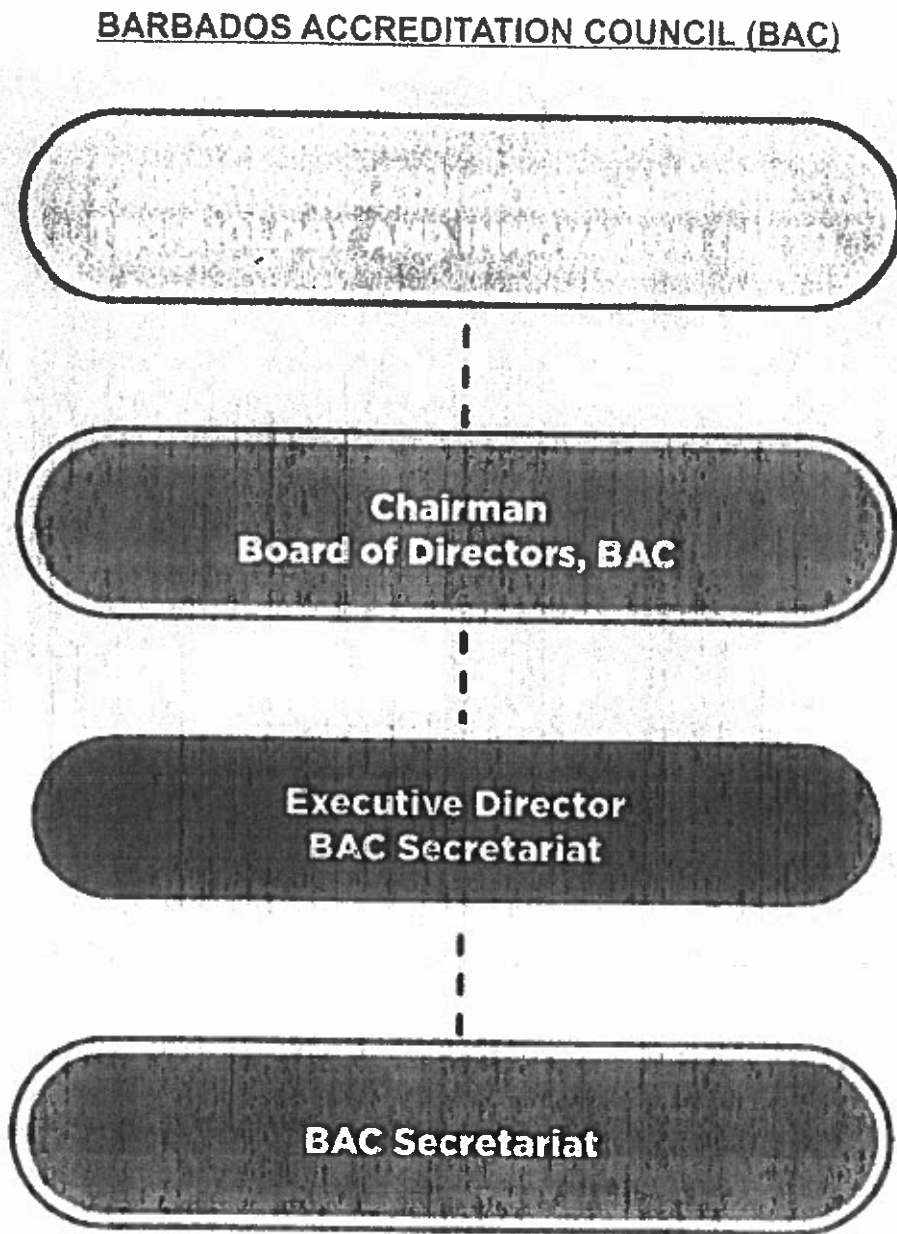
Chairman
Board of Directors

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. Its two (2) broad roles are, 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:**
- a) Register local, regional and foreign-based institutions that offer educational courses in Barbados;
 - b) Accredite and re-accredite programmes of study and institutions operating in Barbados;
 - c) 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;
 - d) Advise on the recognition of foreign-based institutions and their awards;
 - e) Establish relationships with national, regional and international accreditation bodies;
 - f) Determine the equivalency of programmes and qualifications; and
 - g) Examine and verify Certificates of Recognition issued to Community nationals.

2. REPORTING STRUCTURE



3. **BOARD OF DIRECTORS: 2016 - 2017**



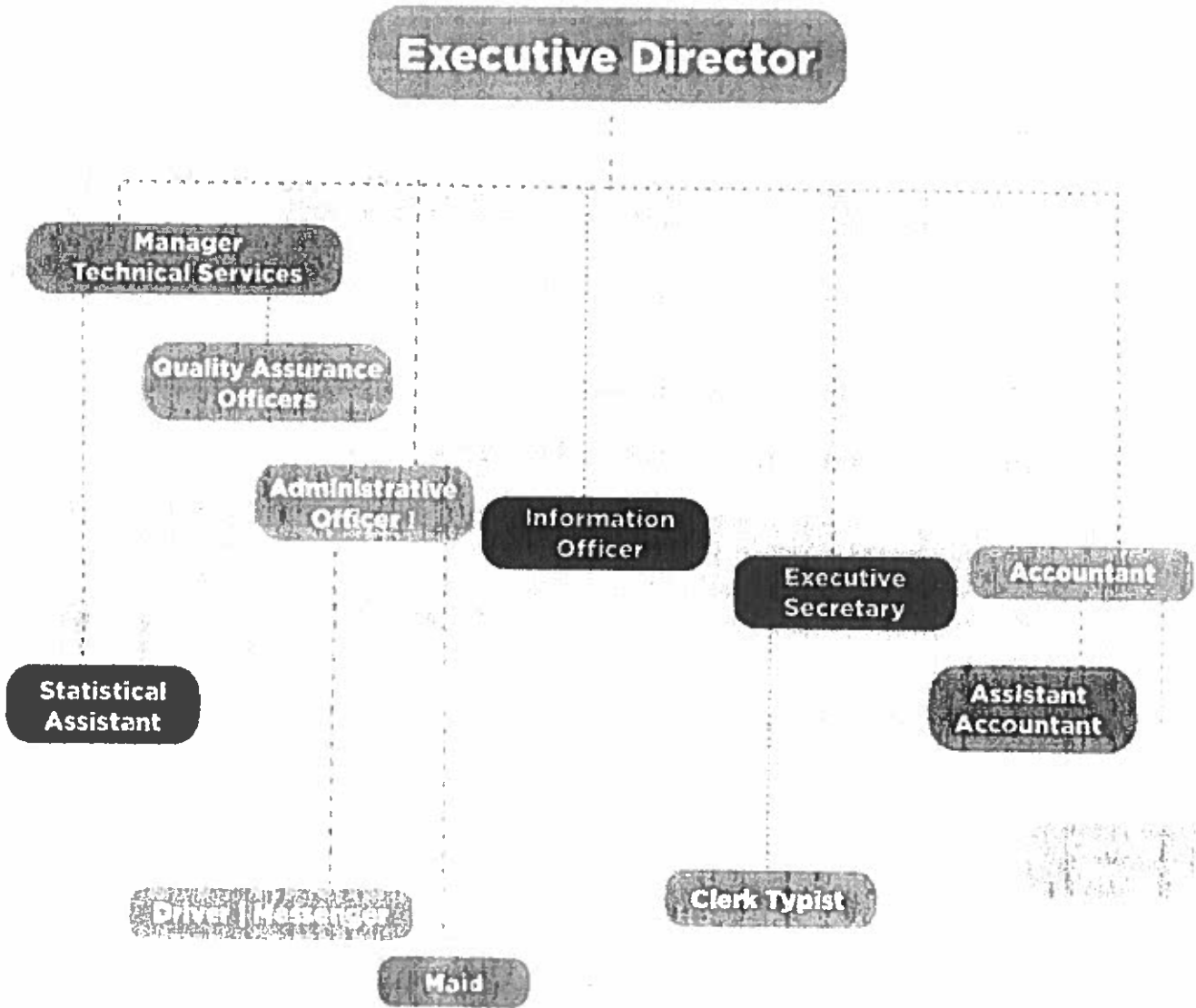
Pictured from Left to Right:

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; Mr. Cedric Murrell, Chairman and Mrs. Joy Adamson, Representative, Ministry of Education, Science, Technology and Innovation.

Missing from Photo:

Mrs. Karen Best, Representative, Ministry of Education, Science, Technology and Innovation; Ms. Monique Hassell, Representative, Barbados Employers' Confederation and Ms. Ramona Brathwaite, Member.

