

COUNCIL FOR TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING



STRENGTHENING OF TVET AND THE GUYANA UNEVOC CENTRE

Prepared by:

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Director.

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Name of Organization: Council for Technical and Vocational Education and Training (CTVET).

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Brief Description of the Organization: The Council for TVET was established with the promulgation of the Technical and Vocational Education and Training Act No. II of 2004. The Council is a tripartite organization with a minimum of nine and a maximum of fifteen members. It is required to do among other things: develop and initiate the implementation of policies; establish standards to meet national, regional and international requirements; further develop the national system of performance testing and certification; undertake Curriculum Development with the use of the Competency Based Modularized Methodology; conduct research on TVET; implement quality assurance mechanisms and monitor the performance of individual post-secondary institutions as well as industrial training within industry. The Council for TVET became a UNEVOC Centre on August 6, 2010.

Title of Project: STRENGTHENING OF TVET AND THE GUYANA UNEVOC CENTRE

Duration of Project: The duration of this project will be five months.

Date of Implementation: Commencement Date: June, 2013.

Termination Date: November, 2013.

Financial Contribution Required: The financial contribution required for this project is US\$12,992.46. Please see the attached matrix on the allocation of facilities.

Project Description: The Council for TVET is a relatively new organization that is being strengthened to efficiently and effectively discharge its functions as outlined in the TVET Act of 2004. To this end, several areas of concern are being addressed. They include the following:

- ✓ the recruitment of adequate staff;
- ✓ the training and up-grading of the staff;
- ✓ the acquisition of adequate facilities;
- ✓ the development of systems that will impact on the efficient and effective operations of the Council;
- ✓ the development and printing of Occupational Standards, Facilities Standards, modules and other materials for the TVET System nationally;
- ✓ the dissemination of information on the work of the Council to the stakeholders; and
- ✓ the dissemination of documents developed by the Council and other TVET agencies to the stakeholders, just to name a few.

Strengthening of the Council for Technical and Vocational Education and Training is being done as a matter of policy. The objective is to provide the human resources, facilities and quality

assurance systems necessary to promote and sustain a high quality of service to the Technical and Vocational Education and Training system nationally.

The Council is seeking assistance for the provision of facilities to be used for the establishment of a Documentation and Materials Production Centre. This Centre will enable the Council to have the capability to produce and print all the documents it has developed for the TVET system nationally. Such documents will include Occupational Standards, Facilities Standards, modules, various papers on TVET including research papers, as the need demands. Such a Centre will not be an asset only to the Council for TVET but also to TVET nationally.

It was estimated that \$500,000. (Five Hundred Thousand Dollars) was expended for the printing and photocopying of documents in the year 2010. This sum was more than doubled during 2011 because of the Council's expanded work plan on training. With the establishment of the Centre, such funds can be utilized to finance other very important activities.

The breakdown for the sum that is being requested to purchase the facilities to establish the Documentation and Materials Production Centre is shown in the attached matrix. The Council will provide the room to house the Centre and the required staff and all the other inputs that are necessary for its operation.

Upgrading of Libraries to Resource Centres: Guyana has recognized the need to enhance teaching and learning at the post-secondary institutions with the use of Information and Communication Technology (ICT). Consequently, four institutions will be up-grading their libraries to Resource Centres. They are: the Government Technical Institute (GTI), the New Amsterdam Technical Institute (NATI), the Essequibo Technical Institute (ETI) and the Carnegie School of Home Economics (CSHE). This project is complimented by the establishment of an Education Laboratory at the Government Technical Institute (GTI), funded by the Caribbean Development Bank and the Government of Guyana through provisions from the National Budget. The up-grading of the Technical Institute's libraries to Resource Centres is another innovation to enhance teaching and learning.

The up-grade of the libraries to resource centres would entail some aspect of civil works renovation and repairs to existing structure (book-shelves, students study desks), procurement of equipment, interactive videos, other learning resources and the training of personnel.

This innovation will enhance the use of ICT by the students, tutorial staff, and the administrative staff of the individual institutions.

Beneficiaries: The beneficiaries of this project will be the students and staff of the post-secondary institutions in both the public and private sectors, Board of Industrial Training and the apprenticeship system as a whole. Specifically, the beneficiaries for the up-grading of the libraries to Resource Centres will be the staff and students of each of the institutions and students from other institutions such as the Practical Instruction Centres, the Cyril Potter College of Education and the University of Guyana.

