

A decorative graphic on the right side of the page features three overlapping circles. The top circle is orange with a darker orange center. The middle circle is blue with a lighter blue center. The bottom circle is purple with a white center. Two thin blue lines intersect at the top right, forming a large 'V' shape that frames the circles.

2009/10 Annual Report

TRINIDAD & TOBAGO

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Report from Head

Overview

The University of the West Indies Open Campus Trinidad and Tobago continues to contribute to education locally and regionally. This innovative institution is largely self-financing with approximately 95% of its revenue obtained from tuition fees. The financial success of academic year 2009/2010 hinged on the Government Assistance for Tuition Expenses (GATE) programme; the innovative and relevant programmes; the dedicated staff; and prudent resource management.

Despite the financial crisis enrolment continues to be favourable and retention rate is admirable. In November 2009, 1100 students graduated in a stellar Awards and Recognition Ceremony at which Open Campus Principal, Professor Hazel Simmons-McDonald officiated.

The OCTT is currently located in St. Augustine, Belmont, El Dorado, Mucurapo, Sangre Grande, Couva, Carapichima, Marabella, Princess Town, Rio Claro, Point Fortin, San Fernando (South), Tobago, Mayaro, and Barataria. There are full-time Site Coordinators in Mayaro, Sangre Grande, Tobago and San Fernando, while part-time Centre Coordinators oversee the operations at the other centres, except for Point Fortin which the South Coordinators manage.

Programmes include distance offerings, remedial education, training and enrichment courses, pre-university courses and customised courses. All sites and Centres were in full operation during the academic year and offered a wide variety of programmes based on demand. The vacation skills programme was offered at St. Augustine, San Fernando and Port of Spain.

The rapid expansion of programme offerings prompted the addition of one Administrative Assistant to support the Programme Officer. That department now has three Administrative Assistants managing Further Education, Training and Enrichment, and External Programmes including those run in collaboration with other campuses. The department is still being reviewed to determine the most appropriate formula to ensure success.

There was strong support from the government of Trinidad and Tobago during the academic year. The Ministry of National Security continued its close collaboration with OCTT in its patronage of the Certificate in Leadership and Management and the Introduction to Counselling offered as a component of its Citizens Security Programme. During the last academic year, the latter celebrated its first graduates.

The Ministry of Education also sought the assistance of OCTT in providing professional development to 30 mathematics teachers from secondary schools across the island. The extent of collaboration at this level is expected to continue.

Early Childhood Care and Education (ECCE) continues to be one of Trinidad and Tobago's flagship programmes with the largest enrolment. This includes students pursuing the Certificate in Child Care, the Certificate in Early Childhood Care and Education full time and part time, and internship. The establishment of the Early Childhood Care and Education Training and Research Centre on Austin Street, St. Augustine in August 2009 demonstrated the character and prominence to the ECCE programmes. The rapid growth of this programme necessitated the

employment of a full time ECCE Coordinator and in August, 2009, Miss Lesle-Ann Whiteman was contracted to build on the foundation that Ms. Vilma Cropper, Part-time ECCE Coordinator had established. In February, 2010, the second Early Childhood Care and Education Centre was established as a demonstration centre adjacent to the ECCE Training and Research Centre.

The OCTT willingly assisted the University of Guyana in establishing its Child Care Programme. Ms. Whiteman reviewed and commented on the course outline and travelled to Guyana with Ms. Alice Estwick a long-standing tutor, to train trainers who will supervise students pursuing the Child Care practicum. Deputy Principal of the Open Campus, Professor Vivienne Roberts and Head, OCTT, Mrs. Joan Bobb-Dann, attended and participated in the launch of the Programme.

Social Work and Psychology are also heavily subscribed and students transit successfully from these programmes to undergraduate programmes at the Mona, Cave Hill and St Augustine campuses.

Last academic year also saw the completion of arrangements between the Faculty of Engineering, St. Augustine, and OCTT for the launch of the Pre-Engineering programme which attracted local and regional students. This programme complements and enhances the regional and international thrusts similar to those initiated by the very successful Pre-Health Professions Programme (PHPP). Students from the PHPP and Pre-Engineering who maintain a B+ average in each subject gain automatic entry to the Faculty of Medical Sciences, and the Faculty of Engineering respectively.

The Open Campus Trinidad and Tobago also continued collaboration with the Faculty of Science and Agriculture with the Pre-Science and Agriculture Programme that permits entry to the Faculty of Engineering, Science and Agriculture, and Medical Sciences. Mrs. Annette Ackrill deserves honourable mention for her expert management of these programmes.

In an effort to maintain and enhance quality a Pre Health Professions Programme retreat was held on Monday August 30th at the Ortinola Estate. Dean of the Faculty of Medical Sciences, Professor Samuel Ramsewak hosted this retreat to review the operations of the programme and to chart the way forward.

For the third consecutive year, public officers in Tobago pursued the Certificate in Public Administration in a franchise arrangement with the Faculty of Social Sciences. Every effort was made to ensure that students received high quality teaching in positive and stimulation environments. Two multimedia carts and 10 multimedia projectors were purchased to augment the existing technology. There was also strong support from the Computing and Technical Services unit (CATS) in ensuring that the down time at each site was reduced to a minimum. The entire team at CATS and the technicians at Gordon Street, Darin Brathwaite, Phillip John and Garvin Cadogan deserve special mention and thanks.

On July 31st at the Gordon Street auditorium, our annual tutors' workshop saw over 120 tutors participating in various presentations and group sessions focused on adult education. Upon conclusion of the event, tutors were retooled with the necessary skills to engage adult learners.

During the last academic year, OCTT continued to support the academic community by publishing scholarly work. However, there is the need to re-examine these operations with a view to ensure that the operations are viable.

The 2009/2010 academic year was a dynamic one in which the OCTT journeyed along the continuous path of improvement. It was a year characterized by innovation, team work, the initiation of new relationships and the nurturing of existing ones. As our institution enters another academic year we anticipate our voyage to excellence to be a progressive and productive one.

Joan Bobb-Dann
Head

REPORT FROM THE PROGRAMMES UNIT

This year became significant for us noted as the year for the transfer of local Head-ship. In this one year we were bidding farewell to Dr Lennox Bernard who presided over the effectiveness of the site presented in previous reports; at the same time we were welcoming incoming Head Mrs Joan Bobb-Dann in whom there is eager anticipation for her style of leadership from which new accomplishments and goal attainment for the site will no doubt be the subject of future reports.

In the dilemma therefore, of joy and sorrow the work goes on...

As part of the transition process the OC Senior Administrative team headed by Director OCCS Mrs Luz Longworth and Director HR Mrs Jasmine Babb paid several visits to Trinidad focused on addressing staffing issues. A revised staff structure for Programmes was implemented with three Administrative Assistants in charge of each portfolio: Further Education/Regional, Externals/Special Programmes and Training and Enrichment - reporting to the Programme Officer. Clerical and Data Entry Support as well Printing and Publications completes the Unit.

Thanks to the team for their understanding and patience in addressing the 'people' issues.

The *Programme Challenge* this academic period was an expected target of 1000 (new) students (STA alone). We are happy to report we surpassed expectations. We advertised for both our Full-time and Part Time Programmes again this year in all areas and improved on last year in Full time with the ability to offer our Certificate in Social Work together with Psychology and Business Management. The Certificate in Social Work also outperformed all comers in the Part-time offering at 115 students (registered). In accordance with our plans we interviewed over 200 Social Work students. Four classes in one programme was indeed a challenge for us in sourcing tutors in similar subject areas. The demand for this programme is evident and the Government through the Ministry of Community and Social Development may have bolstered our cause through their revised merit policy on promotion. Staff had to ensure they were

qualified requiring them to pursue certified programmes like ours. We were very pleased to see the Ministry's advertisements making reference to the OC and our programme.

All told, the number of students registered for Programmes at St Augustine for the year stood at 1400 for Years 1, 2 and 3 levels with 77 per cent of the students being females. If we add the numbers for Mayaro, Carapichaima, Couva, Belmont (POS), Sangre Grande the number is 1621.