4. ORGANIZATIONAL STRUCTURE



SECTION B: ACTIVITIES OF THE COUNCIL

5. ADMINISTRATIVE OPERATIONS

5.1. Meetings of the Board

5.1.1. The Board of Directors held ten (10) regular meetings during the **Financial Year: April 1, 2016 to March 31, 2017**. The Board convened its first meeting on Tuesday, 21st June, 2016

5.1.2. Mr. Cedric Murrell was re-appointed as Chairman of the Board of Directors with effect from May 9, 2016 for a period of two (2) years.

5.2. Administrative Committees of the Board

Human Resource Management (HRM) Committee

During the period under review, the Human Resource Management (HRM) Committee convened four (4) meetings. The HRM Committee's responsibilities 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. .

5.2.1 The HRM Committee members comprises:

- Ms. Monique Hassell - Representative of the Barbados Employers' Confederation - Chairman and Member of the Board of Directors.
- Mr. Herbert Gittens – Representative, Congress of Trade Unions and Staff Associations of Barbados (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 his nominee – Ministry of the Civil Service and Ex-Officio Member of the Board of Directors.
- The Executive Director – Ex Officio Member

5.2.2 The Human Resource Management (HRM) Committee met in relation to the following matters:

- a. reviewing and making recommendations to the Board of Directors on the draft Disciplinary Code;
- b. reviewing and making recommendations in relation to the Board of Directors on a Sick Leave Policy and Procedures; and
- c. Short listing, interviewing and selecting suitable persons for the two (2) vacant posts of Quality Assurance Officer.

5.3. Engagement of Services

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

- a) Hinkson Computer Services were engaged on an "As Required" basis to manage the daily operations of the Council's IT system;
- b) Ron Bancroft and Company Limited was engaged on an "As Required" basis to provide auditing services for the Financial Year: April 1, 2016 to March 31, 2017;
- c) Grace McCaskie & Company was engaged as Legal Counsel on a retainer basis to provide legal services to the Council; and
- d) Sobers Interactive Management (SIM) Services Inc. to undertake the development of a Strategic Plan.

6. STUDENT ATTACHMENTS/INTERNSHIPS

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

- 6.1. As customary, the Council continued to provide two 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.
- 6.2. During the period under review internships were provided to Ms. Kellyanne Blackman from the Samuel Jackman Prescod Polytechnic; and Ms. Janique Browne from the Barbados Community College. The student interns were attached to the Council's Secretarial and Records Management (SRM) section.

7. LOCAL TRAINING – STAFF

Certified Knowledge Management Training

7.1. Customer Knowledge Management

The Executive Director participated in a training programme entitled “**Certified Knowledge Manager**” which was facilitated by the Ministry of Labour, Social Security and Human Resource Development. The training was conducted by the Knowledge Management Institute, USA and targeted heads of Ministries Departments and Statutory Boards as part of the Human Resource Development (HRD) Strategy capacity building activities. The primary objective of the training was to equip managers with the knowledge and skill: to champion and implement knowledge management systems within their respective organizations.

At the end of the training, managers were required to undertake the examination for Certified Knowledge Management.

Pictured is Ms. Alleyne with her certification as a ‘**Knowledge Manager**’.



7.1.2 Customer Service Excellence

In its thrust to improve internal and external customer service delivery, staff members were provided with training during the review period. The training, was conducted by the National Initiative for Service Excellence (NISE). At the end of the training, staff members were provided with the tools and techniques to deliver exceptional customer service.



Pictured are staff members engaging in one of the activities.



7.1.3 Development of a Strategic Plan

Strategic Interactive Management (SIM) Inc. commenced the process of developing a Strategic Plan for the Council with a series of interviews targeted at the Board of Directors and staff members. These interviews sought to gather feedback on the strategic directions of the Council and major issue(s) that should be considered in the development of the Plan.

The next major activity was a two-day Strategic Retreat held at the Almond Bay Caterers, Hastings, Christ Church. The first day was targeted at the Board of Directors, staff members and key stakeholders and the second day was for BAC Board of Directors and staff only.

From this Strategic Retreat, the participants were able to derive a Proposed Vision, Mission Tenets, Core Values and Strategic Objectives and Activities. The next steps would involve the SIMS team selecting focus groups within the Council that would act as 'Champions' in developing the Key Result Areas of the Strategic Plan.



Dr. Hensley Sobers, and staff members of the Council at the Strategic Retreat.

TECHNICAL OPERATIONS

8. Technical Committees of the Board

8.1. Accreditation and Programme Approval Committee

8.1.1 The APAC comprises:

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

8.1.2 The Accreditation and Programme Approval Committee (APAC) met once during the period under review and two (2) programmes of study were approved for delivery by the Grace and Truth Critical Incident Training and Consultancies (GTCITC), a private tertiary educational provider. Programme approval is a quality assurance process which ensures that a programme is appropriately designed and structured adequately resourced; consistent with the provider's mission; and has stated learning outcomes and assessment strategies that are set at an appropriate level for the qualification awarded. The programmes approved for offer to the public by the *Grace and Truth Critical Incidents Training and Consultancies* for a period of six (6) years were:

- **Advanced Certificate in Traumatology: Crisis Counselling and Management**
- **Advanced Certificate in Personal Development Coaching**

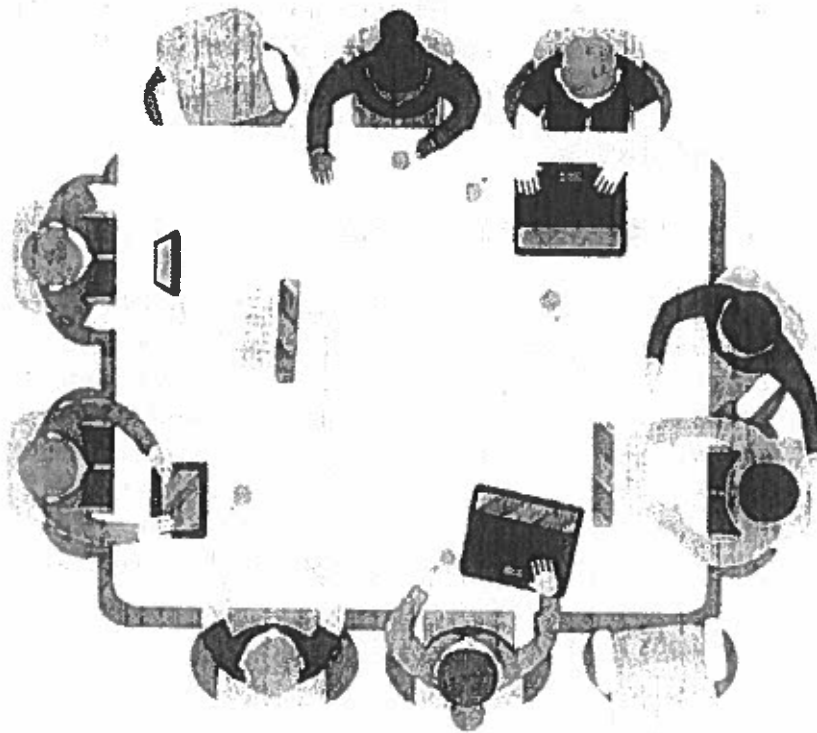


9. Equivalency Committee

9.1 During the period under review six (6) Equivalency Committee Meetings were convened. Approximately thirty-two (32) qualifications were evaluated to determine their comparability to local qualifications and Statements of Recognition of Qualifications issued to the applicants.

9.1.2 The Equivalency Committee comprise:

- Ms. Ramona Brathwaite, **Chairman** and Member of the Board of Directors
- Representative, Ministry of Education, Science, Technology and Innovation
- Mr. Herbert Gittens – Representative, Congress of Trade Unions and Staff Associations of Barbados (CTUSAB) and Member of the Board of Directors
- Representative of Technical, Vocational Education and Training (TVET) Council
- Mr. Anthony Joseph – Representative, Ministry of Civil Service
- The Executive Director, BAC – Ex-officio Member



10. Quality Assurance and Quality Enhancement Activities

10.1 Registration of Institutions

10.1.1. Institutions offering post-secondary and tertiary education and training must register with the Council. The primary purpose of registration is to ensure that tertiary providers meet approved standards to operate legally in Barbados; for example, fire and health compliance, along with adequate physical, learning and financial resources.

