

The Access to Information Act, 2002**Statement of Organization and Functions
of Public Authority**

1. NAME OF PUBLIC AUTHORITY: Human Employment and Resource Training Trust/National Training Agency (HEART Trust/NTA).

2. NAME AND TITLE OF PRINCIPAL OFFICER: Donald Foster, Executive Director

3. LOCATION: 6b Oxford Road, Kingston 5, Jamaica W.I.

4. HOURS OF BUSINESS: 8:30am to 4:30pm (Closed on weekends and public holidays)

5. TEL. NO: (1876) 929-3410-8 or 960-7635-6 **WEBSITE:** www.heart-nta.org

FAX NO: 929-2478

EMAIL: info@heart-nta.org

6. NAME OF RESPONSIBLE OFFICER: Annette Atkinson, Director of Communications

TEL. NO: 960-9586

WEBSITE: www.heart-nta.org

FAX NO: 906-5837

EMAIL: info@heart-nta.org

7. DESCRIPTION OF SUBJECT AREAS/PORTFOLIO**RESPONSIBILITIES OF PUBLIC AUTHORITY:**

An Statutory Agency of the Ministry of Education and Culture responsible for coordinating technical and vocational education and training (TVET) in the public sector (training and certification of the Jamaican workforce).

HEART TRUST/NTA**SUBJECTS (GENERAL)**

- Recruitment
- Training
- Assessment
- Certification
- Career Guidance
- Employment Facilitation
- Coordinate, regulate and set standards for Technical and Vocational Education and Training (TVET)

DIVISIONS/DEPARTMENTS**Executive Offices (EO)**

- Executive Director's Office
- Corporate Secretary/Legal Counsel's Office
- Communications Dept.
- Management & Operations Analysis and Internal Audit
- Technical High School Development Project
- Caribbean Institute of Technology

Human Resource Planning and Development Division

- Human Resource Management Department
- Organisational Research and Development Department

HEART Trust Fund (HTF)

- Finance and Accounts
- Central Administration
- Personnel and Administration
- Buildings and Properties
- Compliance and Remittance

Planning and Project Development (PPD)

- Research and Evaluation
- Operational Planning and Performance Monitoring
- Special Partnerships

Information Technology Centre (ITC)

- Systems Development
- Operations
- Technical Services

Technical Services and Programme Development Division (TSPD)

- Chief Technical Director's Office (CTD)
- Vocational Training and Development Institute (VTDI)
- Entrepreneurial Skills Development (ESD)
- Learning Management Services (LMS)
- Career Development Services (CDS)

National Council for Technical and Vocational Education and Training (NCTVET)

- Quality Assurance
- Standards and Assessment
- Registrar
- Secretariat

National Programmes Division (NPD)

- National Programme Director's Office
- Institution Based Training (IBT)
- Enterprise Based Training (EBT)
- Regional Programme Services (RPS)
- Community Based Training (CBT)

8. LIST OF INTERNAL MANUALS/DOCUMENTS:

(Include, for example, manuals and/or other documents containing interpretations, rules, guidelines etc and/or documents used for making decisions or recommendations under or for the purposes of an enactment or scheme administered by the Authority)

Name of Document	Purpose of Document
1. Human Employment and Resource Training Act	Outlines the statutory regulations governing the establishment of the Trust, its governance, accountability, source of funds, and mandate.
2. Public Bodies Management and Accountability Act	Sets out procedures for corporate governance and accountability
3. The Financial Administration and Audit Act	Sets out responsibilities of public bodies, accountable officers, audit procedures and control of government property
4. The Income Tax Act	Provides members of the public with statutory information guiding the administration, imposition and exemptions of income tax in the public sector.
5. Access to Information Act	Provides members of the public with a general right to official documents.
6. The 4-Year Corporate Strategic Plans (Last Issue: 2002-2006)	Outlines strategies and plans for the expansion of access to training and certification during the four year period.
7. Annual Operational Plans	Divisional and departmental strategic plans outlining objectives to be realised within the period and strategies to achieve the set objectives.
8. Annual Performance Reports	Compares the organisation's targeted and actual performance for the period

9. The Organisation's Policy Series	<p>A manual of all policies, rules and regulations governing the operations of the organization and its employees.</p> <p><u>Human Resource Management Series</u></p> <ul style="list-style-type: none"> • Employment • Classification of Jobs • Access to Personal Records • Hours of Work and Absence From Work • Flexible Work Schedule • Salary Payments and Deductions • Benefits • Leave • Grievance Procedures • Conduct, Discipline - Rules and Regulations • Safety Rules and Regulations • Dress Code • Termination • Sexual Harassment <p><u>Human Resource Development Series</u></p> <ul style="list-style-type: none"> • Human Resource Development • Procedure for Human Resource Development • Training Assistance • Bonding • Acting Appointments • Staff Rotation • Transfer of Employees • Official Travel Overseas • Scholarships and Study Leave • Cross Functional Teams
10. Employee Handbook	A pocket book reference for all employees briefly outlining internal policies, rules, regulations and salient facts about the organisation and its mandate.
11. Core Values Handbook	A pocket book reference for all employees outlining the organisation's six values and their performance criteria.
12. HEART Beat Quarterly Publication	Update of the organisation's activities and events, distributed both internally to staff and externally to other employers.
13. NCTVET Quarterly Newsletter	Update of NCTVET's activities and events, distributed internally.

Signed:
Permanent Secretary/Principal Officer