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| **Academic School of Technical & Vocational Training SKILLS TRAINING & HOME WORK CENTRE** |
| **PROPOSED OPERATOR** | Academic School of Technical & Vocational Training |
| **ADDRESS** | Hills brooks, Hopewell PO, Hanover |
| **CONTACT PERSON**  |   |
| **TELEPHONE** | (876) 809-7451 |
| **DATE OF SUBMISSION** |  June 21, 2021 |
| **TARGET GROUP & ADMISSION REQUIREMENTS** | The project will target:Unemployed, unskilled and untrained female and male residents of districts within the Woodsville and surrounding communities, who are seventeen (17) years and over and are interested in a career(s) in General Construction, Allied Health Care Nursing, Spa Therapy, Business Administration, Carpentry, Villa & other properties, also as a home work centre geared towards community development. Trainees must have the following requirements:* + 1 CXC or GCE subject (except Religious Education)
	+ 2 SSC Ranges 3, 4, or 5
	+ 3 JSC subjects
	+ **Or sit the institutions entry test –(those without subjects)**
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| **TECHNICAL APPROACH AND METHODOLOGY** | * Develop 21st century skills in trainees
* To train and certify three hundred (300)inner city youth with otherwise limited options
* Provide post-training employment prospects
* Equip trainees with life skills
* Cultivate civic-mindedness among trainees
* Develop a sense of community volunteerism in trainees
* Establish and communicate high standards of academic performance
* Build self-esteem and love for community and country

**OBJECTIVES****At the end of the project, trainees should be able to:*** Demonstrate mastery of the knowledge, skills and behaviours emphasized in the various skills and education Qualification plan and syllabi
* Apply these knowledge, skills and behaviours in their day to day activities to achieve industry expectations.

**EXPECTED IMPACT AND BENEFITS**Upon the successful implementation of this programme, the following impacts and benefits are expected: -* Boost in the level of confidence of each participant.
* Participants equipped with the skills, knowledge and attitudes to perform at maximum levels of efficiency.
* Higher levels of professionalism demonstrated by participating staff members.
* Staff equipped with the skills to perform efficiently in all areas.
* Productivity/revenue targets met/exceeded
* Reduced number of complaints from customers who interact with persons within the various sectors.
* Improved intra and inter-departmental teamwork
* To improve best practices in keeping with industry standards.
* To implement training solutions that positively impact productivity and business development.
* To expose participants to current trends within the various skills industries that they are studying
* Be able to use real world situations and various teaching methodologies being taught to be able to be successful in both regional and local exams.
* To be able to transition from secondary to tertiary level educations with the minimum matriculation requirements.
* Be able to obtain various scholarships for studies locally and abroad.

**PARTNER’S RESPONSIBILITY:****The Academic School of Technical & Vocational Training will undertake the following**:-* Conduct registrations in accordance to the established criteria with a view to select suitable candidates to be trained in specified areas preparing them for work in the various Sectors.
* Provide Bio Data information to The HEART Trust NTA for ALL candidates recruited prior to the commencement of training.
* Conduct training in accordance to established criteria.
* Sign contract relating to the programme including budget for the programme.
* Align training to simulate the BPO job environment; clocking in, strict lunch time, work hours etc.
* Forge active partnerships with various entities for possible placement of candidates.
* Adequately train participants On-the-Job or in simulated environments based on international standards to function effectively in the various Sectors.
* Expose participant to a range of training opportunities with a view of making them marketable in the various Sectors.
* Certify at least 80% of participants engaged for training.
* Facilitate Job Placement
* Complete the necessary documentations inclusive of training registers, completers list, as required.
* Assume the responsibility of recording and reporting relevant information as required.
* Participate in programme evaluation
* Facilitate visits and audits by HEART Trust NTA/ NCTVET

**The Participants will undertake the following:*** Maintain regular attendance as required by the training schedule and notify the trainer/ILO if any difficulty is encountered that might affect training.
* Make a personal commitment to get the most out of the training opportunities made available to them and work towards achieving the agreed competencies in the established timeframe.
* Exercise care when using training facility. Participants must not waste utilities or damage the training facilities and equipment (e.g. computer room, lunchroom, bathrooms, etc.).
* Behave in a courteous and professional manner respecting all trainers and fellow trainees. Participants have a responsibility to conduct themselves in a manner that does not disrupt, distract, or interfere in any way with the teaching and learning process.
* Obey all established rules and regulations governing the training.
* Ensure full participation in training activities, timely submission of all assignments and participate in all internal and external assessments.
* Accept that all work instructions, training materials and other material that comes with the training intervention remains the property of the organization.
* Ensure that all confidential information obtained from the organization is kept confidential and not used or disclosed without the approval of the organization.