10.1.2. Between *April 1, 2016 and March 31, 2017*, thirty - four (34) institutions were registered with the Council. A list of registered institutions is shown at Appendix I

10.2 Recognition of Institutions and Programmes of Study

10.2.1. The Council sought to ensure that the general public become more aware of Diploma and Accreditation Mills by engaging in several public information sessions. These sessions were aimed at encouraging members of the public to seek the Recognition Services of the Council, before pursuing studies abroad, as the Council could advise them whether prospective institutions and their programmes of study were recognized or accredited in their home countries.

10.2.2. During the period under review thirty-seven (37) requests for the recognition/accreditation status of overseas institutions and/or programmes were processed by the Council and Statements of Recognition issued to applicants.

10.3 Accreditation of Institutions

10.3.1 Mid Cycle Review of The UWI Open Campus

10.3.2 During the period under review, a Mid Cycle Review of The UWI Open Campus was undertaken to ascertain whether it had maintained the quality of its operations since being granted Institutional Accreditation in June 2013. To this end, a team of evaluators conducted the review visit and at the end of the visit, it was concluded that The UWI Open Campus had maintained the Institutional Accreditation Standards and provided evidence of continued institutional sustainability until the end of the accreditation period which is June 2019.

10.3.3 The team's report was considered by the Accreditation and Programme Approval and the Board of Directors. It was agreed that The UWI Open Campus should continue accreditation for the remainder of the accreditation period, which is June 2019.

10.4 Proposed National Qualifications Framework (NQF)

10.4.1. The Council continued its activities towards the implementation of the proposed National Qualifications Framework (NQF).

10.4.2 During the period under review, the Mauritius Qualifications Authority (MQA) continued to provide technical assistance through a Scoping Mission which was undertaken during the period April 11-15, 2016. The technical assistance continued to be provided through the MQA's three-member team that comprised:

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

10.4.3. The Scoping Mission included a capacity-building workshop for selected tertiary educational providers; the Council's staff members; key stakeholders such as the Ministry of Labour, Social Security and Human Resource Development; Ministry of Education, Science, Technology and Innovation; and members of the NQF Working Group. The primary aim of the workshop was to equip the participants with the requisite techniques and knowledge that would be required for the implementation of the proposed NQF.

10.4.4 One of the outcomes of the Scoping Mission was the selection of six (6) tertiary educational providers who would be involved in the piloting of two (2) qualifications each at Levels 2 and 3 of the NQF. The qualifications that would be piloted would focus on the areas of interest, namely: Green Energy, Agriculture, Health and Wellness including Beauty Services, and Creative Industries. The six (6) providers selected were as follows:

- Barbados Community College (BCC)
- Samuel Jackman Prescod Polytechnic (SJPP)
- Barbados Vocational Training Board (BVTB)
- Semaj School of Cosmetology and Trichology
- Career Development Institute
- Allied Health Institute

10.4.5 During the Scoping Mission, the MQA also provided capacity-building for the Council's staff and tertiary educational providers to ensure that they were equipped with the competencies to ensure successful implementation of the proposed NQF.

11.0. Membership

11.1. 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)

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

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

12.0 Technical Training

12.1 Prior Learning Assessment and Recognition (PLAR)

12.1.1 Three (3) staff members were provided with training in Prior Learning Assessment and Recognition (PLAR), namely:

- Mrs. Sharon Alleyne, Quality Assurance Officer
- Mrs. Alitia Quintyne, Quality Assurance Officer
- Ms. Shonelle Lynch, Clerk/Typist

12.1.1 The training was organised by the Technical and Vocational Education and Training (TVET) Council and delivered by the Red River College in Canada.

12.1.2. At the end of the training, it was anticipated that the Council's participants would be able to assist with:

- Implementation of the requisite policy and procedures to ensure effective administration of PLAR;
- Educational/sensitization awareness to the public particularly as it relates to PLAR within the proposed National Qualifications Framework;
- Providing a Glossary of Terms to facilitate the educational awareness of the public.

12.2 Attendance at QA Conferences

5th International Conference on Higher Education

12.2.1 The Ministry of Education, Science, Technology and Innovation hosted its 5th International Conference on Higher Education from October 16 - 19, 2016.

12.2.2 The following staff members attended the Conference:

- The Executive Director
- Mrs. Alitia Quintyne, Quality Assurance Officer
- Mrs. Mary Bruce, Administrative Officer 1
- Ms. Shonelle Lynch, Clerk/Typist

Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) Conference

12.2.3 CARICOM Qualifications Framework (CQF) Workshop

12.2.4 The Executive Director attended a workshop organised by the CARICOM Secretariat to review the draft CARICOM Qualifications Framework (CQF) prior to its submission to the Council for Human and Social Development meeting. The workshop was held in Guyana.

13.0 External Quality Assurance Agencies - Work Attachment to BAC

13.1 The Council hosted Mrs. Descima Alexander-Hamilton, Executive Director of the National Accreditation Board, St. Vincent and the Grenadines and Ms. Janelle O'Garro, Quality Assurance Officer during the period September 19-23, 2016.

13.2 The work attachment was aimed at providing knowledge and practical exposure in relation to the Council's quality assurance and quality enhancement processes, in particular the following:

- The Recognition/Evaluation of Qualifications
- Registration, Accreditation and Programme Approval process and procedures
- Certificate of Recognition of CARICOM Skills Qualification

MARKETING & COMMUNICATIONS: APRIL 2016 – MARCH 2017

A. Third National Secondary Schools' Debate Competition

- 14.1. As part of its annual anniversary celebrations and during the period under review, the Council hosted the *Third National Secondary Schools' Debate Competition*. Ten (10) secondary schools participated in the overall competition and The St. Michael School emerged victorious in the finals over Queen's College and placed second, and The Deighton Griffith Secondary School placed third. The moot was entitled "*A National Qualifications Framework Makes Life-long Learning More Appealing*".

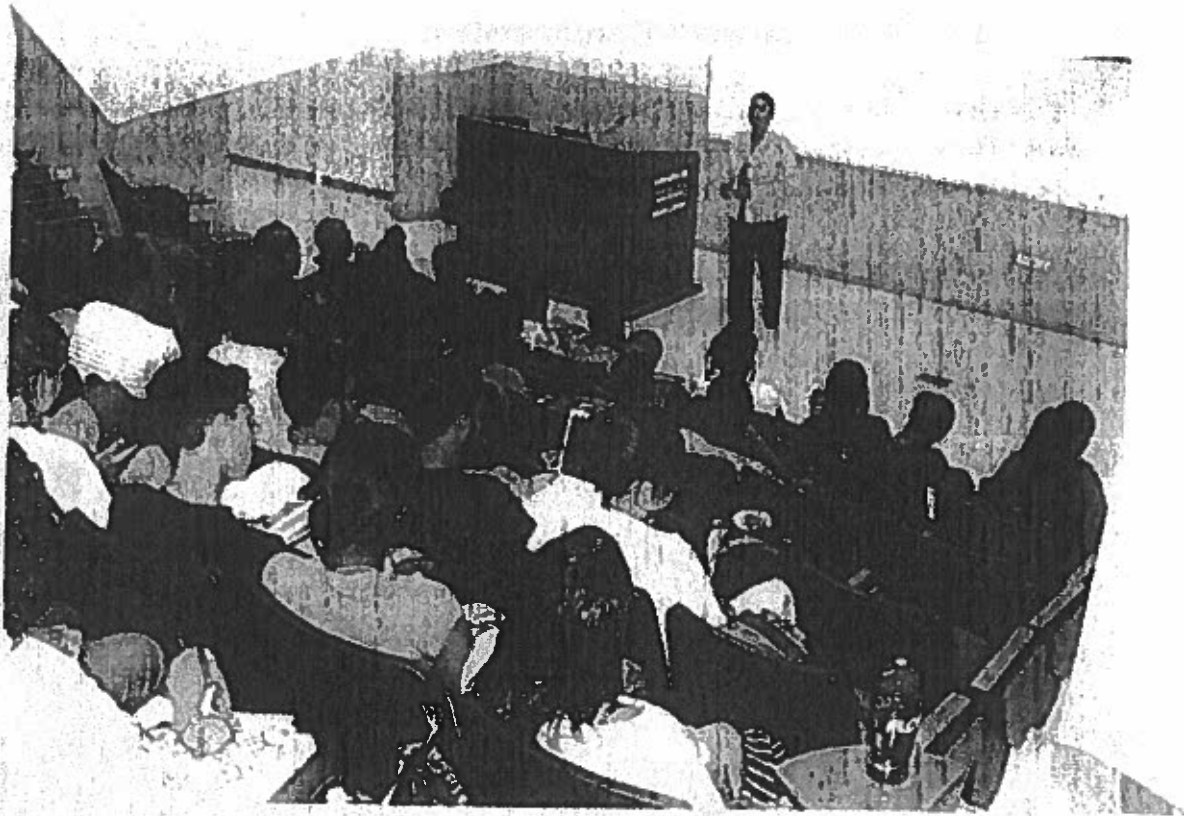


Left to Right: Mrs. Sharon Alleyne, Executive Director (Ag); Mr. Cedric Murrell, Chairman, BAC; Senator Harcourt Husbands, Parliamentary Secretary in the Ministry of Education, Science, Technology & Innovation; presenting the challenge plaque to the winning team members of The St. Michael School (Front row from left). Dia Parris, Leader; Nicholas Brathwaite, Second; and Benjamin Pires, Cross Examiner.

