

Discover Your Potential

THINK IT... START IT... ACHIEVE IT





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ABOUT US





YTEPP Limited is a training organization with a focus on Technical Vocational Education and Training (TVET) throughout Trinidad and Tobago. Established in 1988, through World Bank funding, and with the Ministry of Tertiary Education and Skills Training's oversight and national policy direction on TVET, YTEPP has evolved into an organization that meets the labour market demands of industry. The organization is a limited liability company and is governed by a Board of Directors and a Chief Executive Officer.

YTEPP targets the unemployed, retrenched employees and displaced citizens between the ages of 15 and 60 years.

Vision Statement:

To be a performance leader in building human capacity for a competitive economy.

Mission Statement:

To prepare citizens for a changing economy through delivery of innovative, market driven Technical Vocational Education and Training, and entrepreneurial development.

Core Values:

The company has created and has embedded a culture based on established values which include:

- High Performance
- Partnership
- Innovation
- Flexibility
- Customer Satisfaction
- Teamwork
- Ethical Conduct

YOUTH TRAINING



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This aspect of our training positions young persons, 15 to 35 years of age, to acquire entry level skills, become successful business owners or increase their marketability. The department provides vocational skills training, counselling support and training in life skills. This thrust attempts to help young people by developing their technical, behavioural and entrepreneurial skills.

YTEPP's Youth Training provides quality and relevant education and training in the workplace in keeping with occupational standards. The thrust is to provide the graduate with employable skills in preparation for both wage and self-employment.

The core components of the Youth Training curriculum are vocational skills and career enhancement, complemented by micro-entrepreneurship. The integrated training curriculum provides a range of life and job skills including preparation for the world of work, counselling and career guidance, attitudinal and personal development (confidence and self-esteem) and small business management skills.

Training Opportunities

Youth Training exposes participants to Level 1 (semi-skilled) training in several occupational areas over a 6-month period (in the case of NEC courses) and a 9-month period (in the case of CVQ courses). Certification for courses are through the National Examination Council (NEC) and the Caribbean Vocational Qualification (CVQ).

Occupational Training Areas

AGRICULTURE

(Vegetable Production – Grow Box System, Rabbit Rearing, Lawn and Landscape Management, Large Scale Vegetable Production)

APPLIED ARTS

(Festival Arts, Graphic Design, Events Decorating, Sound Engineering Assistant, Textile Design and Printing)

AUTO MAINTENANCE

(Auto Electrical Maintenance and Repair, Engine Tune Up/Troubleshooting)

BEAUTY CULTURE

(Beauty Therapy, Cosmetology)

CONSTRUCTION

(Construction Carpentry, Joinery, Furniture Design and Construction, Masonry, Plumbing)

CULINARY ARTS

(Cake and Pastry Making, Commercial Food Preparation, Cake Making and Decorating)

ELECTRICITY/ELECTRONICS

(Electrical Installation, Domestic Refrigeration Servicing and Repair)

FAMILY SERVICES

(Child Care Attendant, Patient Care Assistant)

GARMENT CONSTRUCTION

(Dressmaking and Design, Household Furnishings, Tailoring)

METALS

(Fabricating, Small Parts and Simple Tool Making, Welding)

SECRETARIAL AND BUSINESS SUPPORT SERVICES

(Data Operations)

TOURISM

(Hotel Room Attendant, Tour Guide - Escort)

Youth Training's Certified Welders and Fabricators Project

This Project is designed to meet the current and projected need for certified welders and fabricators. The programme is conducted on a full time basis and is offered at the Craft Level (Level II). Based on a curriculum that was developed by experts in the industry and personnel from tertiary institutions, trainees undergo practical training for four (4) days per week. An additional day (1) is reserved for Life Skills, Small Business Management Skills and Theory.

All courses consists of: Effective Communication; Application of Occupational Safety and Health Practices; Use of Measurements and Interpretation of Welding Symbols; Use and Care of Tools, Equipment and Materials; Life Skills; Career Enhancement; and Micro-Entrepreneurship.