San Fernando and Tobago will be reported on separately.

We repositioned our presence at Central Trinidad by advertising Further Education in Couva after Carapichaima told us the evening classes would be affected by new school arrangements. We were able to mount programmes in Health Safety and Environment, Guidance and Counselling, Human Resources, Psychology and Social Work. We experienced high attrition rates at the centre in three courses but felt that despite the low numbers we could 'prop' the weak with the strong. Some underlying issues were identified for solution.

Health Sciences Project: Twenty-three students accepted offers into the Pre-Health Professions Programme. Fourteen attained the required GPA and have been accepted at the Faculty of Medical Sciences to pursue their options.

A well anticipated and successful staff retreat was held on August 30th 2010 facilitated by Dean Professor Samuel Ramsewak and his team. The regulations governing all aspects of the programme were considered and revised, ie entry requirements, admissions procedures, examination process/ entry into the Faculty's degree programmes. There were also presentations by Mrs Pat Brown and Ms Gaitri Benny, Banner Team.

Tutors: OCTT lost two of its brave soldiers in the persons of Messrs Andrew Huggins, CSM and Ashton Daly, ECCE – both tutors. Tributes were placed in the newspaper in recognition of the contributions of these two good men. *May their souls rest in peace.*

Students: Psychology Student Vidya Singh died in September 2010. She had completed the Certificate and was awaiting entry to UWI. She was popular among classmates for her quote *...My body is a temple, I am God's work of art, I will not allow anyone or anything to pull me down.*

Retirement: Happy retirement to Dr Brader Brathwaite (PHPP) and Ms Yvonne Gonzales Administrative Assistant Examinations Unit, St Augustine who provided service to us in support of the PreHealth Programme.

Our heartfelt thanks and prayers for their continued health and strength.

See ***Appendix I*** for Education Statistics and Appendix for list of Open Campus Tutors.

Ronald Marcano,
Programme Officer

REPORT FROM TRAINING & ENRICHMENT PROGRAMMES

This year Training and Enrichment Unit has continued its efforts to streamline our operations in serving Open Campus as the out-reach medium to the general community.

The following is a general overview of the major events and activities of the Training and Enrichment unit for the period 2009 – 2010. Included in this report are the statistics for the various centres.

OPERATIONS

RECLASSIFICATION DOCUMENT (*Course Codes*):

- A draft course code reclassification list had been created and submitted to tutors for review
- Subject to review and revision by Programmes and Accounts Units

CURRICULUM DEVELOPMENT

- Some urgency required for the Introduction to Counseling course.
- Decision required for the Introduction to Psychology Course (San Fernando)

CENTRE IMPROVEMENT

- CATS still to install internet access for the Belmont and El Dorado Centres
- Internet service at Carapichaima centre needs to be repaired. They have been without internet access for over a month
- Office equipment ordered for El Dorado

VACATION CYCLE

- Vacation Skills Programme mounted at Gordon Street, St. Augustine from 19th July to August 14th 2010

- Special commendation must be given to Ms. Viana Moreau for planning, coordinating & executing the Gordon St. Vacation Skills Programme.
- Carapichaima Centre mounted their regular programmes during the vacation cycle
- Tranquility mounted CXC classes at revised tutor and tuition rates.

Vacation Advertisements

- Centres/Sites submissions Ads forwarded to Promotions and Marketing in a timely manner
- Need to improve the turnaround time for Draft Ads from MPC.

SEPTEMBER 2010 ADVERTISING CYCLE

- Issue of composite advertisements; Centre Coordinators are requesting review of efficacy of Composite ads.
- Port of Spain Centre requested a new structure for commencement of courses:
 - March to June 2010
 - June to August 2010
 - September to December 2010

CENTRE REPORTS

- Meetings held with tranquility and Rio Claro coordinators.
- New template for centre reports reflecting new course classification.
- Tobago will be included in the composite ads.
- Ads will be formulated for the 'Tobago News'
- Tobago will have its own advertising schedule.
- Tobago Academic achievements/updates for members of staff
 - Mrs. Natasha Rochford-Chance: 1st Year Master in Adult and Continuing Education (MACE)
 - Anthan Solomon (general maintenance) has moved away from daily paid and is now in position of a 1 year contract (commencing September 1st, 2010).
 - Fiona Perez-Alexander (Office Attendant II) has a 3 month contract from September 1st to December 31st 2010.
 - Shantel Sobers (Office Attendant III) 1 year contract from August 1st 2010 to July 31st 2011.

NEW PROGRAMMES

THE TEACHING OF LIFE SKILLS WITH LITERACY PROGRAMME

- Approved by Academic Board
- Classroom space for programmes scheduled
- Tutors have been identified and are to submit application forms
- Accreditation Counsel Trinidad & Tobago (ACTT) approval Pending

MASONRY LEVEL 1 COURSE SPONSORED BY TRINIDAD CEMENT LIMITED (TCL)

- Tele conference with THA: Request for training
- Masonry Level 1 course on hold until Centre Approval process is completed
- Students have been contacted and informed of postponement

SPECIAL PROJECTS

THE MINISTRY OF NATIONAL SECURITY: CITIZEN SECURITY PROGRAMME (CSP)

- 19 centres participated
- A total of 60 participants took part in the course
- Graduation held on Wed. 28th July, 2010 at 2:00pm
- Attempted to initiate Quality assurance of course administration

ISSUE OF ACTT APPROVAL

- If programmes are individually sent to ACTT for approval there will be large fees per programme. *Further clarification on this matter required.*

TRINIDAD CEMENT LIMITED (TCL)

- TCL programme was cancelled following pronouncements by Marabella Center Coordinator, Mr. Seepersad.

NATIONAL TRAINING AGENCY (NTA)

- There was some concern about theoretical nature of course content at Barataria centre. Further investigation of the course content needs to be carried out.

TOBAGO

Request for training by:

- Regional Health Authority and Tobago House of Assembly

ONGOING SPECIAL PROJECTS

- Centre approvals have been obtained for the NVQ and CVQ submissions
- Curriculum and Course ownership
- Graduation and Exhibitions support from Head Office
- Composite Advertising and Multiple channel advertising
- Tutor database with hiring procedures and records management
- Vacation programmes standardized at 25 contact hours
- Standardisation of courses: Course content/syllabus/fees
- Coordinator manuals to be developed and distributed
- Centre Coordinators meeting to be held twice yearly- June and December
- Coordinators are required to submit reports for centers at the end of each cycle
- Tobago hosted the annual Pre-University sports in Tobago (Tobago won)
- Pre-University graduation was held in June 2010

CENTRE STATISTICS

BELMONT CENTRE STATISTICS

BELMONT OFFICE

PERIOD	PROGRAM	TOTAL NO. OF PARTICIPANTS
Sep-09	Effective Public Speaking	6
	Garment Construction	6
	Bartending	12
	Taxation with Bookkeeping & Accounting	11
	Intro. To Massage Therapy	7
	Sign Language 1	8
	Intro. To OSHA	8
	Linen & Drapery 1	12
	Intro to Child Psychology	16
	Intro to Human Resource	10
	Intro to Counseling	22
Feb-10	Effective Public Speaking	10
	Intro. To Massage Therapy	11
	Linen & Drapery 1	7
	Intro to Human Resource	8
	Intro to Psychology	8
Mar-10	Garment Construction	8
	Bartending	10
	Intro. To OSHA	7
	Interior design	7
May/June 2010	Linen & Drapery Level 1	6
	Events Management Level 1	11
	Intro to Counseling	12
	Intro to Child Psychology	11
TOTAL		234

BELMONT CENTRE STATISTICS CONTINUED

Islamic Academy

Period	Program	Total No. of participants
Sep-09	Buffet Showpiece	9
	Cake Décor I	6
	Christmas Cooking	8
	Breads Cake and Pastries	16
	Food Preparation	12
Feb-10	Breads Cakes and Pastries	12
	General Cooking	11
Mar-10	Cake Décor Level I	13
	Food Preparation	12
May/June	Breads Cakes and Pastries	10
TOTAL		109