B. Information Sessions

14.2. UWI Cave Hill Campus Students Orientation 2016

14.2.1. The Executive Director, Ms. Valda Alleyne delivered a presentation on the Certificate of Recognition of CARICOM Skills Qualification and its benefits at the Students Orientation of the UWI Cave Hill Campus on September 14, 2016.



Executive Director, Ms. Valda Alleyne presenting on the CARICOM Skills Qualification during UWI Cave Hill Campus orientation.

14.3. St Michael School's Student Motivation Seminar

14.3.1. The annual seminar, held on November 10, 2016 at New Dimensions Ministries, Barbarees Hill, St Michael caters to fifth form students of The St. Michael School. The Information Officer, Ms. Katrina Ifill provided an impactful presentation which consisted of vital information to help prevent the students from becoming victims of education fraud. In addition, Ms. Ifill's presentation emphasized that each student should engage in *Due Diligence*, which highlighted the importance of verifying the recognition/accreditation of an educational provider and programme of study prior to embarking on studies.

14.4 The Barbados Employer's Confederation

14.4.1 The Executive Director, Ms. Valda Alleyne delivered a presentation at an Open Forum entitled Understanding Competency-Based Education and Training that was hosted by the Barbados Employers Confederation held on January 19, 2017.



Executive Director, Ms. Valda Alleyne presenting to the group of employers who attended the Open Forum

14.5. Fraudulent Qualifications Awareness

14.5.1 The Council launched a series of Fraudulent Qualifications Awareness Information Sessions which targeted the Social Partnership. The sessions were conducted to raise awareness about the prevalence of fraudulent qualifications and to caution employees and employers so that they would not become victims of education fraud.



Mrs. Alitia Quintyne, Quality Assurance Officer delivering her presentation to members of staff of the Massy Stores on January 26, 2017.



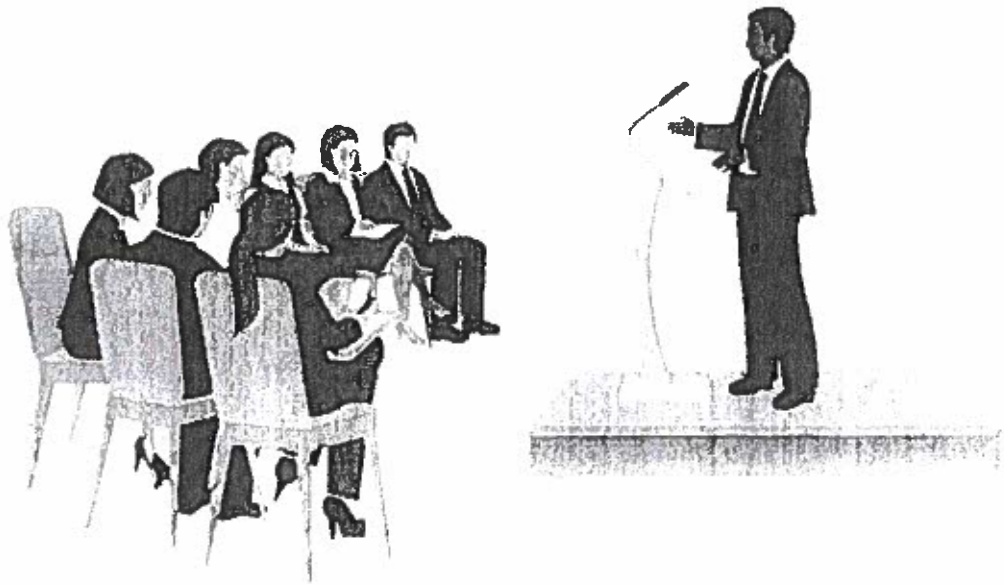
Human Resource members of staff of ANSA McAL were sensitized on February 9, 2017

14.6. Town Hall Meeting

14.6.1 The Jamaican Association of Barbados held a CSME Town Hall Meeting on March 2, 2017 in the A at the Barbados Community College and the Executive Director provided a presentation on the C/ Free Movement regime.



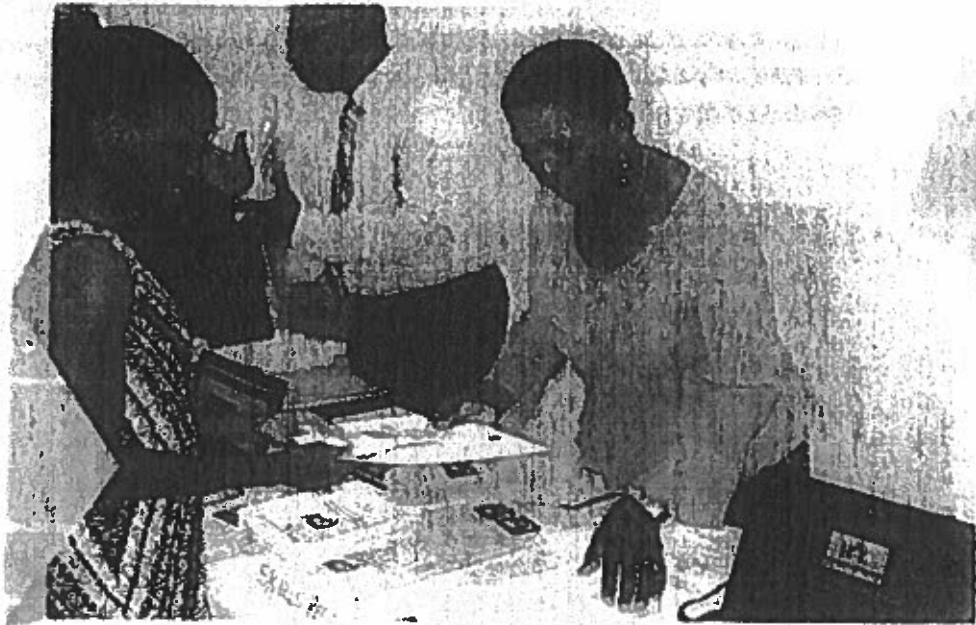
Ms. Valda Alleyne, Presenting to the Jamaican Association of Barbados



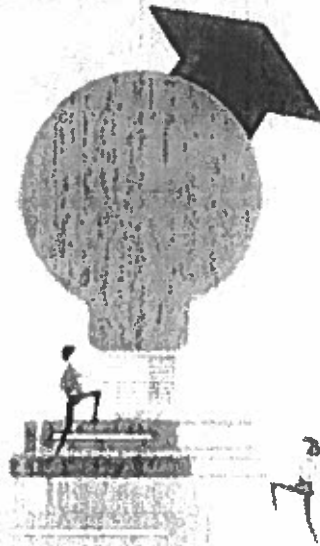
C. Educational Study Fairs/Expositions

15.0 Christ the King Church's Skills Fair

15.0.1 The members of the Christ the King Church held a Skills Fair on May 29, 2016 which was open to their congregation and members of the public.