**The HEART Trust NTA through its CTI Department will undertake the following** for the Vocational Skills :-* Make available resources for successful candidates upon completion of programme to gain access to grant funding to become entrepreneurs.
* Provide the budgetary support as required.
* Placements of participants for various jobs etc.

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| **Objectives** | **Activities** | **Deliverables** |
| * Train, assess and certify candidates in competencies required to perform at maximum levels of efficiency on the job and gain the required qualifications to matriculate into university and colleges.
 | * Train, assess and certify in:

 - the technical aspects  of their job functions - core/support areas of  Job functions and to train and get certify to matriculate to higher studies. | * Competent

contractors based on their job functions and qualified to matriculate into reputable Universities. |
| * Conduct a post evaluation to measure the impact of the training and assessment on the productivity of the organization.
 | * Analyze the performance of the contractors before and after the training and assessment.
* Observe work activities.
* Review the full impact of the intervention post-training and make recommendations for systems enhancement if necessary.
 | * Evaluation

Document. |
| * Develop sustainability plan for training and assessment.
 | * Sustainability plan developed and approved.
 | * Sustainability Plan.
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* Assume responsibility for the recording and reporting of all certificates achieved through this partnership
* Conduct monitoring of project by visiting training sites.

**TECHNICAL APPROACH AND METHODOLOGIES****IMPLEMENTATION- WORK PLAN AND ACTIVITIES**The approach to this intervention is emphasized below.STEP 1: Industry needs and requirements identified and standards identified.STEP 2: Form assessment strategies in collaboration with HEART TRUST NTA/ NCTVET Levels - to ensure programme meets the industry standards and is eligible to be assessed by the Accrediting body. STEP 3: Application forms completed – to capture bio-data for each candidate for proper registration on the Training Management System (TMS).STEP 4: Orientation- Sensitization about current trends in the industry and the relevance NVQ-J certifications/statement of competencesSTEP 5: Facility Audit – To ensure environment is safe and conducive to learning and have met the accreditation standard of the Accredited Training Organization (ATO).STEP 6: Training- will be facilitated by trained and experienced facilitators. Training will be carried out face to face. Training will be conducted at South West Clarendon Training Institute at the various sites within Manchester and Clarendon. These sessions will be arranged at times convenient to the participants and South West Clarendon Training Institute for day and evening classes only. The programme is expected to commence September 2021 through to September 2024 utilizing five (5) days per week.STEP 7: Assessments- assessment will be conducted by the National Council on Technical and Vocational Education and Training (NCTVET) / HEART Trust NTA/ CTI Department will undertake the assessment and training costs associated outlined in the budget.STEP 8: Certificate- Upon completion of the programme successful participants will be awarded their various certificates. The HEART Trust NTA through its HEART Trust NTA/ CTI Department will undertake the cost for certificates as outlined in the budget.**METHODOLOGY**The Training, Assessment and Certification Process will employ a variety of the following strategies: - Practical and theoretical training delivery- Written assignments- Oral presentations- Question and answer activity- Practical practice sessions- Discussions- Evaluation at completion of training **TRAINING & ASSESSMENT MODULES**This programme may be offered as follows:Schedule Approximate Duration Days OfferedFull-time 36 months Mondays – Thursdays. **RESOURCES, BUDGET AND RESPONSIBILTY**ResourcesResources to be employed include, but not limited to: • Industry Liaison Officer• Training & Assessment facilities • Administrative materials• Trainers, Assessors and other professionals• Projectors, computers, white board and markers**End of programme Status** At the end of the programme the following conditions are expected:* Certifiable skills acquired by participants.
* Exposure to the theoretical underpinning knowledge, which will form the foundation on which the practical on the job skills can be developed.
* A group of highly motivated persons who will be only too eager to put their new skills into practice.
* Students will be able to start their own businesses
* Students will be able to have the minimum requirements to matriculate to institutions of higher learning.