EL DORADO CENTRE

**ELDorado
Centre**

Courses Run	Total Number of Students
43	631
TOTAL	631

TOBAGO CENTRE

Tobago

Courses	Students Per Semester
Pre- University	79
Further Ed	174
TOTAL	253

BISHOP'S CENTENARY COLLEGE CENTRE

**Bishop's
Centenary
College**

Perod	Program	No of Participants
Sep-09	General Cooking (Grp1)	11
	General Cooking (Grp2)	13
	General Cooking	2
TOTAL		26

TRANQUILITY CENTRE

**Tranquility
Centre**

Form	No. of Students registered
4	92
5	149
TOTAL	241

BARITARIA CENTRE

**Baritaria
Centre**

Courses Run	Students Per Semester
NA	90
TOTAL	180

BELMONT SECONDARY SCHOOL CENTRE

**Belmont
Secondary
School**

Period	Program	Total No of Participants
2009	Art, Painting and Drawing	8
	Nail Technology	11
	Photography Level II	15
	Photography Level I (GRP 1)	19
	Photography Level I (GRP 2)	20
	Wedding Planning and Décor (GRP1)	14
	Wedding Planning and Décor (GRP2)	16
	Balloon and Floral Décor I	16
	Interior Décor	20
	Events Management I	29
Mar-10	Wedding Planning and Décor I	13
	Balloon and Floral Décor I	8
	Interior Décor	20
	Events Management I	29
Mar-10	Effective Business Writing	6
	Nail technology	19
	Photography Level II	24
	Photography Level I (Grp1)	16
	Photography Level II (Grp2)	19
	Art Painting and Drawing	10
	Tile Laying	20
May/ June 2010	Balloon and Floral décor Level I	9
TOTAL		361

CARAPICHAIMA CENTRE

Please see centre data in Appendix II.

REPORT FROM EARLY CHILDHOOD COORDINATOR

EARLY CHILDHOOD CARE & EDUCATION PROGRAMME

OVERVIEW

The UWI Open Campus has been one of the main training agencies in Trinidad & Tobago for early childhood practitioners. Our early childhood pre-university programmes are heavily subscribed by individuals seeking training in ECCE and entry to the UWI Bachelor in Early Childhood Program. Individuals who seek employment in the new Government Early Childhood Centres also access the ECCE- Teacher program, hence the reason why we have an increase in the number of students for the academic year 2009-2010.

STUDENT ENROLLMENT ACADEMIC YEAR (2009-2010)

Eight Open Campus centres have the two-year part time Early Childhood Teacher Program. This year is the first time the POS centre has started the two-year part-time ECCE program with fifteen (15) students. At our San Fernando centre the one-year certificate in child-care program has started with seventeen (17) students. In St. Augustine the one-year certificate in child-care continues with an enrollment of twenty-eight (28) students. While, the one-year certificate in Organizing & Managing an early childhood centre have twenty (20) students.

Our two-year full-time and part-time ECCE teacher program continues to be our main source of enrollment with an increase in students for the full time programs in St. Augustine and South.

In **San Fernando** the enrollment numbers are:

- ❖ Full-time ECCE- Teacher- 42 students to date
- ❖ Part-time ECCE- Teacher- 78 students to date

In **St. Augustine** the enrollment numbers are:

- ❖ Full-time ECCE- Teacher- 50 students to date
- ❖ Part-time ECCE- Teacher- 92 students to date

In **Mayaro** the numbers are:

- ❖ Part-time ECCE Teacher- 15 year 1
- ❖ Part-time ECCE Teacher- 21 year 2

In **Sangre Grande** the numbers are:

- ❖ Part-time ECCE Teacher- 21 year 1
- ❖ Part-time ECCE Teacher- 16 year 2

In **Carapichaima** the numbers are:

- ❖ Part-time ECCE Teacher- 27 year 1
- ❖ Part-time ECCE Teacher- 10 year 2

In **Tobago** the numbers are:

Part-time ECCE Teacher- 16 year 1

Part-time ECCE Teacher- 12 year 2

Many of our graduates have obtained employment with the new Government Early Childhood Centres as ‘Assistant Teachers.’ Other graduates are now pursuing a Bachelor in Early Childhood Education at the UWI Faculty of Humanities & Education. In addition, the University of Southern Caribbean and Nazarene College have also accepted some of our graduates to pursue a Bachelor in Primary Education.

With approximately six hundred Government early childhood centres to be constructed, we have seen an increase in the number of applicants for the two-year full time and part time early childhood teacher program. The attractive salaries at these centres are one of the motivating factors for these trainees, as a graduate with five O' levels receive a starting salary of \$5,000.TT per month. The opportunity to teach in a developmentally appropriate environment is also another significant factor for our graduates to gravitate towards teaching in the new Government early childhood centres. As a result, our enrollment for the Internship program has seen a drastic increase in numbers for the academic year (2009-2010). Students who have successfully completed the two-year part-time ECCE Teacher course have returned to complete the one-year internship program in order to obtain a full certificate. This full certificate will allow them to become employed as 'Assistant Teachers' at the new Government early childhood centres, as well as help them qualify for the pre requisites for the UWI Bachelor in Early Childhood Education Program.

Enrollment numbers for the one-year internship program (2009-2010)

South- 39

St. Augustine, Mayaro, Carapichaima, Sangre Grande & Mayaro- 52

CHARTING THE WAY FORWARD- UWI OPEN CAMPUS TRAINING & RESEARCH CENTRE

Gone are the days where in St. Augustine the ECCE classes were placed at many venues. The ECCE students at St. Augustine can now boast of their own space, with the new UWI Open Campus Training & Research Centre at Austin St. in St. Augustine. The building can comfortably hold four ECCE classes at one time, there is also a computer lab in the making as

well as a kitchen/lunch room area for students to eat and relax before or after class. The expansive landscaped grounds also provide an aesthetically pleasing atmosphere for both full time and part time students. All the ECCE interns from all the centres in Trinidad were easily accommodated for their first internship meeting on August 24, 2009. Although the building is new and minor works are still being completed it is a step in the right direction for the future development of the UWI Open Campus early childhood programmes.

Next to the training and research centre the UWI Open campus model early childhood centre is being constructed. The centre will cater for young children 3-5yrs and will be opened on January 4th, 2010. The centre will be used for research purposes as we chart the way forward in designing an ECCE Curriculum that caters for the developmental needs of Caribbean children. Teachers who staff the centre will have a degree in ECCE or will be working towards their degree in ECCE. In addition, the early childhood centre will be used for training purposes with our trainees on all our early childhood programmes. The trainees will be allowed to conduct observation exercises as well as complete the required practical sessions for each respective course.

THE NEW SEMESTER FORMAT FOR THE ECCE-TEACHER PROGRAM

Being an institution that places the 'student experience first' there have been some changes made to the ECCE-teacher program. The courses have now been structured on the semester format and in keeping with the UWI Open Campus guidelines the courses have been credited with appropriate contact hours. This change, allows the students to comfortably pursue a manageable amount of courses for each semester. At the end of each course they sit a final exam and on successful completion obtain the required credits for each course.

The implications for such a change have seen students becoming engaged in more independent learning. Students are presented with a detailed course outline for each course that lists the required assignments/projects, due dates as well as rubrics used to grade each assignment. Students also have guidelines that answer all their questions about attendance, exams, and submission of assignments, academic integrity. This new change in the course structure has also seen students having more time to engage in independent and group research activities.

For the full time students we have now included weekly visits to an early childhood centre as part of their weekly program. The purpose of such visits is to help the students gain adequate practical experience in an early childhood centre, so at the end of the first year they have the required competencies to successfully complete the six weeks teaching practice.

Added to this benefit the one-month Orientation Program has been expanded for an entire semester. Every Friday the students are exposed to skilled practitioners who develop the students' skills in creative arts, public speaking, personal grooming, self-esteem, first aid and sign language.