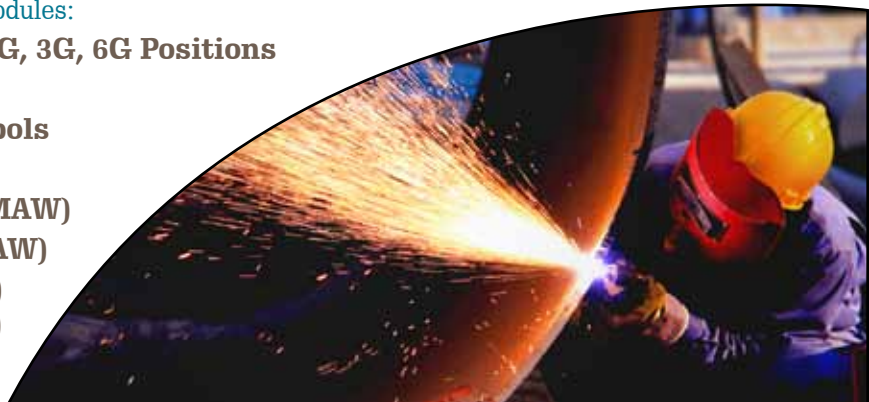
The Youth Training's Certified Welders and Fabricators Project has developed partnerships with HydroTech Limited, InterChem Limited, Metal – X Engineering and Non Destructive Testers Limited to provide quality training opportunities for participants.

The Project includes:

Certified Welding

Welding trainees will spend a significant portion of their time preparing welding test pieces as well as completing the following modules:

- **Plate and Pipe Welding in 1G, 2G, 3G, 6G Positions**
- **Blue Print Reading**
- **Interpretation of Welding Symbols**
- **Welding Processes**
- **Shielded Metal Arc Welding (SMAW)**
- **Gas Tungsten Arc Welding (GTAW)**
- **Gas Metal Arc Welding (GMAW)**
- **Flux Cored Arc Welding (FCAW)**



Advanced Fabricating

Pipe Fitting

Fabricating trainees will be involved in actual project work such as fabricating storage tanks and steel pipes for oil refineries and petrochemical plants. Modules include Application of basic trade mathematics; Interpretation of standard material specifications; Layout and make development for pipe intersection; Fabrication of frustum of cones on steel plate; Stairway fabrication; Fitting of component parts and Pipe drawing and blue print reading.

Wrought Iron and Light Steel Structure (Welding with Fabricating)

Trainees will acquire proficiency in metal work. They are trained to transform wrought iron into high-end masterpieces; designing and creating stylish interior furnishings such as beds, tables, shelves, stands and picture frames as well as well-detailed finishes like window frames, doors, gates, handrails, staircases and burglar proofing. Modules include Welding in the 1F, 2F, 3F and 4F positions, Stairs and Roof Truss Design, Metal Design and Blue Print Reading.

YTEPP Limited is a sustaining company member with the American Welding Society (AWS). As a training provider interested in substantially advancing the science, technology and application of Welding, Cutting and Allied Processes, our association with this internationally acclaimed organization, presents opportunities and benefits to our company and in particular our trainees.



Youth Training Registration Requirements

- Must be a citizen of Trinidad and Tobago
- Must be between the ages of 15 and 35 years
- Must complete a registration form
- Pay a non-refundable administrative fee of \$100.00
- Provide one passport size photograph
- Provide one form of picture identification (National Identification Card, Valid Trinidad and Tobago Driver's Permit, Valid Trinidad and Tobago Passport)
- Provide Trinidad and Tobago Electronic Birth Certificate
- Must provide information for stipend (name of bank/location, bank account number, NIS number)



RETRAINING

“Re-Engineering Individual Economic Platforms”

YTEPP’s Retraining Department seeks to develop a cadre of potential workers trained to industry standards and adaptable to changing industry needs and the changing environment. The department focuses on re-tooling and re-skilling unemployed, under-employed, retrenched or displaced persons between the ages 25-60 years who need to acquire a new skill or be retrained in order to enter/re-enter the job market.