**QUALITY ASSURANCE**This is a significant aspect of the delivery process and in this regard, the Industry Liaison Officer and the Enterprise Development Unit will monitor the programme to ensure that close adherence to the HEART Trust NTA / CTI standards are maintained.**CONCLUSION:**As a result of this proposal, trainees will gain knowledge on the various skills sectors, also have basic minimum requirements to enter tertiary level institutions and how to efficiently engage with customers and how to operate in the various environments. Certified participants will be able to use that new knowledge to gain employment thus aiding the various sectors employee demand.Please note that other recommendations will be made upon completion of the project. The HEART Trust NTA/ CTI Department is looking forward to working with (several Firms) as we seek to partner with firms to aid the industry and promote social and economic growth in Jamaica.*We hope that the training proposal addresses the needs communicated to us.* |
| **PROJECT TYPE** | NVQ-J Level Two and Three Qualifications |

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| **FINANCIAL ARRANGEMENTS:** The HEART Trust NTA/ CTI Department will make an initial disbursement of 25% of the total budget at the start of the project. Subsequent disbursements will be made subject to the submission of quarterly financial reports and verification of expenditures. |
| **INITIAL DRAW DOWN:** | Amount |  | Date |  |
| **PROPOSED START-UP DATE** | September 2021 |
| **PROJECT SUMMARY** |
| Effective June 2021, The Academic School of Technical & Vocational Training seeks to train at least 300 students in the following skill areas, General Construction Business Studies, SPA Therapy, Carpentry, Villa & Other Properties and Allied Health Care Nursing and CXC classes. As stated in the objective goals, we simple look to continue to educate and prepare students adequately for employment. By offering a wide range of skills we attempt to attract both male and females right out of high school and provide them with career skills so that they can become productive citizens in society.We offer both short and long programs which will allow students to complete early and enter the work force or continue to build on skills to be better marketable. Although we aim our recruitment at student coming out of high school, we plan to target adults who have not taken advantage of these programs before. A big part of our goal has been to forge partner with many institutions; such as Nursing Homes, Hotels, Resorts and Spa to not only provide our students with real world experience but the opportunity to be employed at these institutions. Not only do we plan to offer the skills listed above but we offer CXC and City and Guilds Math and English, Spanish and Entrepreneurship just to name a few. Mandarin (foreign language) and introduction to Spanish will be a part of each skill area.We want well rounded students and Academic School of Technical & Vocational Training aims to offer excellent real world on time skills and so we have selected a group of professionals with Diploma, Bachelors and Master’s Degree in Teaching/ other fields and who come with a world of experiences. |
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| **Community Demography** Woodsville and surrounding communities are filled with unemployed people, especially the youths. Many believe the two are inseparable. It is on this premise that the Academic School of Technical & Vocational Training has gathered persons from these communities to be members of the board of governors as well as instructors from the parish of Hanover and elsewhere in the country that are experienced and qualified enough . These individuals have a vested interest in the development of these communities with the ultimate aim of improving the country overall through the reduction of crime.From anywhere in the parish of Hanover and the schools located in those communities come a myriad of social problems that impede the completion of any viable educational programme for the youth in these communities. The Academic School of Technical & Vocational Training envisions itself as a second chance for many of the young residents of these areas who have succumbed to the pressures of these issues or have been victims thereof in any way. The institution intends to provide training that will assist these ones who feel neglected by society to develop a positive sense of self-worth by fulfilling roles within said society. We will train them and show them a better way of surviving.These communities are riddled with broken homes created by separation and abandonment, overcrowded primary schools with students who lack the academic foundation to compete; from as early as this, they feel left behind. The Academic School of Technical & Vocational Training aims its recruitment at these disenfranchised set of persons and centres its core principle on decreasing crime through skills development, one community at a time.The Academic School of Technical & Vocational Training proposes to recruit three hundred (300) students from both genders. With the current offerings both males and females are offered gender specific skills training and CXC classes, though without restrictions to gender. , we are taking male and female ranging from ages 17 upwards. |
| **PROJECT PROPOSAL- Academic School of Technical & Vocational Training**  |
| **BACKGROUND** | Based on the locale of the intervention, it caters predominantly to ‘unattached and at risk ‘adolescence from the surrounding inner-city communities and students in dire need of saving. Through our analysis, most of these students have been heavily influenced/ impacted by the social issues within their communities to include violence, poverty, poor nutrition, abuse (physical, verbal and sexual), drugs, alcohol and teenage pregnancy. The Hanover communities suffer from frequent sporadic acts of violence against men, women and children. The community has lost its identity which is shaped by the scars of the brutality that is brought up on the residents by some citizens and some law enforcement officers.And what should be the biggest concern is that without intervention, these children become adults and further prey on society. The epidemic spreads to the upcoming generation and then it becomes a cycle and crime and violence escalates because there are more persons without proper education and opportunities.Only through education and skills training can we somehow curb the negative trend of crime and violence. . We have to ignite the fire inside of them and show them that the value gained by working, by keeping a job, teaches important lessons for themselves and their children.Another benefit of this venture will be the reduction of crime. It is proven that in communities where employment is high, crime is low; people are too busy and too tired to commit crimes. They have to prepare for work the next day. You literally change the complexion of the community, if you can get people to work. Imagine what you can do to Hanover and the adjacent communities if you got the majority of the unemployed to be employed. Crime decreases, more businesses develop, more money is spent in the community, you change the perception of the community, and the collateral effect? **You save lives!