STAFFING

Due to the many changes at the UWI Open Campus Early Childhood Training & Research Centre our staffing needs have grown. At the training & research centre we now have an ECCE Coordinator, an ECCE evening Coordinator, a clerical assistant, an evening attendant and a cleaner.

All our ECCE tutors hold a first degree in their area of academic specialization and many of them actually have a Masters Degree.

Our ECCE tutors engage in a bi-monthly teacher-training program where the focus is on creating a student-centered environment. Our Tutors are encouraged to create a learning community in their classrooms and among themselves. At the bi-monthly workshops, teaching strategies are shared as well as ideas for the curricula for each course is discussed and agreed upon. Standardization of the curriculum content is the key focus at all centres. Veteran tutors also share with the young tutors their methods of teaching the course content, while the young tutors assist the veteran teachers with integrating technology in to their course content. In the future the focus will be on obtaining our own media equipment for the training & research centre so we can document our research findings.

PARTNERSHIPS

At UWI Open Campus Training & Research Centre we continue to forge partnerships with the Ministry of Education, Early Childhood Unit as they play an integral part in accepting our students for weekly visits, teaching practice and internship. We also encourage our ECCE tutors to attend workshops conducted by the MOE as it pertains to the development of early childhood care & education in Trinidad & Tobago.

We also work in conjunction with SERVOL in the partnering of the parenting programme due to come on stream shortly. Recently, the Child Welfare League approached us, as they are interested in allowing the child-care students complete their practicum at their centres. We are

still in the negotiating process with the child welfare league as we work towards meeting the needs of both organizations.

A partnership with the UWI Open Campus site in Dominica has also developed. The Dominica site started two early childhood programmes this academic year: the two-year part-time ECCE-teacher course and the one-year certificate course in Organization & Management of an ECCE centre. Both Ms. Cropper and myself visited Dominica in June to assist in advising our fellow counterparts, Dr. Severin and Mr. Felix Wilson in the setting up of the two programs. Frequent contact is maintained between the two sites as the curriculum being used in Trinidad is also being used in Dominica.

A NOTE OF GRATITUDE

All the past ECCE graduates over the past two decades, who have worked with Ms. Vilma Cropper, would like to publicly thank her for the unshakable foundation she has laid. We all acknowledge the immense contribution she has made towards the development of the early childhood programs at UWI Open Campus. We know she will always be a part of the ECCE programs and her advice and contribution will be greatly appreciated by all the students whose lives she has touched in one way or another.

THE WAY FORWARD

In a year's time our training and research centre will be full steam ahead, our goal is simple yet challenging, to positively contribute to the development of early childhood care & education in Trinidad & Tobago and the Caribbean.

Our aim is to provide standardized curricula for all our ECCE training programs. We also aim to partner with all the relevant stakeholders in ECCE to provide our trainees with valuable practical experiences that will make their learning applicable and meaningful.

The Training & Research Centre will strive to create communities of learning for parents as we support them in their child-rearing role. Our aim is to provide short courses in parent education aimed at meeting their multifaceted needs as parents.

It is my hope that all our trainees will be able to expand upon the foundation we provide them and move onto to communicate to T&T as well as the Caribbean the importance of early childhood care & education.

The staff and students at the UWI Open Campus Training & Research Centre look forward to a successful academic year (2009-2010) and are ready and willing to play an integral part of the UWI Open Campus family.

Lesleann Whiteman, M.Ed.

ECCE Coordinator Designate

Early Childhood Care & Education

Training & Research Centre

REPORT FROM THE EXAMINATION UNIT

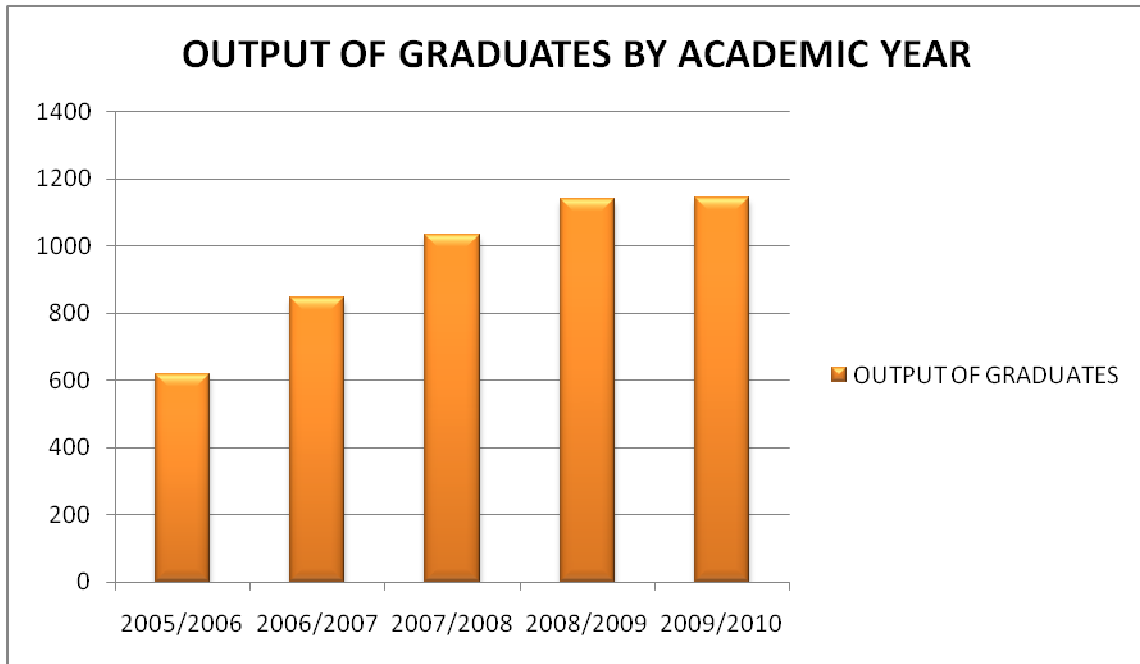
Total Graduates:

More than 1100 students will be graduating from the Trinidad and Tobago Open Campus this year. Of these, 134 graduating from Further Education I while 1010 graduating from Further Education II. The award and recognition ceremony will be held on Friday 26th November 2010, with an estimated 400 graduands participating, including this year's valedictorians who earned 4.27 GPA in Full Time Early Childhood Care and Education programme.

The output of graduates over the last four years has steadily increased as a result of the increased number of student enrolled in our Further Education I and II programmes. This may be attributable to the additional government funding of tertiary level education coupled with added Full Time programmes over the last three academic years. Business Studies, Education Studies and Social Sciences Project produced the largest output of graduates across all centres accounted for a total of 93 % of the total graduands. A greater number of graduands are expected over the period 2010 -2012 as our student intake continues to grow and the UWI Open Campus establishes itself as the premier university that is onsite, online and on demand.