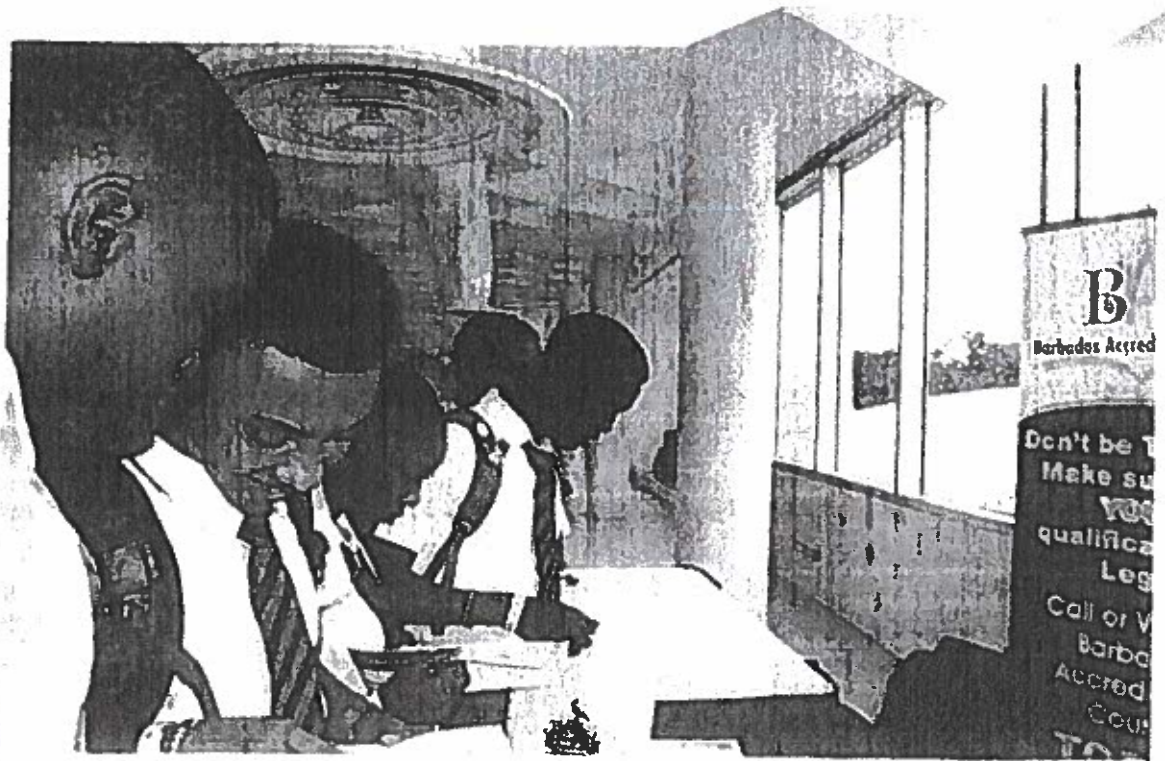


Ms. Valda Alleyne, Christ the King Church member and Executive Director of BAC, distributing literature to a young attendee



15.1 International College Fair

15.1.1 The Council participated in the **Barbados International College Fair** held from October 4 & 5, the Lloyd Erskine Sandiford Centre. This forum presents the ideal opportunity for the Council to showcase its services and offer timely advice to interested persons seeking to pursue program study locally and overseas. A number of tertiary educational institutions (local and foreign) exhibit their programme offerings to secondary school students, their parents/guardians and the other members of the public.



A Group of Combermere students at the Council's booth

15.2 National Career Showcase

15.2.1 This year's showcase was held on February 1 & 2, 2017. The Council's booth provided valuable information to the 3rd – 6th form students from various schools in attendance, through the dissemination of brochures and one-on-one discussions to help prevent them from becoming victims of education fra



Clerk/ Typist, Cherrelle Connell speaking with some students of the Lester Vaughan Secondary School

D. Advertisements

- 15.3 As part of its marketing and communication thrust during the period under review, the Council provided congratulatory messages in *The Nation Publishing Co. Ltd* and *The Barbados Advocate* for the 50th Anniversary of Barbados' Independence.

E. External Articles

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

16.0. Certificate of Recognition of CARICOM Skills Qualification

- 16.0.1 During the Financial Year: April 2016 – March 2017, the Council received two hundred and four (204) applications for and seventy-six (76) requests for verification of the Certificate of Recognition of CARICOM Skills Qualification. One (1) application for the Verification of the Certificate of Recognition of CARICOM Skills Qualification was denied as it did not meet the criteria for recognition.
- 16.0.2 During the period under review; the Council issued two hundred and six (206) Certificates of Recognition and seventy-five (75) Verifications to eligible CARICOM Skilled Nationals (CSNs). In terms of Certificates of Recognition issued; eighty-eight (88) accounted for males and females accounted for one hundred eighteen (118), or 57% of all Certificates issued. Concerning the issuance of Letters of Verification, two six (26) applications for males were verified and females accounted for forty-nine (49), or 65% of the Certificates verified.
- 16.0.3 **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 01, 2016 to March 31, 2017

COUNTRY	NUMBER OF CERTIFICATES			
	ISSUED		VERIFIED	
	MALES	FEMALES	MALES	FEMALES
Anguilla	0	0	0	0
Antigua and Barbuda	0	2	0	1
Barbados	45	56	0	0
Belize	0	1	0	0
Dominica	2	6	0	7
Grenada	3	2	1	3
Guyana	13	17	8	5
Haiti	0	0	0	0
Jamaica	13	15	8	11
Montserrat	0	0	0	0
St. Kitts & Nevis	0	0	0	0
St. Lucia	2	1	0	7
St. Vincent and the Grenadines	4	5	2	4
Suriname	0	0	1	0
Trinidad & Tobago	6	13	6	11
TOTAL	88	118	26	49
	206		75	

BARBADOS ACCREDITATION COUNCIL

16.0.4. With regards to Certificates verified further shown at Table 1, nationals of Jamaica accounted for the majority of Verifications issued with nineteen (19) persons or 25% of the total Certificates verified; followed by Trinidad with seventeen (17) persons or 23% of total verifications.

16.0.5. Table 2 shows the age distribution of applicants to whom Verifications of Certificates by Gender were issued. As can be seen from these Tables, the majority of male and female applicants were recorded between the 21 – 35 age groups. In relation to Table 1 twenty-three (23) males, or 26%, in this age group and thirty (30) females, or 25%, in the same age group accounted for the majority of the CSN applicants.

**TABLE 2
CERTIFICATES VERIFIED BY GENDER AND AGE: MALES**

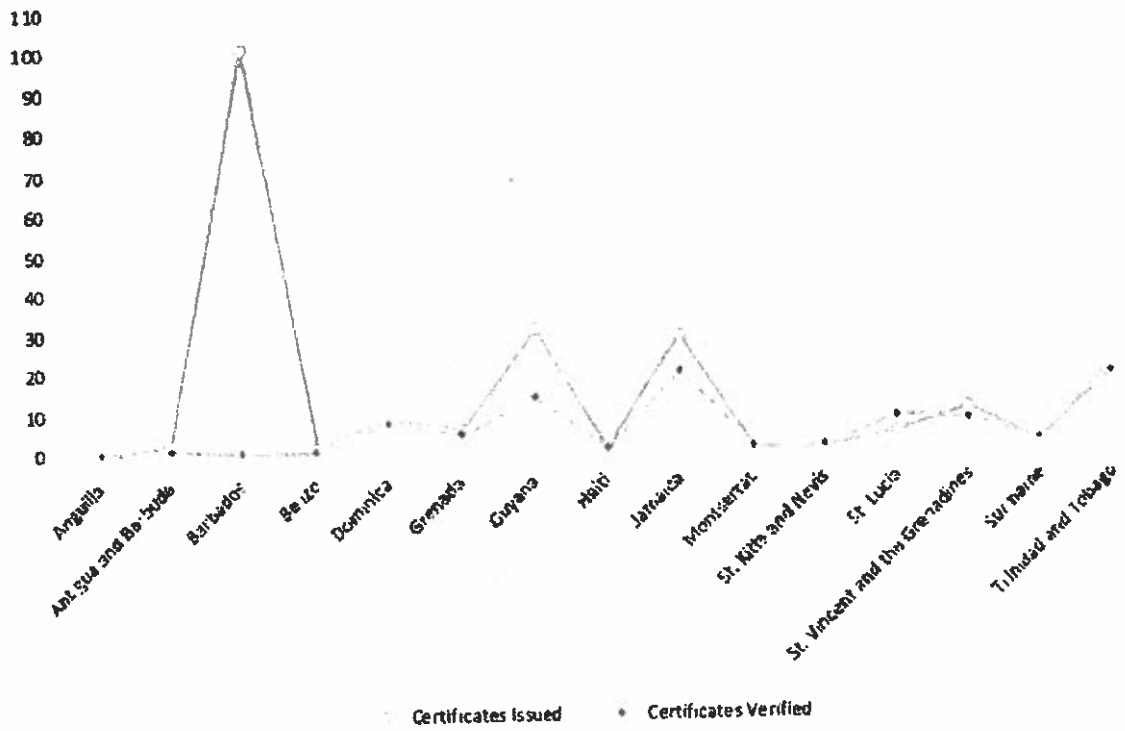
MALES								
PERIOD	18-20 YRS	21-25 YRS	26-30 YRS	31-35 YRS	36-40 YRS	41-45 YRS	46+ YRS	TOTAL
April - June 2016	0	8	3	6	3	0	2	22
July - Sept. 2016	0	3	4	3	2	3	2	17
Oct. - Dec. 2016	1	10	4	4	1	2	2	24
Jan. - March 2017	0	2	9	6	3	0	5	25
TOTAL	1	23	20	19	9	5	11	88