** A social enterprise will also be established.We will be seeking the intervention from the Ministry of Labour & Social Security and the Jamaica Social Investment Fund to provide grant funding’s to those who will not gain employment and which to start their own businesses.  Mrs. Sion Thomas will supervise daily operations at the sitesJustification for the Project1. The Eastern Hanover area is sub-divided into several little zones that cause one zone or another not to be able to benefit from programmes directly in one area or another. Persons from Pondside and adjacent communities will save financially and save on travel because they would not have to pay double taxi fair or travel too far to get quality training. There is no other facility in the area that offers training in the mentioned skill areas that would afford the residents of Hanover; furthermore, the combination of skills and CXC subjects we offer makes it better for the constituents. The capacity enrolments for these skills are approximately 25 persons servicing both males and females, ranging from 17 to adulthood.
2. The programmes will support economic growth and enhance the community capacity for social development.
3. Certified graduate in all five programme offerings with skills that will adequately prepare them for paid and self-employment, within and outside of the Manchester as well as locally or internationally.
4. The facility is well equipped to conduct training and assessment other partners’ facilities in Manchester, Clarendon and St. Ann; it is also conducive for learning in terms of real on the job experiences.
5. Creating new training programmes will help to expand access to training and certification to more working age Jamaicans.
6. The project will provide certification for school leavers at Level 2 & 3 and CXC subjects.
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| **PROPOSED GOVERNANCE STRUCTURE** | The Academic School of Technical & Vocational Training above has overall responsibility for the Project with the Chairman, being the accountable officer. The Project Coordinator reports to the school board committee with direct oversight being provided by the Chair. The Project Coordinator is responsible for the day-to-day management of all project activities. The Manager, HEART Trust NTA / CTI Department provides on-the-ground technical advice to the Project Director as well as the monitoring of the operations and deliverables of the Project, including recruitment, training delivery, assessment and certification. The Manager for HEART Trust NTA/ CTI Department reports to the Director, Special Projects and Chairman of HEART Trust NTA/CTI. |
| **PROPOSED TRAINING PROGRAMME** | The Academic School of Technical & Vocational Training wishes to partner with HEART Trust NTA/CTI Dept in order to provide training and certification for a total of 300 female and male residents of Hanover and surrounding communities. The proposed training will be conducted in accordance with the National Council on Technical and Vocational Education and Training (NCTVET) NVQ-J Level 2 & 3 and CXC classes. The training will create a pool of competent individuals who will be able to meet the requirements of employers. Special emphasis will be placed on the participant’s self-esteem and confidence level through motivational talks. Workshops in small business, money management and career development will also be conducted to complement the training.The participants will be required to successfully complete several core competency units and Spanish to achieve certification in the programme. Successful completion of the Programme will be recognized with the NVQ-J Certificate of Competence and Caribbean Examination Council CXC. |
|  | **Expected Outcomes** |
| The planned enrolment for each programme to be at least 15 persons. It is expected that at least 70% of enrolled participants will be certified; sent out to gain valuable work experience and 30% will be placed / linked within a reasonable time in a job or be self-employed or go to further their studies. |
| **IMPLEMENTA-TION & WORKPLAN** | **Recruitment** |
| This will be the responsibility of the HEART Trust NTA/ CTI, however, support will be provided through other reputable, entities promotional and recruitment and sensitisation activities conducted on an on-going basis.  |
| **Testing/Interviewing/Selection** |
| All testing and relevant support will be done in collaboration with the HEART Trust NCTVET. |
| **Assessment** |
| Trainees will be assessed through the Unit HEART NCTVET  |
| **Programme Scheduling** |
| The approach to this intervention is emphasized below.STEP 1: Industry needs and requirements identified and standards identified.STEP 2: Form assessment strategies in collaboration with NCTVET- to ensure programme meets the industry standards and is eligible to be assessed by the Accrediting body. STEP 3: Application forms completed – to capture bio-data for each candidate for proper registration on the Training Management System (TMS).STEP 4: Orientation- Sensitization about current trends in the industry and the relevance NVQ-J / CXC/CSEC certifications/statement of competencesSTEP 5: Facility Audit – To ensure environment is safe and conducive to learning and have met the accreditation standard of the Accredited Training Organization (ATO).STEP 6: Training- will be facilitated by trained and experienced facilitators. Training will be carried out face to face. Training will be conducted at our state of the art facilities at the following sites within the parish. These sessions will be arranged at times convenient to the participants for day and evening classes only. The programme is expected to commence September 2021 through to September 2024 utilizing five (5) days per week.STEP 7: Assessments- assessment will be conducted by the National Council on Technical and Vocational Education and Training (NCTVET) /. The HEART Trust NTA/ NCTVET will undertake the assessment and training costs associated outlined in the budget.STEP 8: Certificate- Upon completion of the programme successful participants will be awarded their various certificates. The HEART Trust NTA/ CTI Department will undertake the cost for certificates as outlined in the budget.The project is scheduled to commence September 2021. Each programme will be as follows:* Allied Health – 12 months