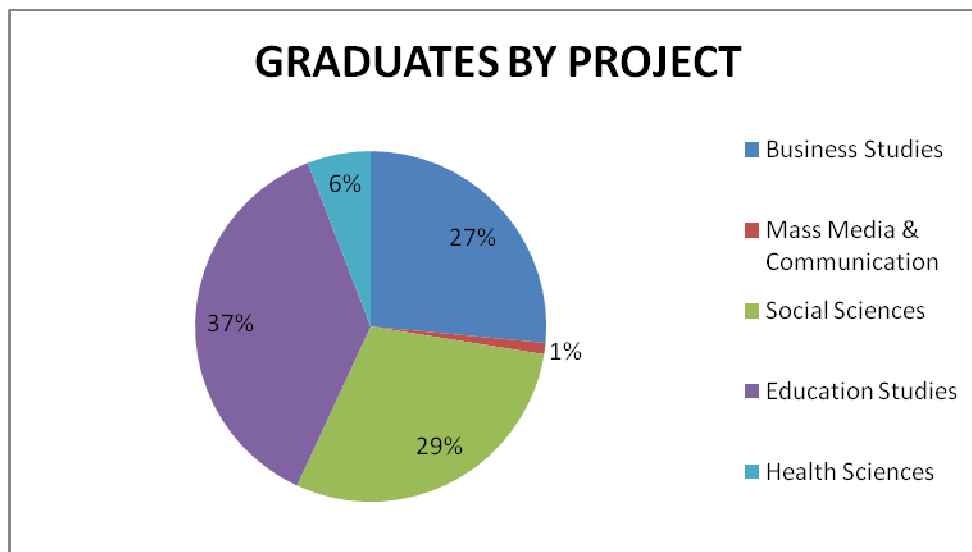
Breakdown of graduates over the last five (5) academic years:

ACADEMIC YEAR	OUTPUT OF GRADUATES
2005/2006	619
2006/2007	846
2007/2008	1034
2008/2009	1140
2009/2010	1144



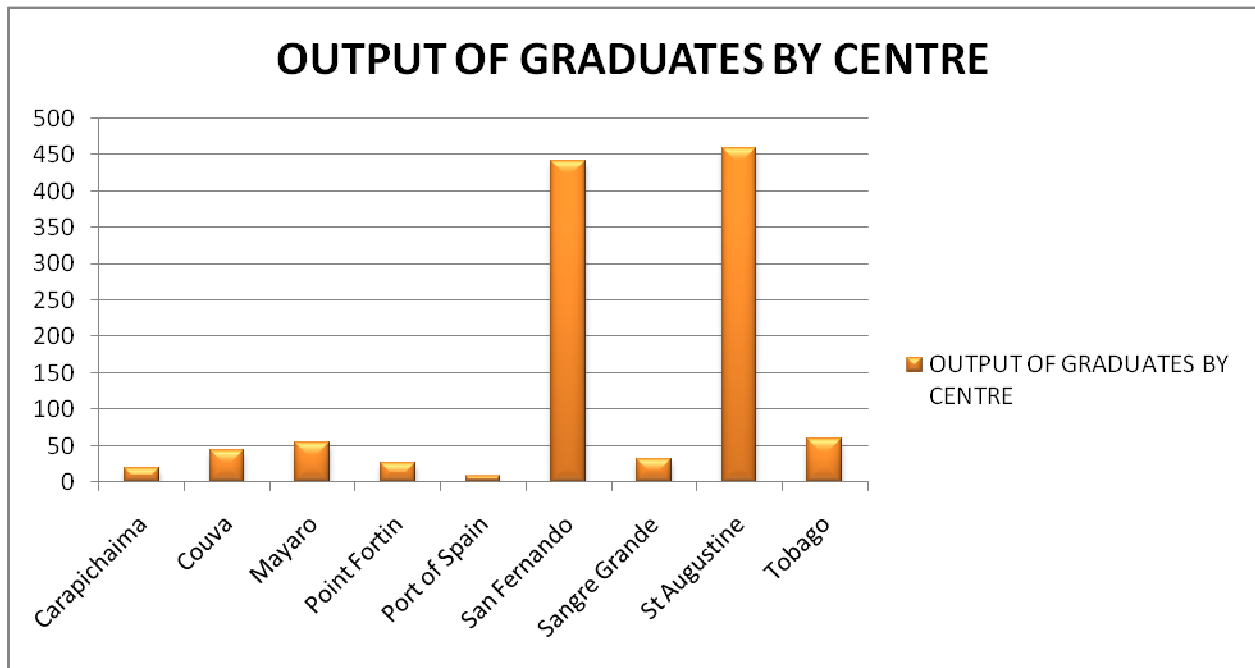
Breakdown of graduates as per project:

PROJECT	GRADUATES BY PROJECT
Business Studies	303
Mass Media & Communication	12
Social Sciences	336
Education Studies	426
Health Sciences	67



Breakdown of graduates as per centre:

CENTRES	OUTPUT OF GRADUATES BY CENTRE
Carapichaima	20
Couva	43
Mayaro	54
Point Fortin	27
Port of Spain	8
San Fernando	442
Sangre Grande	32
St Augustine	459
Tobago	59



REPORT FROM THE LIBRARY

During the year under review, the collection throughout the network increased as follows:

CENTRE	MONOGRAPHS	ELECTRONIC
ST. AUGUSTINE	314	47
SAN FERNANDO	165	1
TOBAGO	64	

The St Augustine library also provides support service to the satellite centres of Mayaro, Sangre Grande and Port of Spain by providing tutors' texts, past papers and maintaining small collections of reference texts.

Circulation statistics including in-house use

Centre	Items Circulated
St. Augustine	11040
San Fernando	11930

Library Orientation

In the absence of a well structured information literacy programme students are given a brief introduction to the library at the beginning of every semester. This is done through twenty minutes sessions which students sign up for during the registration process. Attendance is voluntary and each session consists of a power point demonstration on the very basic aspects of information literacy and a physical tour of the library. Whereas during last academic year we were able to capture about 43% of the students' intake at St. Augustine, this year this was reduced to about 25%. In San Fernando this figure about 50% of the new students attended.

Tobago

The Tobago library continues to be the bugbear in library operations. The students there continue to be grossly underserved. The absence of adequate physical space to house the collection and the absence of a member of staff dedicated to manage the library have resulted not only in the erosion of the collection but also very limited accessibility by students to the resources.

UWI Space

Staff at St. Augustine embarked on a very ambitious project of digitizing our newspaper clippings and past papers with the help of the St. Augustine campus that allowed us to develop a community on their UWI Space. To date one thousand and twenty objects (newspaper clippings and past papers) have been scanned. However the project has been hindered by the inability to dedicate a member of staff to the project and our dependency on St. Augustine's equipment.

Staffing

As has been pointed out earlier in the report the vacancy for a library assistant at the Tobago site needs to be filled. The outstanding vacancy at the San Fernando library created by the transfer of Mrs. Princess Semper to the office also needs to be filled. In both cases, lack of proper staffing affects the delivery of library services to our students.

Respectfully submitted

Martina Mendoza

Site Librarian

REPORT FROM PROMOTIONS AND MARKETING

Keeping in line with the Guiding Principles of the Open Campus, the department continued its performance to appeal to most of the institution's stakeholders. Last academic year the Trinidad and Tobago site received record number applications due to various strategies the department has used in appealing to prospective students. Along with billboards, radios, and television, the department has been able to appeal to customers mainly through newspaper communication.

Advertisements

The department was very strategic in the way Ads were placed in an effort to cut back on spending. Themed messages were created and used to better appeal to all our customers. These Ads were developed for the different areas of study. Part of the tactic was to use current students of the institution to best appeal to our target audience. For example, Donnell Job, the 2009 Digicel Rising Star winner was used in the Ads to attract prospective students. An initiative was also taken to meet with different site coordinators to best discuss ground work in getting to the respective target groups in the respective communities. In that light, different teams were developed and took part in this project.

Publications and Book Launches

Last academic year saw the printing of various publications and the launch of one. One main publication that stood out was the Report of the Think Tank Conference on Disabilities. The importance of this text helped the institution to best show its commitment to corporate social responsibility. A drive is in place for the distribution of these books to various NGOs in and

outside of Trinidad and Tobago. This book was however launched at the beginning of the 2010/2011 Academic year.

Earlier this year, the Marketing department launched the book Psychosocial Issues of West Indian Primary Health Care by Dr. Rohan Maharaj. The event had a successful turn out, with almost a hundred books sold on the night. Guest speaker at the launch was the Dean of Medical Sciences at the St. Augustine campus. The number of launches was reduced as a way to cut back on excessive spending.

The Publications Unit has embarked on a new venture to print books that will affect faculty reading lists and various school curriculums. This effort will provide a direct market for sales, hence, cut back on having excessive publications in storage. As it relates to these extra books, an agreement was put in place with Mrs. Longworth to donate them to various national and school libraries in Trinidad and Tobago and the Eastern Caribbean states.