**TABLE 3
CERTIFICATES VERIFIED BY GENDER AND AGE: FEMALES**

FEMALES								
PERIOD	18-20 YRS	21-25 YRS	26-30 YRS	31-35 YRS	36-40 YRS	41-45 YRS	46+ YRS	TOTAL
April - June 2016	0	9	5	5	0	1	3	23
July - Sept. 2016	4	4	7	6	3	1	6	31
Oct. - Dec. 2016	1	6	8	2	2	2	1	22
Jan. - March 2017	3	11	8	8	5	3	4	42
TOTAL	8	30	28	21	10	7	14	118

16.0.6. provides a visual comparison of the **Certificates Issued** and **Certificates Verified** during the **Financial Year: April 01, 2016 - March 31, 2017**. Nationals of Barbados, Guyana, Jamaica and Trinidad and Tobago comprise the majority of Certificates Issued and Verified to CARICOM Skilled Nationals (CSNs).

FIGURE 1
Comparison of "Certificates Issued" and Certificates Verified" for the Financial Year: April 1, 2016 to March 31, 2017



BARBADOS ACCREDITATION COUNCIL

16.0.7. **Figures 2 & 3** represent the *Certificates Issued* and *Certificates Verified* over the previous five (5) financial periods. It should be noted that *Certificates Issued* during the Financial Year: April 01, 2016 – March 31, 2017 have seen a 3% increase from the previous Financial Year: April 01, 2015 – March 31, 2016 from two hundred (200) compared to two hundred and six (206). On the other hand, *Certificates Verified* have decreased by 17% for the same period from ninety (90) to seventy-five (75).

FIGURE 2
Comparison of "Certificates Issued" Over a Five Year Period

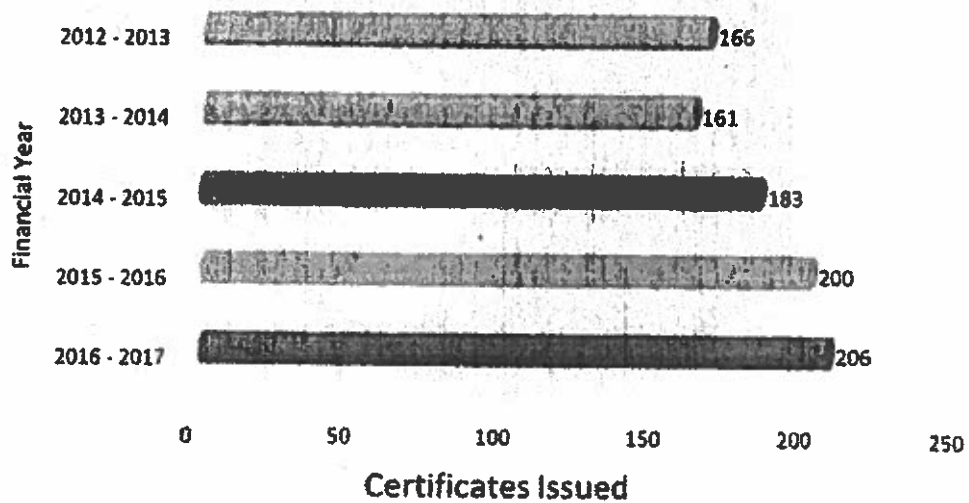
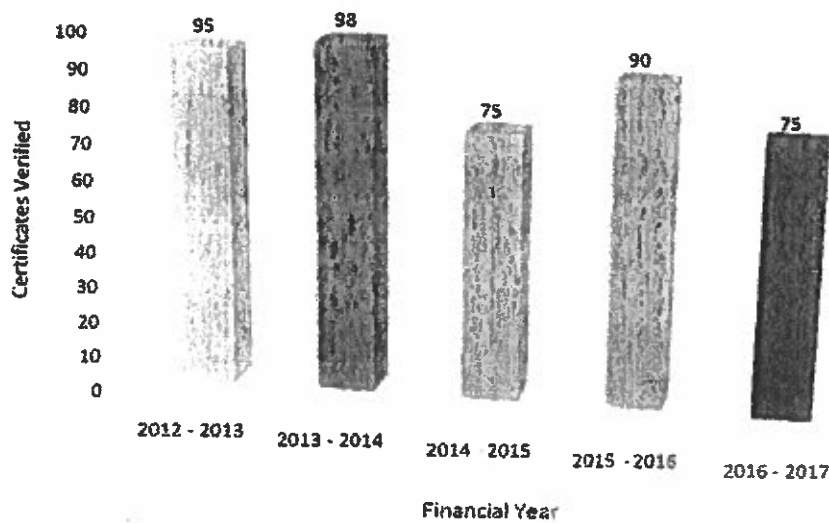


FIGURE 3
Comparison of "Certificates Verified" Over a Five Year Period



16.0.8. **Figure 4** illustrates that of the total Certificates of Recognition issued to CSNs at two hundred and six (206) one hundred and thirty-five (135), or 66%, were issued under the category of **Graduate**; and **Holders of Associate Degree or Comparable Qualification** accounted for forty-nine (49), or 24% of to Certificates issued.

Certificates Issued By Category for the Financial Year 2016/2017

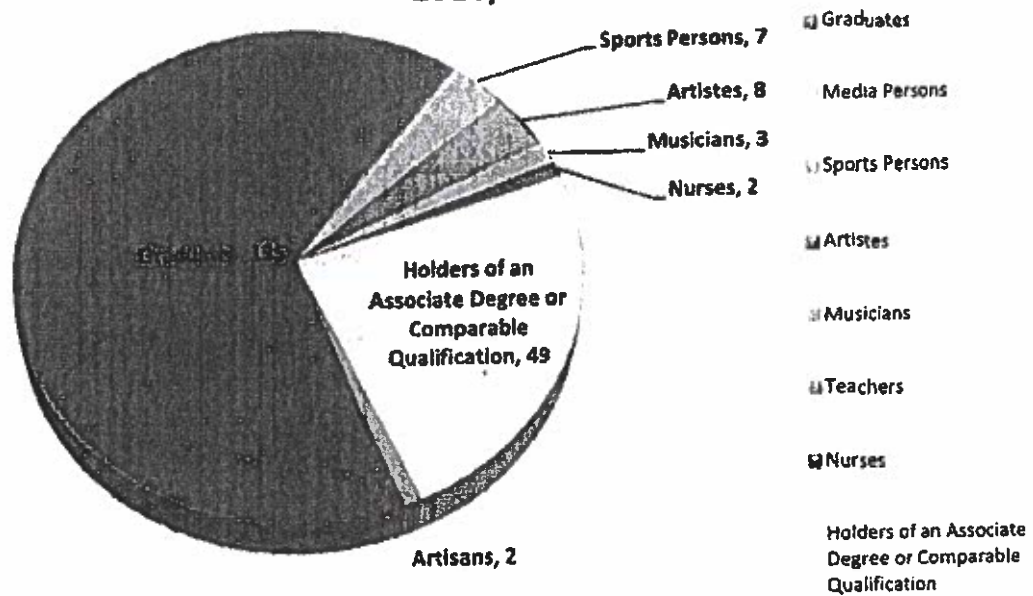


Figure 4
Certificates Issued by Category for the Financial Year 2016/2017

BARBADOS ACCREDITATION COUNCIL

16.0.9. **Figure 5** shows that of the one hundred and thirty-five (135) Certificates granted to *Graduates*, that eighty- six (86), or 64% were issued to Nationals of Barbados; eighteen (18), or 13% were issued to Nationals of Jamaica; with twelve (12), or 9% issued to Nationals of Trinidad and Tobago.