YTEPP Retraining is portable, flexible and national in scope. The programme provides Technical Vocational Skills training and Life Skills training, executed from various centres in rural and urban communities throughout Trinidad and Tobago. Emphasis is placed on the development of positive work habits and attitudes as well as the acquisition of entrepreneurial, interpersonal and communication skills. The courses are designed to equip persons with new and transferable skills and to develop in them, the necessary competencies required to function efficiently and effectively in the job market through wage employment or self-employment.

Training is conducted in cycles and courses run for a period of 14 to 28 weeks ranging from 280 to 560 contact hours. Classes are held four (4) days per week, five (5) hours per day, covering a total of twenty (20) contact hours per week. Trainees must also attend twelve (12) Life Skills Seminars which are designed to provide participants with the requisite employability skills needed to acquire and maintain employment and progress in the workplace.

Training Opportunities

Training is offered at Levels 1, 2 and 3 in a wide range of occupational areas. Trainees are assessed and certified to National or Regional Occupational Standards through the Trinidad and Tobago National Vocational Qualification (TTNVQ) or the Caribbean Vocational Qualification (CVQ), issued by the National Training Agency (NTA) of Trinidad and Tobago.



Technical Vocational Skills/Courses offered by the Retraining Department:

- Agro-Processing – Level 1
- Air Conditioning & Refrigeration – Levels 1&2
- Automotive Maintenance – Levels 1&2
- Bread, Cakes & Pastries – Level 2
- Cake Baking & Decorating – Level 1
- Cosmetology – Levels 1&2
- Desktop Publishing (Computer Graphic Arts) – Levels 1&2
- Draughting & Construction Technician Work – Level 3
- Editing & Advanced Camera Operations – Level 2
- Electrical Installation – Levels 1&2
- Fabric Design – Level 1
- Fluid Power Equipment Maintenance – Levels 1&2
- Food Preparation – Level 1
- Garment Production – Level 1
- Grow Box Operations – Level 1
- Heavy Machinery Operations – Level 2
- Home Furnishings – Level 1
- Information Technology (Data Operations) – Level 1
- Inland Aquaculture – Tilapia Production – Levels 1&2
- Jewellery Production (Precious Metal Clay) – Level 2
- Jewellery Production (Precious Metals) – Level 2
- Leather Craft – Level 2
- Live Sound Engineering – Level 1
- Massage Therapy – Level 3
- Multi-Media Animation – Level 2
- Music Producer – Levels 2&3
- Nail Technology – Level 2
- Plant Propagation (Amenity Horticulture) – Level 2
- Plumbing – Level 1
- Screen Printing – Level 2
- Steelpan Manufacturing – Levels 1&2
- Steelpan Tuning – Levels 2&3
- Television & Video Production – Level 1
- Tile Laying (Wall & Floor Tiling) – Level 2
- Upholstery & Furniture Design – Level 1
- Woodworking & Furniture Design (Furniture Making) – Levels 1&2

Pre-requisites exist for the following skills:

- Drafting & Construction Technician Work - Computer Literacy Certificate, Mathematics CXC Grades 1-3 & knowledge of Technical Drawing
- Desktop Publishing, Multi-Media Animation and Music Producer – Computer Literacy Certificate & working knowledge of Microsoft Office.
- Heavy Machinery Operations – applicants must be in possession of a valid driver’s permit, class 3 (manual) for not less than 1 year.
- Persons applying for Level 2 courses must have completed the requisite Level 1

Applications are invited through open newspaper advertisements and radio ads; and via YTEPP’s website and other social media. Interested persons are required to complete and return application forms to any YTEPP Regional Office.

Applicants must be nationals of Trinidad and Tobago and between the ages of 25 to 60 years.

Once selected, applicants are required to go through a Registration process. The following documents must be presented at registration:

- One passport size photograph
- A valid form of identification (National Identification Card, valid Trinidad & Tobago Passport or valid Trinidad & Tobago Driver’s Permit)
- A copy of the above ID
- Copy of the new electronic Birth Certificate
- Information for the payment of Stipend:
 - Name and branch location of Bank
 - Bank account number
 - NIS number

Please note that selected applicants are required to pay a non-refundable administrative fee of \$400.00.