Career Fairs

As per usual, the department in staying connected with its consumers made it a point of duty to attend all career fair where possible. These educational fairs include both national and school fairs across Trinidad and Tobago. Where a member of the Marketing department could not attend, other members of staff from other centres would take the lead in attending and representing the institution. It is always important, however, that the department never cease to lend support in providing branding, booklets, brochures, pens, pencils and other paraphernalia in promoting the Open Campus.

Institutional Support

The Promotions and Marketing department continues to give support to the various departments and sites in Trinidad and Tobago. In planning for the Awards and Recognition Ceremony, the department undertook the compilation and editing of the booklets, the formatting of Ads and media relations for the event. The department continues to collaborate with all centres and departments in meeting the needs of the university's current and prospective stakeholders.

Donovan Williams

Promotions and Marketing

REPORT FROM THE OFFICE MANAGER

The following Human Resource Issues represents staff changes that occurred during reporting period *August 1, 2009 to July 31, 2010*:

Retirement

Dr. Lennox Bernard	Head
Mrs. Octavia Baptiste	Office Manager
Mr. John Sukal	Office Assistant (Gordon Street)
Ms. Vilma Cropper	Coordinator ECCE

Resignation

Mr. Anthony Reyes	Senior Administrative Assistant (Accounts)
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Non Renewal of Contract

Clive Golah	Evening Coordinator (South University Centre)
Patricia Ballah	Evening Coordinator (South University Centre)
Edward Harper	Shuttle Driver (Gordon Street)
Edmund Charles	General Maintenance Assistant
Rishi Rampersad	Plumber I
Patrick Jacob	Carpenter I
Garnet Wilson	Mason I

Appointments

Joan Bobb-Dann	Head
Jeremy Gangadeen	Site Technician (Mayaro)
Bernadette Mason	Cleaner (Gordon Street)
Marissa Caracciolo	ECCE Teacher (Alpha East)
Derlene Valentine Lewis	ECCE Teacher (Alpha East)
Jeni Embrack	Telephone Operator (Gordon Street)
Avione George	Clerical Assistant (Gordon Street)

Staff Movement

- Shivani Seunarine, Administrative Assistant was transferred from the South University Centre to Gordon Street.
- Murissa Khan, Clerical Assistant II returned to the South University Centre after a period of two years no-pay leave.

No Pay Leave

Assefa Garib Clerical Assistant II (Gordon Street) proceeded on two years no-pay leave.

Anne-Marie Joseph
Administrative Assistant (Ag.)

SAN FERNANDO PRE-UNIVERSITY DEPARTMENT

Competition still proves to be our greatest challenge as many universities and educational institutions, which did not previously exist are now opening South branches. This move increases the options available to students. In spite of this we were still able to basically maintain our student numbers as we strived to deliver excellent customer service in addition to our varied product offerings.

For the 4th consecutive year we had to secure additional classroom spaces. This year we were housed at Naparima College. Despite our adversity we were still able to secure 3 Early Childhood Care and Education (ECCE) classes while we maintained 3 classes in Social Work. Unfortunately we experienced a drastic decline in the enrollment of our external studies programme. This was a direct result of external bodies opening up their centre registrations to all colleges. Some of these colleges already have affiliations with external universities and therefore give the student a one year top-up degree upon completion of their programme of study. This option was offered as a package for students. This decline was offset by an increase in our short courses and vacation skills registrations. This year we were able to introduce 7 new vacation skills courses. Our full time courses still continues to be fully subscribed. This year we experienced a drop in student registration for the Business Management programme as the late release of results continues to cripple the interest in the programme.

Staffing

Our team continues to work hard at ensuring that our Site is a success. We once again focused on delivering a customer oriented product.

Mr. Edmund Charles was re-assigned to our site as the Maintenance Assistant. Mrs. Murissa Khan returned from no pay leave. Mr. Clive Golah, previous Centre Coordinator returned as Evening Coordinator following the resignation of Mr. Joachim. Mrs. Shivani Seunarine-Pariag was transferred to St. Augustine

Taking all the above into consideration the staff for 2009-10 included 3 Coordinators: Site Coordinator, Evening and Assistant Evening Coordinator – Naparima College, 1 Senior Admin Assistant; 1 Dean/Counsellor, 8 Clerical Assistants, 2 Data Entry Operators, 3 Library Staff 1 office attendant and 3 Ancillary Staff.

Registration

The total number of registered students for the academic year totalled Two thousand and forty nine (2049) students. The registration for each type of programme was as follows:

<i>Type of Programme</i>	Number registered
Further Education (part time & full time)	1115
External Studies	178
General Studies (A' level)	75
Personal Enrichment/Professional Enhancement	254
IT (Short Courses)	213

Our Social Work and Early Childhood Care and Education programmes continue to be at the forefront as the Government has continued to be committed to increasing the services offered in these 2 areas.

Maintenance/Upgrades

This academic year we engaged in a few projects to help uplift the appearance and improve the service that we offer. The following were undertaken:

1. Painting of the entire building: the school was painted in the Open Campus color: orange
2. Changing of old classroom doors
3. Changing of tablet type desks to student tables and chairs; 200 were ordered
4. Repairs to the roof's spouting

Examination Results

1. Further Education (all courses) – 90-100% Pass rate
2. External Courses: Due to some unsolved administrative matters we were not able to receive any results for our ABE students

IAM Diploma: December 2009 Results

- Administrative Systems & Processes – 100%
- Case Study I – 80%
- Professional Administration – 100%
- Strategic Issues in Administration – 50%
- Administrative Management of Resources – 36%
- Case Study II – 100%
- People in Organisations – 39%

IAM Diploma: June 2010 Results

- Administrative Systems & Processes – 71%
- Case Study I – 92%
- Information for Decision Making – 71%
- Strategic Issues in Administration – 55%
- Human Resource Management & Practice – 36%
- Case Study II – 33%

SUC's Visitors

We had a number of visits from Open Campus officials such as Mrs. Luz Longworth and Mrs. Jasmine Babb.

SAN FERNANDO ADVANCED LEVEL REPORT

REGISTRATION

Year 1: 38 students

Year 2: 37 students

Our Advanced Level programme enrollment numbers decreased by 32% this academic year. This significant percentage decrease was mainly due to the vast number of alternative access routes currently available to students. Presently students have the option, at other educational institutions, to pursue their degree directly after obtaining CXC passes. Advanced Level is no longer a requirement for entry into a Bachelor's programme.

In addition to this our decision not to accept Ministry Sponsored students also impacted our numbers. This decision was reached as the Ministry refused to pay our current fees for the Advanced Level Programme.

This academic year the Ministry continued with the electronic registration of candidates for examinations and submission of internal assessment marks. However this was marred with errors, which the ministry is trying to improve on for the new academic year

SYLLABUS

CAPE subjects offered: Communication Studies, Caribbean Studies, Literatures in English (Year 2 only), Accounting (Year 2 only), Economics, MOB, Sociology, Computer Science (Year 2 only), History (Year 2 only), , Physics, Biology, Chemistry , Pure Mathematics, Geography (Year 1 only) & Environmental Science (Year 1 only)

Cambridge subject offered: Psychology

Once again the tutors successfully delivered the curriculum in the specified contact hours.

REPORTS

This year we decided to re-introduce end of term of exams as we felt that students, teachers and parents needed to obtain critical feedback before Mock Exams. It was done in class sessions and supervised by tutors. Parents only were allowed to collect reports from this exam.

Reports for the Mock Exam, which were held from March 16th – 24th 2010, were prepared and distributed to parents. Students whose parents failed to receive their results were unable to resume classes. This was necessary because in the past, students would not show their reports to their parents and in some instances they would sign on their parents' behalf.

MEETING

This year we again continued with two separate Parent-Tutor meetings for each year group. The meeting for the Year Ones was held on February 22nd 2010 and the Year Twos on February 24th. All parents, after visiting the respective tutors, were required to have their attendance sheet signed by the Principal or the Dean before leaving. Both meetings were well attended.

