

SCHOOL OF CONTINUING EDUCATION

STRATEGIC PLAN

INTRODUCTION

The School of Continuing Education (SCE) is a new initiative established by the T.A Marryshow Community College. Its main focus is on the vast majority of men and women outside of the formal education and training parentheses to help improve their livelihood and intellectual development. Secondly, attention is given to linkages with the business and private sector to promote requisite training in skills for personal and national development and to collaborate with reputable institutions to obtain accreditation for its certificate and associate degree programmes.

The SCE will give priority to intellectual growth as one of its chief academic goals. It will offer associate degrees in business and professional and technical areas believed to offer good potential for expanded employment opportunities.

The SCE recognizes the significant amount of young persons and adults who are engaged as semi-skilled and skilled workers in the private and informal sectors. However a greater percentage of these men and women lack formal technical, vocational training and certification. They lack access to current technological information and upgrading and knowledge about environmental issues and entrepreneurial skills.

The SCE will aggressively under take to go into partnership with the private sector to promote apprenticeship with an emphasis on basic and higher levels of formal technical, vocational education and training.

The SCE will adopt the findings of the Government of Grenada initiated Youth Skills for Inclusive Growth Project that is intended to provide relevant market related skills and opportunities for continuous learning to the youth and unemployed.

In an effort to ensure that the project reflects the Grenadian realities and responds to the opportunities and constraints that are relevant to the development of job-related skills in Grenada, the project will embark upon a number of background studies and assessments. to inform its preparatory process.

One source of such background information will be the conduct of Focus Groups with key stakeholders, including youths, employers, training providers, and other relevant stakeholders.

We anticipate that the information which they will obtain from their investigations as they seek to

- Identify priority skills needs within the Grenadian economy, including sectors where significant deficiencies exist;
- Identify barriers and deficiencies in the current provision of skills training;

- Identify barriers to accessing currently-available skills training;
- Explore strategies and mechanisms for overcoming the barriers that have been identified.

In addition the SCE will focus attention on basic verbal and quantitative skills thus equipping persons at the lower intellectual levels with the capacity for critical thinking and effective communication which will inform success in their lifelong learning.

The SCE will give priority to a close relationship with the Caribbean Learning Network (CKLN) Unit in the MOE to bridge the digital divide by expanding opportunities for open and distance learning, initially through the use of a blended approach.

MISSION

The School of Continuing Education is committed to providing a high quality education and training that is accessible, equitable and relevant to the dynamic needs of the wider community.

To achieve this, the school focuses on four primary areas:

- Vocational qualification.
- Technical and career training / training which supports the economy
- Creative continuing education for adults and industry sectors

- Providing strong embryonic portals for matriculation and workplace literacy.

VISION

It is the intention of the School of Continuing Education to achieve a reputation for providing the most recognized undergraduate education and for cultivating a culture that encourages performance standards which are germane to specific jobs thus allowing for portability of skills across global boundaries.

Cognizant of this, we intend to lead in the creation of a learning and training environment which promote a most realistic and attainable opportunity for continuing students and persons in the work force to attain higher levels of intellect and professional development.

VALUES / PRINCIPLES

The following which define the standards of excellence for the way forward for the School of Continuing Education are determined on the premise of what we believe to be in the best interest of institutional development.

DEAN

- Exercise all administrative functions through which the school carries out and accomplishes its core purposes. The principal administrative functions of the Dean shall be
- Registration procedures

- Financial planning
- Procurement procedures
- Human resource practices
- Marketing procedures
- The Dean or a designee shall be the principal arbiter in all staff related disciplinary matters.
- The Dean shall conduct performance appraisal with members of the administrative team biannually

ASSOCIATE DEAN

- The Associate Dean shall attend to all matters associated to the daily operations of the departments
- The Associate Dean or a designee shall be the principal arbiter in all student related disciplinary matters.
- The Associate Dean shall be principally responsible for the outreach centers
- The Associate Dean shall engage each chair in a review of monthly work plan and to offer advisement
- The Associate Dean shall conduct performance appraisal with each administrative clerk biannually.

DIRECTOR

- The Director shall attend to all matters associated with the daily operations of the campus at St. Patrick's.
- The Director shall ensure the observance of the college's policy and rules that are currently in effect

- The Director shall ensure the effective harmonization of the campus within the wider college community
- The Director shall conduct performance appraisal with each member of the campus staff biannually.

ADMINISTRATIVE ASSISTANT

- The Administrative Assistant shall supervise the general office administration
- The Administrative Assistant shall inform the Dean on all matters related to office equipment inventory and maintenance
- The Administrative Assistant shall attend to examinations / grades and graduation arrangements in collaboration with the Associate Dean
- The Administrative Assistant shall work closely with the Associate Dean in the preparation of time tables and other training schedules
- The Administrative Assistant shall be accountable for student registration
- The Administrative Assistant shall collaborate appropriately on matters related to marketing
- The Administrative Assistant shall collaborate appropriately on matters related to procurement
- The Respective Administrative Assistant shall report to the Dean on all matters related the development delivery and coordination of all intellectual and professional development courses / programmes that would satisfies the needs of the broad cross-section of the Grenadian population outside of the formal education and training parentises.

- The respective Administrative Assistant shall report to the Dean on all matters related to partnerships between the institution of learning and the world of work.
- Administrative assistants shall inform the Dean directly of his/her absence from duties wherever leave is not due.