The Rehabilitating Inmates through Training & Retraining (RITTR) Programme

The RITTR Programme is an intervention geared toward providing training to the incarcerated with the intent of reducing re-offending and recidivism and thereby contributing to national efforts for crime reduction.

The Programme is conducted by the Retraining Department of YTEPP Limited in collaboration with the Ministry of Justice. Inmates are given the chance to acquire skills that can be put to use positively in the workplace, in their everyday lives and the community at large. They learn to accept the responsibility for performing tasks, meeting challenges and using learning opportunities to empower themselves with marketable skills and become more productive citizens upon their release.

Based on the format of the highly successful YTEPP Retraining programme, the RITTR Programme presents a holistic approach to the rehabilitation of the prisoners by focusing not only on the acquisition of occupational skills but also on the development of positive social skills and the transformation of attitudes and behaviour so that participants are better prepared for employment and for the challenges of life after their imprisonment.

The Programme targets convicted inmates (male and female) between the ages of 18 – 50 years who have between 6 and 18 months left in their sentence. The Programme is offered in all four Prison institutions: the Golden Grove Women's Prison, the Golden Grove Men's Prison, the Youth Training Centre and the Maximum Security Prison.

ENTREPRENEURIAL DEVELOPMENT AND SUPPORT SERVICES

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YTEPP's Entrepreneurial Development and Support Services (EDSS) provide individuals with the opportunity to acquire the necessary skills to become successful business owners or increase their marketability. This multifaceted unit facilitates the development of individuals and groups in the following areas: **Micro Entrepreneurship; Career Enhancement; Computer Literacy; YTEPP Future Leaders (YFL); OSH Training; Employment Bureau; and YTEPP Alumni Centre (YAC).**

Micro Entrepreneurship

This course is designed for persons who are desirous of starting their own business and have taken technical vocational skills training at YTEPP or any other training institution or already have an existing business. The programme includes four (4) modules: Making Choices; Develop Your Business Idea; Doing Business; and Support and Services.

The key objectives are to:

- **Develop entrepreneurial skills and attitudes**
- **Identify and assess viable business ideas**
- **Conceptualize and plan micro-business projects**
- **Develop a Business Plan**
- **Take the initial steps towards starting a business**
- **Apply management principles to business ventures**
- **Practice the various aspects of running a business**
- **Assess funds and markets**
- **Start a business**



Career Enhancement

This aspect of training is a compulsory offer for persons who have registered for a course at any YTEPP centre. It involves the development of life skills designed to facilitate the practice and reinforcement of psychosocial skills in a culturally and developmentally appropriate way. It contributes to the promotion of personal and social development, the prevention of health and social problems and the protection of human rights.

Computer Literacy Training

YTEPP's main goal in this initiative is to reduce the digital divide that exists in Trinidad and Tobago by providing training and access to Information and Communication Technology (ICT) to our citizens. YTEPP's Mobile Computer Training Units ensure that communities throughout Trinidad and Tobago, specifically in areas where potential participants would encounter difficulties to access computer based training, are technologically equipped to embrace the rapid changes taking place in the work place.

Courses are offered in Computer Literacy, Advance Computer Literacy, AutoCAD, Computer Repairs and Maintenance, Adobe Photoshop, Adobe Illustrator, Microsoft Publisher, Peachtree Accounting, Webpage Design and Microsoft Project.

Public Access Learning System (PALS)

YTEPP Limited has gone a step further to expand its reach and participation in computer literacy by the introduction of its PALS 'Public Access Learning System'. A computer set-up was installed within selected communities to reach both children and adults. It is a method of learning known as Minimally Invasive Education (MIE), where both children and adults will learn on their own without any direct intervention. Through their own curiosity, and being in an enabling environment, provided by YTEPP, members of the community will learn on their own through a process of exploration, discovery and peer coaching. This MIE approach complements the formal schooling system by providing a much needed balance for individuals to learn.