Classes will be conducted Monday to Thursday/Friday. Classes will commence at 8:00 am and end at 3:30 pm daily. The minimum contact daily – 7 hours. – 12 months Classes will be conducted Monday to Thursday/Friday. Classes will commence at 8:00 am and end at 3:30 pm daily. The minimum contact daily – 7 hours. Business Studies – 12 months Classes will be conducted Monday to Thursday/Friday. Classes will commence at 8:00 am and end at 3:30 pm daily. The minimum contact daily – 7 hours. * Villa & Other Properties– 12 months

Classes will be conducted Monday to Thursday/Friday. Classes will commence at 8:00 am and end at 2:30 pm daily. The minimum contact daily – 7 hours. * SPA Therapy – 12 months

Classes will be conducted Monday to Thursday/Friday. Classes will commence at 8:00 am and end at 3:30 pm daily. The minimum contact daily – 7 hours.  |
| **Quality Management and Monitoring Plan** |
| The project will be guided and m. |
| **Project Milestones** |
| **Key Events** | **Date** | **Persons/Organization Responsible** |
| Proposed Commencement of Training | September 2021September 2024 | Academic School of Technical & Vocational Training and Employment Career Services. The Manager assigned to the project will provide support.  |
| **INCOME GENERATING ACTIVITY** | The project will implement as their income generating component:* Fundraising ( 5 and 10 k walk and run) , pageant and trade shows
* Offering another type of class (CXC, CAPE and other skills )
* Sponsorships
* Cooperate Grants
* School Fees
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| **PROJECT SUSTAINABILITY** | The following measures will be used to ensure the project sustainability:* A strong and committed management committee in place to carry out the business of the project and its programmes. **Fundraising** in each of the skills that will incorporate the students utilizing what they have learnt. For example:
	+ Allied students will participate in our Bi annual health day, where students will select a spot at a desired location and commence to take people’s blood pressure, sugar and other related checks. The school will accept a small donation from the person checked.
	+ Massage Therapy students will use their skills to massage the bodies of employees of NCB , Social Development Commission , HEART NTA , JN , JMMB ,VMBS, Ministry of Labour and Social Security branches and other financial institutions and for teachers and neighbouring high schools, where a package will be provided and students will be able to hone their skills.
* Since the project is intended to operate over several years, some of the income/fees generated are expected to be utilized to assume more responsibility for and sustain the operation of the project over time. **Offering another type of Class/School Fee**
	+ To offset some of the cost to be able to financially pay the monthly bills, we are offering additional courses in skills training, CXC and CAPE classes to outside students. These classes will generate a fee that will use to sustain the school.
* Appropriate changes in training offerings in alignment with labour market information
* Engagement of additional partners for maintenance and expansion of services
	+ **Cooperate Grants/Sponsorship,** our school caters to the poor disenfranchised in Hanover and the neighbouring communities, and we are not above asking for money to assist with the many programs we plan to offer. We plan to take advantage of the many grants offered by Lasco, Grace, banks, Supreme Ventures Foundation and Wysynco. We want to offer quality to our students and that means that we need to build consistency, prepare students for the 21st. Century experience and environment and allow Jamaican companies help us build a better Jamaica.
* Achievement of enrolment, certification and job placement targets