CO-CURRICULAR PROGRAMME

Latin Dancing, Guitar, Cosmetology and Balloon Decoration were the co-curricular activities offered this academic year.

Table tennis, scrabble and badminton continue to be the students favorite past time during the lunch period. Participating in Football and cricket activities continue to be a challenge for us, as our campus simply does not have the appropriate facilities.

SPECIAL EVENTS/ACTIVITIES

DIVALI/EID & CHRISTMAS PROGRAMME

The Divali/Eid programme took place on Thursday 15th October 2009. This event was one of the first events to be organized by the newly elected Student Council. It was held at our auditorium. Once again students were treated to lunch in addition to sweets.

The Christmas programme which was also planned by the Student Council was held on Friday 4th December 2009. This event was also well organized.

VALEDICTORY FUNCTION

Our annual valedictory function took place on Friday April 23rd 2010. Ms. Keisha Paul was our Valedictorian. We returned to our Auditorium this year as exam scheduling did not clash with the proposed date of the programme. Mrs. Joan Bobb-Dann was our guest speaker

Once again we were unable to successfully plan a valedictory dinner and dance as students although in the beginning expressed interest just did not patronize the event.

SPORTS DAY

Sports Day was held at the Cyd Gray Stadium in Tobago on Friday 29th January 2010. All sixth form schools were represented. Tobago was the overall winner while San Fernando won the March Past and the football competition.

STUDENT COUNCIL

Student council elections were held on October 28th 2009.

The elected members of the student council executive for the year comprised:

President:	Peaches Roach
Vice President:	Keisha Paul
Secretary:	Farah Baksh
Asst. Secretary:	Kristen Bachan
Treasurer:	Camara Bhikham
P.R.O:	Nicola Parris
Sports Coordinator (male):	Wendell Brewster
Sports Coordinator (female):	Danielle Carrington
Events Coordinator:	Samuel Narine
Social Services Coordinator:	Melissa Dyer

OTHER EVENTS

- The student council organized an inter-class table tennis competition on Friday 9th October 2009
- Representatives from the Rape Crisis Society made a presentation on Wednesday 20th January.

STAFF

A total of 15 part time tutors and 4 co-curricular tutors were attached to the Advanced Level Programme.

Recruitment of staff continues to be a challenge for us, especially in the areas of Chemistry and Physics, as tutors leave us to take up more lucrative opportunities.

CAPE 2010 Exam Results

Overall the performance at this sitting was poor. The main reasons for this were due to the lack of focus, discipline and commitment of the students.

Subject	Unit	% Pass rate	Grade 1-3 %
Communication Studies	I	89	32
Caribbean Studies	I	97	50
Accounting	II	83	50
Biology	I	59	29
Biology	II	75	38
Chemistry	I	52	14
Chemistry	II	64	36
Economics	I	62	15
Economics	II	60	20
Environmental Science	I	100	33
Geography	I	80	20
History	II	75	0
Literatures in English	II	100	60
Management of Business	I	52	9

Management of Business	II	88	29
Pure Mathematics	I	65	6
Physics	I	73	18
Physics	II	50	0
Sociology	I	83	17
Sociology	II	100	75

Best performing students

Year One:

1. Jade Mascall - Communication Studies (1), Environmental Science (1), Geography (3)
Biology (3)
2. Natalia Winston: Communication Studies (2), Chemistry (3), Biology (2)

Year Two:

1. Shivani Kanchan – Caribbean Studies (1), Accounting (1), MOB (2), Economics (2)
2. Inwatie Maharaj: Caribbean Studies (2), Biology –Unit 1&2 (2), Chemistry- Unit 1 (3),
Chemistry- Unit 2 (2)

Conclusion

The Advanced Level programme seems to be slowing dying as more and more access routes are becoming available to potential students. Students now prefer to pursue one year programmes in order to obtain entry into the St. Augustine Campus.

The students' level of commitment and focus seems to be deteriorating every year as is evident by the poor results. However I must acknowledge the efforts of tutors, clerical and administrative staff who worked hard to ensure that academic year was ultimately a success.

Respectfully submitted,

Natasha Rajack

Site Coordinator

Tobago Report

Students' Intake

Pre-University: 79

Further Ed: 174

Infrastructure

Work has stopped on the annex.

Events

Tobago hosted the annual pre-university sports in Tobago (Tobago won)

Pre-university graduation was held in June.

Achievement

Pre-university students won the over 17 netball National Championship (Trinidad & Tobago) and over 17 championship (Tobago).

A drama group was formed by Mrs. Rochford-Chance named Tobago One Love Production (T.O.L.P.).

Mishaps

Two pre-university students died (Candace Wallace & Osei Leslie)

The march past trophy was named after Osei Leslie.

Osei parents has since launched a foundation (JOY) Jwebari Osei Youth.

Academic achievements/updates of members of staff

Mrs. Natasha Rochford-Chance: 1st Year Master's in Adult and Continuing Education (MACE)

Anthan Solomon (general maintenance) has moved away from daily paid and is now in position of a 1 year contract (commencing September 1st, 2010).

Fiona Perez-Alexander (Office Attendant II) has a 3 month contract from September 1st to December 31st 2010.

Shantel Sobers (Office Attendant III) one year contract from August 1st 2010 to July 31st 2011.

Pre-University Results

Subjects	Percentage
Accounting Unit 1	54
Accounting Unit 2	50
Caribbean Studies	83
Communication Studies	70
Computer Science Unit 1	100
Economics Unit 1	50
Economics Unit 2	71
Law Unit 1	33
Law Unit 2	42
MOB Unit 1	42
MOB Unit 2	76
Spanish Unit 1	100
Spanish Unit 2	100
Sociology Unit 1	57
Sociology Unit 2	85

Overall: 67%

Short Courses

Microsoft Office application

Grades	Percentage
A+	4.5
Ao	0
A-	18.3
B+	13.6
Bo	4.5
B-	4.5
C+	9.1
Co	0
C-	18.3
Fail	13.6
Absent	13.6

Photography

Grades	Percentage
A+	0
Ao	0
A-	0
B+	14.3
Bo	0
B-	0
C+	14.3
Co	0
C-	0
Fail	35.7
Absent	35.7

Teaching of Reading

Grades	Percentage
A+	11.1
Ao	11.1
A-	0
B+	22.2
Bo	0
B-	0
C+	22.2
Co	0
C-	11.1
Fail	0
Absent	22.2

Respectfully submitted by

Mrs. Natasha Rochford-Chance

APPENDICES

APPENDIX I

Teaching Programmes of the Open Campus

UWI SCS ST.AUGUSTINE

No. of Students

	Year I			Year II			Year III		
	M	F	T	M	F	T	M	F	T
FURTHER EDUCATION & EXTERNAL STUDIES PROGRAMMES									
ACCA - Certified Accounting Technician	2	15	17			0			0
Administrative Corporate Secretaryship	0	9	9			0			0
Administrative Professional Office Management - Certificate	0	57	57	0	24	24			0
Administrative Professional Office Management - Certificate Access	0	1	1	0	5	5			0
Administrative Professional Office Management - Associate Degree	0	4	4	0	2	2	0	13	13
Association of Business Executives - Certificate	4	4	8			0			0
Association of Business Executives - Diploma-1	2	7	9			0			0
Association of Business Executives - Diploma -2	1	4	5						
Business Management - Certificate	13	37	50	7	11	18			0
Business Management - Certificate Access	1	0	1	2	9	11			0
Business Management - Certificate - Full Time	11	10	21						
Business Management - Associate Degree	2	7	9	4	19	23	5	15	20
Communication Arts	8	12	20	2	13	15			0
Caribbean Regional Addiction	8	3	11			0			0
Criminology	19	14	33	14	8	22			0
Child Care	1	26	27			0			0
Dental Assisting	1	12	13			0			0