YTEPP Future Leaders

The YTEPP Future Leaders Programme was launched in April 2008. The programme was conceived by YTEPP's Chief Executive Officer, Mr. Nigel Forgenie, who envisioned leadership training as a social intervention strategy to curb the increasing rate of at risk youth.

The YFL concept involves exposing YTEPP trainee council presidents, elected by their peers, to high quality, holistic leadership training. This exposure is designed to improve participants' self-image, build their leadership acumen and equip them to positively impact their peers, families, communities and work places.

The YFL Programme consists of three (3) major components: Leadership Training, Life Skills Training; and Community Service. YFL has completed seven (7) successful cycles graduating over one hundred and sixty (160) trainees with a retention rate of over 90%.



YFL Programme Content

Leadership

Leadership I

- Definitions of Leadership
- Leadership Philosophies
- The Psychology of Leadership

Leadership II

- Purpose of Leadership
- Leadership Pressures
- Leadership Styles

Leadership III

- Leadership and Failure
- Leadership Myths
- Leadership and Diversity

Leadership IV

- Leadership and Decision making
- Leadership and Networking
- Leadership Legacy

Life Skills

- Peer Counselling
- Conflict resolution
- Communication skills
- Team Building
- Etiquette Training
- Business Communications

Community Service

- Habitat for Humanity volunteer
- Partnerships and Participation with Non-Governmental Organizations

YTEPP's EDSS Department also provides specialized training programmes such as Occupational Safety and Health (OSH).
Modules include:

- 29 CFR 1926 General Industry
- 29 CFR 1910 General Industry



Employment Bureau

This facility assists with the job placement of graduates of YTEPP Limited. It enables graduates seeking employment to be referred to employers throughout Trinidad and Tobago who desire workers with the skill set taught at YTEPP Limited. Additional services to trainees/graduates include Career Counselling, Mentoring, Resume writing, Interviewing Skills and World of Work Seminars.

YTEPP Alumni Centre (YAC)

The YTEPP Alumni centre provides past and present trainees with further developmental opportunities, particularly through interaction with those who are established in some or similar fields. YAC also facilitates mentorship by past successful graduates who are interested in assisting current trainees. The YAC hosts field trips, workshops, exhibitions and other such phenomena.

Entrepreneurial Development and Support Services Registration Requirements

- Must be a citizen of Trinidad and Tobago
- Must be between the ages of 15 and 35 years
- Must complete a registration form
- Pay a non-refundable administrative fee of \$100.00
- Provide one passport size photograph
- Provide one form picture of identification (National Identification Card, Valid Trinidad and Tobago Driver's Permit, Valid Trinidad and Tobago Passport)
- Provide a Trinidad and Tobago Electronic Birth Certificate
- Must provide information for stipend (name of bank/location, bank account number, NIS number)



JOY OF LIVING

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The primary objectives of the Joy of Living project are to promote strategies and avenues for individuals to build positive lifestyles and restore their self-esteem; to identify resources that can provide an alternative choice for at-risk persons within the YTEPP organization; to motivate at-risk persons to seek assistance; and to collaborate with a network of support services and key stakeholders. The project will enhance the awareness of the impact of suicide, and enable staff and trainees of YTEPP, to better cope with risk factors associated with self-harm.

YTEPP is certainly playing its role in the preservation of life and more importantly, the joy of life. This significant intervention project will be for the benefit of all those under our employ, both staff and trainees.

The implementation of the Joy of Living Project will be undertaken through an Education and Awareness Drive; Training on Recognition and Intervention; and the Establishment of Support Systems. Through these initiatives, YTEPP will contribute to the reduction of the stigma attached to mental health issues within the organization; develop a cadre of individuals who can recognize the signs and symptoms of mental health challenges and be able to refer those at risk; and develop a wellness and well-being programme for the staff and trainees of YTEPP Limited.

Discover Your Potential



The Ministry of Tertiary Education
and Skills Training

TEST



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