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| **DISSOLUTION OF PARTNERSHIP** | The following should be conducted on dissolution of the partnership:1. All outstanding balances (cheque book and ledgers) are to be returned to the HEART Trust NTA/CTI via a Manager’s Cheque
2. All uncollected certificates are to be in the possession of Academic School of Technical & Vocational Training.
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| **CONDITIONS OF DISBURSEMENT** | The beneficiary organization agrees to ensure that it has the capability to meet the record keeping and reporting requirements of the HEART Trust NTA/ CT Manager, is also assigned to ensure that the training provider acquires the capability to meet these requirements. Periodically and as necessary.The Special Projects of HEART Trust NTA/ CTI Dept. will disburse the approved sum subject to the following conditions:1. An Account must be opened at a recognized Commercial Bank in the name of the project. The account number must be submitted to the Special Projects o of HEART Trust NTA/ CTI.

 1. A properly constituted and functioning Management Committee must be in place and an Accountable Officer name, HEART Trust NTA/CTI are an Ex-Officio member of the Committee and must therefore be invited to all meetings.
2. The first disbursement by the HEART Trust NTA/ CTI will be made after receipt of written acceptance of terms and conditions for funding as contained herein. Any further disbursement to be made will be done subject to compliance with the operating procedure, reporting procedure and verification of expenditure as stipulated by the MLSS.
3. The Accountable Officer is to submit monthly reports to the HEART Trust NTA/ CTI Dept.
4. The project shall be subject to Audit assessment conducted by the HEART Trust NTA/ CTI and it is the responsibility of the Accountable Officer to ensure that all recommendations made by the Auditor are complied with by the Project.
5. Funds provided by the Fund should be used as stated in the project document. There shall be no variation of the terms and conditions contained in the project document unless such variation was approved by the Fund and there is written agreement signed to by both parties to the project document.
6. The project must make available to the Ministry of Labour and Social Security all documents required to ensure proper monitoring of the project’s operations auditors and Manager, HEART Trust NTA/ CTI Dept.
7. Where there has been a breach of any of these conditions by the project, the Fund may withhold further disbursement until the said breach is remedied. Where the breach is not remedied in a reasonable time, HEART Trust NTA/ CTI reserves the right to revoke funding.
8. Continuation of funding or the release of subsequent tranches of payment will be determined by the Performance Indicators including:-
	1. Enrolment (b) attendance (c) certification (d) audit rating (e) absenteeism, and (f) drop-out rates.
9. The Management Committee must report to the Management of the HEART Trust NTA/ CTI Dept. on any adverse statistics pertaining to the aforementioned categories.
10. Where the Fund has determined that the project has engaged, or is engaged in illegal and/or immoral acts, the Trust may suspend funding or withdraw from partnership with the project.
11. Any future partnership with the Fund and/or continued funding of a project is dependent on compliance with the guidelines of the Fund.
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| **APPROVAL OF EXTERNAL PARTNERSHIP/PROPOSER** |
| This signifies agreement to undertake the implementation of the Academic School of Technical & Vocational Training as outlined above and to make available the requisite financial, technical and human resources. |
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| Print Name | Raymond Dobbs |   | Position |  Managing Director |
| Signature |  R.Dobbs |  | Date | June 21,2021 |