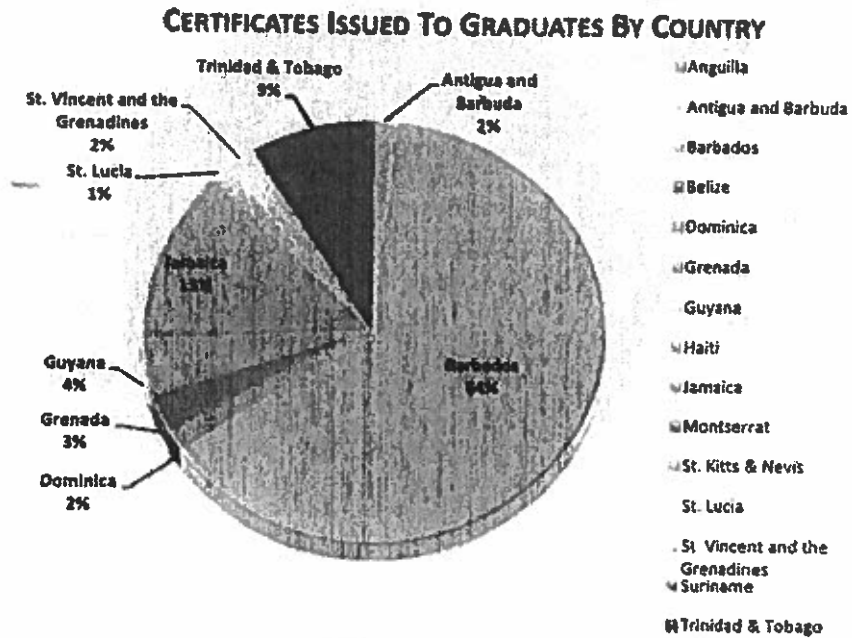


Figure 5
Certificates Issued to Graduates for the Financial Year 2016/2017

16.0.10. **Figure 6** depicts that in terms of the seventy-five (75) persons who sought verification of the Certificate issued by other Member States, that Graduates accounted for the majority of CSNs at fifty-six (56), or 75%

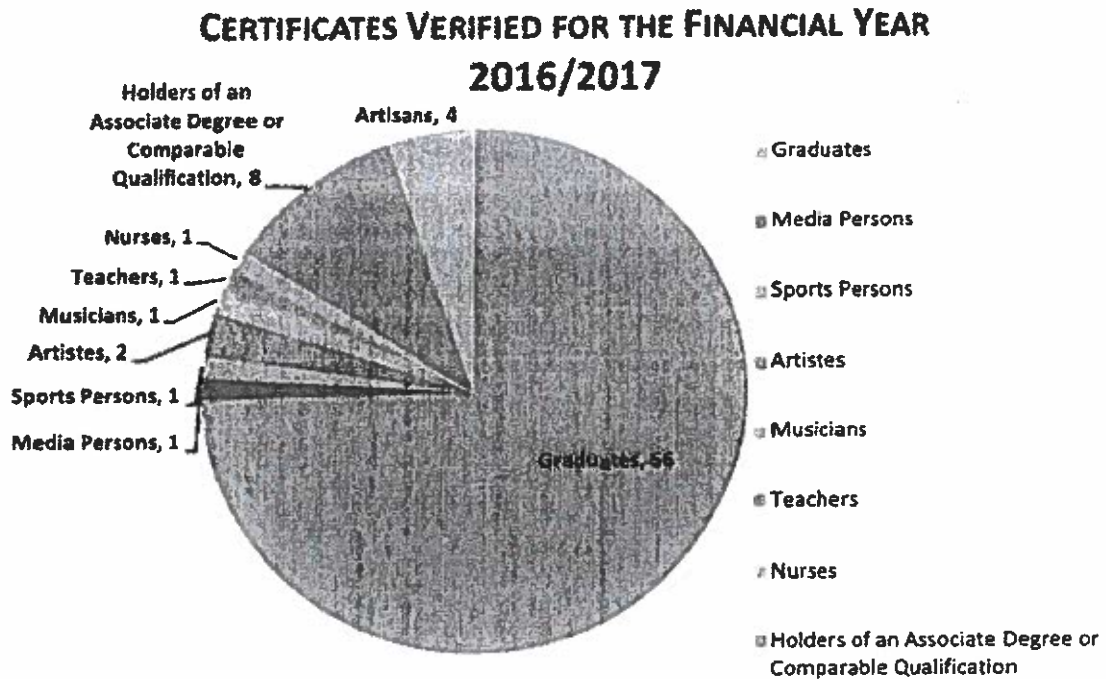


Figure 6
Certificates Verified by Category for the Financial Year 2016/2017

F. National CSME Focal Point Internship Exchange

17.0 The Council received an invitation from the Prime Minister's Office through the CARICOM Secretariat to participate in the execution of internships for National CSME Focal Points. The internships were all primarily at assisting CARICOM Member States with the implementation of the CARICOM Single Market Economy (CSME).

17.1 As such, the Council hosted Mrs. Symone Betton-Nayo, CSME Focal Point, Jamaica on March 21, 2016. In attendance at the orientation was Ms. Paula Byer, Chief Research Officer and CSME Focal Point, Barbados and representatives from the Ministries of Labour, Social Security, Human Resource Development and Education, Science, Technology and Innovation; Immigration Department and Royal Barbados Police Force.

APPENDIX I

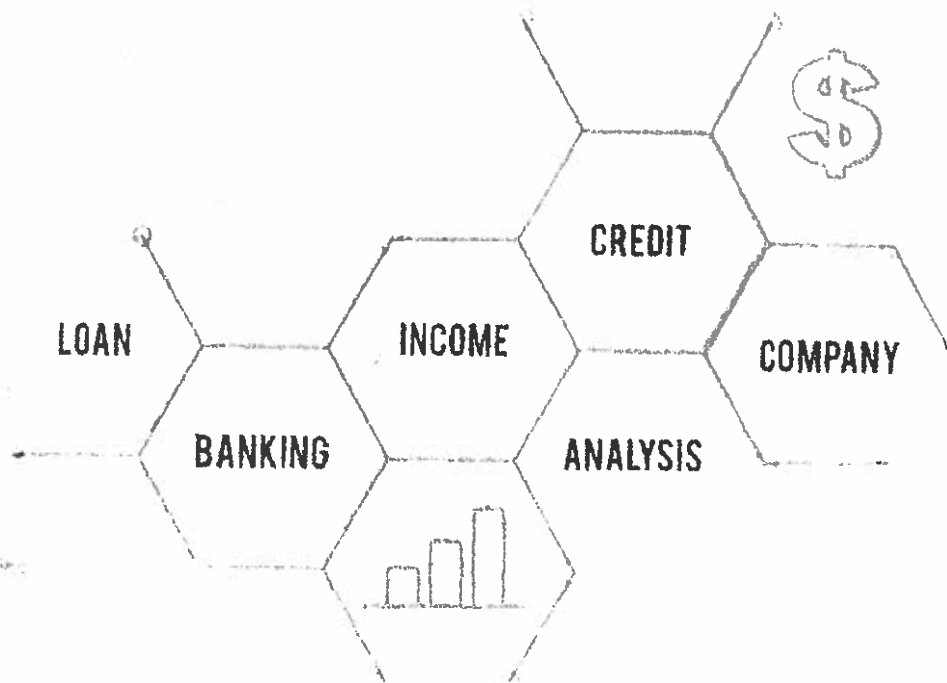
Institutions Registered in the Financial Year 2016/2017