CHAIR

- Chairs shall submit monthly work plans to the Dean
- Chairs shall submit monthly work evaluation report to the Dean in a form as prescribed
- Chairs shall ensure the availability, for submission to the Associate Dean, of a proper outline of course(s) no later than one week before the commencement of tuition.
- Chairs are directly responsible for the conduct of faculty members engaged in their respective programmes.
- Chairs ought to inform the Dean directly of his/her absence from duties wherever leave is not due.
- Chairs shall conduct performance appraisal with each member of staff biannually.

OFFICE SUPPORT (Administrative Clerk)

- Two administrative clerks shall stagger hours of work to provide continuous service to the office and public between 8.00 am and 6.00 pm daily.
- The senior administrative clerk shall be the chief custodian of office supplies

- One Administrative clerk shall be assigned principally for service to the Dean and Associate Dean
- One Administrative Clerk shall be assigned principally for service to the Chairs and Administrative assistants.

CENTER SUPERVISOR

- The center supervisor shall be the first respondent for the conduct of activities in the outreach center
- The center supervisor shall account to the Associate Dean for the proper conduct of the center activities
- The center supervisor shall report to the respective chair accordingly

FACULTY

- Faculty members shall interact directly with the department chair or with him through the center supervisor.

GENERAL

- Final payment to each adjunct shall be made after the respective Chair is satisfied that all equipment, projects, training material (non-expendable) and reports etc. are salvaged.
- The senior staff shall meet on schedule once each month for evaluation, work plan refinement and forward planning
- Administrative team meetings shall be conducted by each officer alternatively.

- The general student body of the school shall meet in session on schedule twice annually at the beginning of the first semester and the end of the second semester
- Inter departmental faculty shall assemble once each semester
- A 5 – 10 minutes staff development presentation shall be a regular feature at scheduled meetings.

STRATEGIES

The major commitment which we share and the School's priorities are delineated herein:

CONTINUING & PROFESSIONAL EDUCATION

Through the Dean's office the SCE provides a wide variety of continuing education courses / programmes that meet the intellectual needs of students, technical and professional needs of industry and the economic development of our tri-island state.

The job role will lead in the effort to harmonize, rationalize and streamline programmes and courses in the other schools and departments which are outside the formal system e.g. ACCA and baccalaureate.

This we intend to achieve through

- Systematize community education programmes to create awareness and understanding of current social, economic and cultural events e.g. Lectures, media releases done collaboratively with the Corporate communication Officer, panel discussions

- Develop and implement professional development seminars / workshops and courses which cater to the dynamic needs of industry
- Develop and implement certificate and associate degree programmes in business, hospitality and other fields which offer good potential for expanded employment opportunities.

BUSINESS SERVICES

Through the Dean's office the SCE ensures an industry and business linkage that create a marriage between the institution of learning and the world of work.

Working closely with business and industry the unit will identify training needs and collaborate with the appropriate department to provide customized solutions on a fee-for-service basis.

The job role will interact with departments within the school to generate a revenue center through the activities which are potentially commercial.

DEPARTMENT OF FOUNDATION AND ACCESS

This department focuses on work related courses for industry, adult workplace literacy and preparation for licensure and certification such as City and Guilds typing (basic, intermediate and advance), Computer Technology Industry Association (CompTIA) A+, Computer Technology Industry Association (CompTIA) Net work+ and electrical wireman's and motor vehicle drivers (theory).

It is the school's intention to achieve this broad strategy through the following

- Develop and implement non credit courses

- Design and implement academic tutoring specifically for students with particular subject weaknesses and referrals.
- Develop and implement summer jump start for secondary school students
- Develop and implement basic work enrichment programmes that address the felt needs of the disadvantaged groups' e.g. teenage mothers, farmers, fisher folks, vendors etc.
- Design and implement high school equivalency programme for under achievers, persons who have dropped out of the formal system and those who have never had the opportunity to attend secondary school.
- Implement licensure and certificate courses.

DEPARTMENT OF SKILLS TRAINING

This department focuses on certificate career programmes for persons seeking employment, skills enhancement and career mobility. This broad strategy will be achieved through

- Implementation of competency training and assessment to enable persons to achieve the different levels of NVQ and CVQ (Vocational Qualification)
- Create industry intervention to enable the implementation of performance based programmes for specific jobs
- Design and implementation of an apprenticeship programme that takes the form of practical training and instruction at the work place
- Design and implementation of programmes that cultivates a culture that encourages persons in the work force to attain higher levels of proficiency

- Development and implementation of job entry-level skills enhancement and hobbyist skills programmes
- Design and implementation of cottage industry skills programmes
- Design and implementation of a one year programme in General Maintenance
- Design and implementation of a one year programme in General Office Administration (Office Clerk)
- Design and implementation of a one year programme in Hospitality Services
- Coordination of UTech special diploma pilot for Technical Vocational Teachers

ACCREDITATION

The school will aggressively seek accreditation from reputable institutions for some of its programmes to increase recognition locally, regionally and internationally.

STUDENT ENROLLMENT

Students may enroll in the General Maintenance and General Office Administration (Office Clerk) and Hospitality Services in the day session. Other persons have the opportunity to enroll in the evening session at any of its four campuses in Grenada and Carriacou or at any of outreach centers throughout the parishes.

Classes can be arranged in the summer semester for persons in associate degree and certificate programmes.