Early Childhood Care & Education - Teacher (Part Time)	0	93	93	0	68	68				0
Early Childhood Care & Education - Teacher - Day (Full Time)	0	46	46	0	21	21				0
Early Childhood Care & Education - Administrator	0	14	14			0				0
Early Childhood Care & Education - Full Time Internship	0	51	51			0				0
Guidance & Counselling	0	24	24	0	17	17				0
Health, Safety & Environmental Management	15	11	26	11	5	16				0
Human Resource Management	20	9	29	13	2	15				0
IAM - Administrative Management - Diploma	3	10	13			0				0
IAM - Administrative Management - Advanced Diploma	1	5	6			0				0
Internal Auditing	3	14	17			0				0
LCCI - Public Relations, Advertising and Marketing/Marketing	1	7	8			0				0
Leadership and Management	42	3	45			0				0
Paralegal Studies - Associate Degree	0	11	11	0	9	9	1	13	14	
Physical Education	15	10	25	7	14	21				0
Psychology	12	40	52	6	32	38				0
Psychology - Full Time	7	26	33			0				0
Social Work	14	101	115	7	58	65				0
Social Work - Full Time	2	15	17			0				0
Material & Purchasing Logistics	5	9	14	6	2	8				0
Telephone Technology & the Delivery of Telecommunications Services	9	3	12	11	0	11				0
TOTAL	222	724	946	90	319	409	6	41	47	

UWISCS PORT OF SPAIN

No. of Students

	<i>FURTHER EDUCATION II</i>				
	<i>M</i>	<i>F</i>	<i>T</i>	<i>M</i>	<i>T</i>
Early Childhood Care & Education - Teacher (Part Time)	0	14	14		
TOTAL	0	14	14		

UWISCS SANGRE GRANDE

No. of Students

	<i>FURTHER EDUCATION II</i>				
	<i>M</i>	<i>F</i>	<i>T</i>	<i>M</i>	<i>T</i>
Early Childhood Care & Education - Teacher (Part Time)	0	19	19	0	16
Early Childhood Care & Education - Teacher (Full Time)					
Human Resource Management	3	7	10	3	7
Psychology	0	10	10		
Social Work	0	30	30		
TOTAL	3	66	69	3	23

UWISCS CARAPICHIAMA

No. of Students

	<i>FURTHER EDUCATION II & EXTERNAL STUDIES</i>				
	<i>M</i>	<i>F</i>	<i>T</i>	<i>M</i>	<i>T</i>
Early Childhood Care & Education - Teacher (Part Time)	0	26	26	0	8
TOTAL	0	26	26	0	8

UWISCS COUVA*No. of Students*

<i>Programme</i>	<i>Year I</i>			<i>Year II</i>		
	<i>M</i>	<i>F</i>	<i>T</i>	<i>M</i>	<i>F</i>	<i>T</i>
SHORT COURSES						
<i>FURTHER EDUCATION II</i>	<i>M</i>	<i>F</i>	<i>T</i>	<i>M</i>	<i>F</i>	<i>T</i>
Guidance & Counselling	0	3	3	0	0	0
Health Safety & Environmental Management	0	3	3	0	1	1
Human Resource Management	1	7	8	3	7	10
Physical Education	1	3	4			0
Psychology	2	11	13			
Social Work	3	16	19	11	6	17
TOTAL	7	43	50	14	14	28

UWISCS MAYARO*No. of Students*

<i>Programme</i>	<i>Year I</i>			<i>Year II</i>		
	<i>M</i>	<i>F</i>	<i>T</i>	<i>M</i>	<i>F</i>	<i>T</i>
<i>FURTHER EDUCATION II</i>						
Administrative Professional Office Management - Certificate	0	11	11	0	2	2
Early Childhood Care & Education - Teacher (Part Time)	0	15	15	0	23	23
Health, Safety & Environmental Management	1	7	8	0	6	6
Human Resource Management	1	8	9	1	7	8
Social Work	3	11	14	0	13	13
TOTAL	5	52	57	1	51	52

UWI SCS TOBAGO

No. of Students

	<i>M</i>	<i>F</i>	<i>T</i>	<i>M</i>	<i>F</i>	<i>T</i>
FURTHER EDUCATION II & EXTERNAL STUDIES						
Administrative Professional Office Management - Certificate	2	8	10			0
Business Management - Certificate			0	1	5	6
Criminology	0	1	1	3	1	4
Early Childhood Care & Education - Teacher (Part Time)	0	18	18	0	12	12
Early Childhood Care & Education - Teacher (Full Time Internship)	0	6	6			0
Human Resource Management			0	5	11	16
Physical Education	3	3	6	0	1	1
Psychology	0	5	5	3	4	7
Public Administration	1	10	11	0	29	29
Social Work	1	18	19	17	17	34
TOTAL	7	69	76	29	80	109

Appendix II. - Carapichaima Centre Training and Enrichment Student Registration

<u>PROGRAMME</u>	<u>COURSE</u>	<u>NO. OF CYCLES</u>	<u>NO. OF STUDENTS</u>	<u>NO. OF MALE</u>	<u>NO. OF FEMALE</u>
AUTOMOTIVE	Auto Mechanics	2	38	36	2
	Electronic Fuel Injection	3	63	62	1
MEDIA & PHOTOGRAPHY	Photography I	1	17	5	12
BUILDING CONSTRUCTION	Architectural Drawing	3	42	30	12
	Blue Print Reading Yr. I	3	31	23	8
	Building Construction	2	62	54	8
	Building Construction Practice	1	17	16	1
	Foundation Estimating & Construction	3	91	75	16
	Maintenance of Building & Civil Engineering Structures	1	13	10	3
	Plumbing	3	100	93	7
	Practical Engineering Surveying	3	43	35	8
	Structural Steel Detailing Yr. I	1	10	10	0
COSMETOLOGY & COMPLEMENTARY THERAPIES	Cosmetology (Beauty Therapy)	3	64	0	64
CULINARY ARTS	Breads, Cakes & Pastries	3	80	9	71
	Cake Decoration Yr. I	3	50	4	46
	Cake Decoration Yr. II	2	29	0	29
	Chinese Cooking	3	73	7	66
DESIGN & CRAFT	Home Furnishing	3	26	0	26
	Interior Decoration I	3	51	2	49
ELECTRICAL & ELECTRONICS	Air Conditioning & Refrigeration Yr. I	3	71	70	1
	Appliance Repairs (Small)	1	19	18	1
	Electrical Installation (Domestic)	3	104	101	3
	Electrical Installation (Industrial) Pt. I	2	44	44	0

<u>PROGRAMME</u>	<u>COURSE</u>	<u>NO. OF CYCLES</u>	<u>NO. OF STUDENTS</u>	<u>NO. OF MALE</u>	<u>NO. OF FEMALE</u>
ELECTRICAL & ELECTRONICS	Electronics I	3	31	30	1
	Rewiring of Motors Pt. I	2	39	38	1
HOSPITALITY & TOURISM	Bartending	2	27	17	10
	Refinery Piping Drawing Yr. I	2	33	27	6
CONTINUING EDUCATION (TRAINING)	Events Management I	3	48	6	42
	Introduction to Business Management	3	34	8	26
	Introduction to Child Psychology	2	36	3	33
	Introduction to Counselling	2	29	9	20
	Introduction to Occupational Health & Safety	3	47	24	23
	Introduction to Psychology	2	31	6	25
	Introduction to Sales & Marketing Management	2	19	8	11
	Taxation With Book-Keeping & Accounting	3	40	11	29
	Balloon Decoration / Floral Arrangement	3	42	0	42
	Effective Public Speaking & Presentation Skills	1	14	3	11
PROFESSIONAL DEVELOPMENT (TRAINING)	Effective Business Writing Skills	1	21	5	16
	Financial Management	2	11	2	9
	Human Resource Management I	2	34	10	24
	Human Resource Management II	1	9	3	6
	Operations Management	1	13	7	6
	Stores Management	3	54	38	16
	Supervisory Management	3	78	30	48
	Basic Computer Repairs & Maintenance	1	10	9	1
	Computer Literacy	3	52	22	30
	Microsoft Office Application	2	18	4	14
TOTAL			1908	1024	884