INSTITUTION	EDUCATIONAL FOCUS	PLACE OF OPERATION
1 Advantage Caribbean Institute Ltd.	Information Technology, Professional Vendor Certification Programmes	Suite 2, Courtyard by Marriott, Hastings, Christ Church
2 Allied Health Institute	Care of the Elderly	Church of the Nazarene District Office, Eagle Hall, St. Michael
3 American University of Barbados	Medical Training	Widley, St. Michael
4 Barbados Civil Aviation Training Centre	Air Traffic Services courses, Management and Security courses	Bldg. #4, Grantley Adams Industrial Estate, Christ Church
5 Barbados Employers' Confederation	Occupational Training	Braemer Court, Deighton Road, Brittons Hill, St. Michael
6 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
7 Barbados Institute of Management and Productivity	Business and Management	Widley, St. Michael
8 Barbados Workers' Union Labour College	Professional Development Courses	Mangrove Park, St. Philip
9 Career Development Institute	Care of the Elderly/Home Care Nursing; Childcare & Development; Medical Office Assistant; Reception Management	Upstairs Coles Building, Lower Bay Street, St. Michael
10 Caribbean Centre for Conflict Management	Foundational and Advanced Mediation Practices	Suite No.1, Building No.2, The Manor Lodge Complex, Green Hill, St. Michael
11 Caribbean Cosmetology Academy	Cosmetology and Nail Technology	Upstairs Mall 89, Roebuck Street, Bridgetown
12 Caribbean Institute for Meteorology and Hydrology	Meteorology and hydrology related basic to advanced level courses	Husbands, St. James
13 Caribbean School of Holistic Therapies, Health and Wellness	Holistic Therapy	Ascot Great House, Ascot Avenue, Gibbs, St. Peter
14 College of International Radio Broadcasting	Radio and television announcing, speech and personality development	Pine Cot, Philip Drive, Pine Gardens, St. Michael
15 Garnett Technologies Inc.	Information Technology, Occupational Health and Safety	Suite 102A, Building 2, Harbour Industrial Estate, St. Michael
16 Grace & Truth Critical Incident Training & Consultancies	Faith-based educational programmes	#125 Atlantic Park, Bel-Air, St. Philip
17 Insurance Institute of Barbados Ltd.	Insurance	Ground Floor, Weymouth Corporate Centre, Roebuck Street, St. Michael
18 Kixko Inc.	Occupational Training	21 Pine Road, Belleville, St. Michael
19 Media Resource Department, Ministry of Education and Human Resource Development	Educational/Learning Resources	Elsie Payne Complex, Constitution Road, St. Michael
20 Mel's Exotic Nails School & Salon Inc.	Cosmetology and Nail Technology	Worthing Main Road, Christ Church
21 National Initiative for Service Excellence	Customer Service Training	Suite 102, Building 4, Harbour Industrial Park, St. Michael
22 Nikita's Beauty Salon and School of Cosmetology	Cosmetology and Nail Technology	Proute Road, My Lord's Hill, St. Michael
23 Notes of Praise	Music and Performance Arts	Nazarene Tabernacle, Eagle Hall, St. Michael
24 Passiflora Ltd.	Horticultural Training	Andromeda Botanical Gardens, Bathsheba, St. Joseph

APPENDIX I

	INSTITUTION	EDUCATIONAL FOCUS	PLACE OF OPERATION
25	Personal Body Health Care Clinic and School of Holistic Therapy	Holistic Therapy	1A Endeavour Plantation, St. Thomas
26	Regional Management Services Inc.	Labour Relations & Workplace Training and Development Programmes	#62 Free Hill, Black Rock, St. Michael
27	Regional Security System Training Institute	Law Enforcement Training, Occupational Training	RSS Headquarters, Paragon Base, Christ Church
28	Sab-Shan-Sadie School of Beauty	Cosmetology	Clapham, Wilkey, St. Michael
29	Semaj International School of Cosmetology & Trichology	Cosmetology and Trichology	124B "Plaza Centrale", Roebuck Street, Bridgetown, St. Michael
30	The Codrington Language Centre	Foreign Languages	Red House, Golf Club Road, Rockley, Christ Church
31	The Love of God Prayer School	Religious Education	12F Drax Hall, St. George
32	University of the Southern Caribbean	General Education	#3 Alphonso House, Corner 1st and 2nd Avenue, George Street, Belleville, St. Michael
33	Walbrent College	Construction	#56 Golden Palm Close, Rolling Hills, St. George
34	Windward Islands School of Evangelism Ltd.	Religious Studies	Fortscue Plantation Yard, St. Philip

Barbados Accreditation Council Financial Statements 2016 - 2017



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 scepticism 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.

BARBADOS ACCREDITATION COUNCIL

- 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.

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.

RBeI

26 September 2017
Bridgetown, Barbados

BARBADOS ACCREDITATION COUNCIL

Statement of financial position

As at 31 March 2017

	Notes	2017 \$	2016 \$
Assets			
Current Assets			
Cash at bank		1,011,181	436,743
Accounts receivable		517,056	366,204
Prepaid expenses		27,330	27,750
		<u>1,555,567</u>	<u>830,697</u>
Property, plant and equipment	3		2,726
		<u>1,555,567</u>	<u>833,423</u>
Liabilities and general fund			
Liabilities			
Accounts payable	4	26,116	10,778
Deferred revenue	6	4,906	97,820
		<u>31,022</u>	<u>108,598</u>
General fund		<u>1,524,545</u>	<u>724,825</u>
		<u>1,555,567</u>	<u>833,423</u>

The accompanying notes form an integral part of these financial statements.

Approved by the Council

BARBADOS ACCREDITATION COUNCIL

BARBADOS ACCREDITATION COUNCIL

Statement of comprehensive income

For the year ended 31 March 2017

	Notes	2017 \$	2016 \$
Revenue			
Subvention revenue		2,172,486	1,581,708
Revenue from operations		<u>71,438</u>	<u>74,632</u>
		2,243,924	1,656,340
Expenditure			
Salaries and wages		776,480	764,276
Rental of property		158,520	205,560
Conferences, seminars and training		65,296	38,596
General expenses		161,777	57,048
National insurance		55,356	52,941
Depreciation		2,726	6,946
Supplies and materials		46,659	42,925
Consultancy		30,884	31,800
Legal fees		17,000	13,035
Maintenance and insurance		38,071	43,480
Utilities, net		57,043	58,623
Advertising and promotion		13,186	19,731
Subscriptions		17,137	8,328
Honorarium and stipends		2,425	7,245
Travel		<u>1,663</u>	<u>1,718</u>
		1,444,224	1,352,252
Surplus (deficit) for the year		799,700	304,088

The accompanying notes form an integral part of these financial statements

BARBADOS ACCREDITATION COUNCIL**Statement of changes in general fund**

For the year ended 31 March 2017

	\$
Balances – end of the year 2015	420,737
Surplus for the year	<u>304,088</u>
Balances – end of the year 2016	724,825
Surplus for the year	<u>799,720</u>
Balances – end of the year 2017	<u>1,524,545</u>

BARBADOS ACCREDITATION COUNCIL

BARBADOS ACCREDITATION COUNCIL

Statement of cash flows

For the year ended 31 March 2017

	2017	2016
	\$	\$
Cash flows from operating activities		
Surplus (deficit) for the year	799,720	301,088
Adjustments for:		
Depreciation	<u>2,726</u>	6,946
Operating income before working capital changes	802,446	311,034
Changes in non-cash working capital accounts:		
Change in accounts receivable	(150,852)	(362,101)
Change in prepaid expenses	420	(2,523)
Change in deferred revenue	(92,914)	(78,792)
Change in accounts payable	<u>15,338</u>	<u>(1,292)</u>
<i>Net cash used in from operating activities</i>	<u>574,438</u>	<u>(133,674)</u>
Net change in cash at bank	574,438	(133,674)
Cash at bank – beginning of year	<u>436,743</u>	<u>570,417</u>
Cash at bank – end of year	1,011,181	436,743

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 2017

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.

BARBADOS ACCREDITATION COUNCIL

Notes to the financial statements

For the year ended 31 March 2017

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 company'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 2017

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 2017

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 2017

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	51,011	51,011	-
Depreciation	-	-	-
Balances - 31 March	51,011	51,011	-
Property and Plant: Air-condition Units			
Balances - 1 April	29,988	27,262	2,726
Depreciation	-	2,726	(2,726)
Balances - 31 March	29,988	29,988	-

BARBADOS ACCREDITATION COUNCIL

Notes to the financial statements

For the year ended 31 March 2017

3. Property, plant and equipment (continued)

Motor vehicles

Balances - 1 April	54,870	51,870	
Depreciation			
Balances - 31 March	<u>54,870</u>	<u>51,870</u>	
Summary			
Balances - 1 April	416,615	413,889	2,726
Additions			
Depreciation		2,726	(2,726)
Balances - 31 March	<u>416,615</u>	<u>416,615</u>	

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 2017

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 2017

6. Deferred Revenue

During the year as at 31 March 2017, \$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:

	\$ 2017	\$ 2016
Deferred Revenue - NQF b/f	<u>92,914</u>	<u>171,706</u>
Less expenses incurred as follows:		
Rental of property	47,040	47,040
Conferences, seminars and training	20,512	7,112
Consultancy	<u>25,362</u>	<u>24,640</u>
Total NQF Expenses	<u>92,914</u>	<u>78,792</u>
Deferred Revenue - NQF Balance c/f	-	92,914
Other-Deferred Revenue	<u>4,906</u>	<u>4,906</u>
Total Deferred Revenue	<u>4,906</u>	<u>97,820</u>