Objectives: The objectives of this project are as follows:

- ✓ to strengthen the research, documentation and materials production capability of the Council for TVET to satisfy national demands;
- ✓ to establish a well staffed and well equipped Documentation and Materials Production Centre;
- ✓ to upgrade the library facilities to make information more accessible to students and instructors;
- ✓ to easily access information and new trends in technology in all the fields being taught at the institutions.
- ✓ to address all the different learning styles, thereby giving each student the opportunity to achieve mastery in their field of study; and
- ✓ to achieve the required minimum standard for accreditation of the institution.

Methodology: The methodology that will be employed to successfully execute this project will be as follows:

- ✓ the execution of minor civil works on the Council for TVET Building to house the Documentation and Materials Production Centre and at those post-secondary institutions where it is found to be necessary to properly house the Resource Centre;
- ✓ the acquisition of equipment that are of the required specifications;
- ✓ the installation of each piece of equipment;

- ✓ the commissioning of the Documentation and Materials Production Centre and the Resource Centres;
- ✓ the training of staff on the safe and efficient use of the equipment; and
- ✓ evaluation of the Project.

Project Activities:

No.	Project Activities	Time Frame	Remarks
1.	The execution of minor civil works on the Council for TVET Building to house the Documentation and Materials Production Centre and at the four post – secondary institutions where it is found to be necessary.	April – May, 2012.	Completed
2.	The acquisition of the required equipment.	July – August, 2013.	
3.	The installation of equipment.	July – August, 2013.	
4.	The commissioning of the Documentation and Materials Production Centre and Resource Centres.	September, 2013.	
5.	Training of staff on the safe and efficient use of the machines.	September, 2013.	
6.	Evaluation of project.	October, 2013.	

Expected Outcomes: The expected outcomes for the short term are:

- ✓ the documentation and Materials Production Centre is successfully established;
- ✓ the successful up-grading of the libraries of the four institutions to Resource Centres;
- ✓ the training of the tutorial staff and the administrative staff on the use of ICT;
- ✓ the development and production of documents efficiently and effectively undertaken.

The expected outcomes for the long term are:

- ✓ research activities of the Centre will contribute to a scientific approach to the development of TVET;
- ✓ the materials produced at the Centre will satisfy the needs of TVET nationally; and
- ✓ the administrative, tutorial staff and students of the four institutions will use ICT in their daily activities, resulting in an efficient and enabling learning environment.

Budget: Please see attached Matrix.

Authorized Signature:

Sydney Walters,
Director,
Council for TVET.

Final Revised Allocation of Facilities

No	Item/Description	GTI	NATI	ETI	CSHE	CTVET	Total Quantity	Unit Price	Costs US \$	Remarks
1	<p>IMAGE RUNNER 2525</p> <p>Complete with: Cassettes, Drum Unit, Toner, Pedestal and Standard Duplex Automatic Document Feeder</p> <p>Copy: Copy Speed: up to 25ppm Duty Cycle- up to 80,000 images per month Option Copy Volume 1,500-20,000 copies per month Feeder capacity-50 sheets By pass tray capacity- 100 sheets Maximum paper size 11"x17"</p> <p>Printing UFR 11Printing</p>	1	1				2	3,250	6,500	From Laparkan
2	Tripplite Stabilizer	1	1				2	316.10	632.2	From Laparkan
3	<p>Desktop Computers (with N-computing devices to create 6 work-stations with 1 CPUs)</p> <p>Intel Pentium Dual Core 2.8Ghz Processor Multiplex Network Kit x550Ncom PCI 4 GB DDR 3 Memory 1000GB SATA Hard Drive DVD-RW drive Card Readers Integrated Networking & Integrated Sound Operating System & Load Productivity Suite</p>				2		2	625	1,250	From STARR
4	<p>Samsung 18.5" Flat Panel Wide Screen Monitor Resolution 1366x786 Magic ECO</p>				10		10	132.5	1325	From STARR

		GTI	NATI	ETI	CSHE	CTVET	TOTAL	Unit Price	Cost	Remarks
5	Camcorder-80GB			1	1		2	212.03	424.06	
6	Projector 2600 Lumens/1024x768			1			1	794	794	
7	Tripod Projection Screen 120" Klip X AC 120KLX08						1	285	285	
8	Cabinet, 4 drawer, metal					2	2	210	420	From Regal
9	Cupboard, metal, 6'x 3' x 5'					2	2	325	650	From Regal
10	Bookshelves, metal, 6' – 5 shelves					4	4	107.38	214.75	From METRO
		3566.1	3566.1	1291.03	2787.03	1284.75		Total	12,496.01	