

ANNUAL REPORT 2014-2015

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Annual Report 2014-2015

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Letter to the **Minister**

The University Council of Jamaica
6b Oxford Road
Kingston 5

March 2015

Reverend the Honourable Ronald Thwaites M.P.
Minister of Education
Ministry of Education
2 National Heroes Circle
Kingston 4

Dear Minister:

In accordance with Section 10 (1) of the University Council of Jamaica Act, 1987, I have the honour to transmit herewith the Council's Report for the year ending 31 March 2015 and a copy of the Statement of the Council's Accounts as at 31 March 2015 duly certified by the Auditors.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Audrey Anderson', written over a horizontal dashed line.

Mrs Audrey Anderson
Interim Chairman

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The University Council of Jamaica

The University Council of Jamaica (UCJ) was established in October, 1987 by the University Council of Jamaica Act, 1987. It is a statutory body currently under the portfolio of the Minister of Education. The UCJ is the national Quality Assurance Agency for tertiary education in Jamaica.



VISION STATEMENT

The University Council of Jamaica aims to be a Centre of Excellence for quality assurance in tertiary education in the Caribbean, maintaining a system which is responsive to national and global changes while enhancing the development of a coherent Jamaican tertiary education system and the country's human resources.

MISSION STATEMENT

The mission of the University Council of Jamaica is to increase the availability of tertiary level training in Jamaica through a robust quality assurance system that ensures excellence, transparency, integrity and adherence to standards.

Our Values

The values of the University Council of Jamaica are embedded in the following:

HOLISTIC GROWTH

The Council is committed to the growth and development of individuals, tertiary institutions and communities towards a culture of quality.

INTEGRITY AND ETHICS

The Council believes in objectivity, honesty, the establishment of trust and confidentiality while consistently operating in an ethical manner.

EXCELLENCE

The Council believes in the attainment of high quality standards in all aspects of its work.

TRANSPARENCY

The Council will always exhibit openness and fairness in its operations.

SERVICE

The Council is committed to providing high quality services to all its stakeholders.

RESPECT

The Council believes in and values the diversity of its stakeholders.

Functions

The University Council of Jamaica is the External Quality Assurance Agency for tertiary education in Jamaica. The UCJ also functions as an awards and academic development body for tertiary institutions and programmes in Jamaica. The following are the main functions of the UCJ:

1. To register institutions offering tertiary education to ensure that certain minimum standards are met with respect to:
 - governance of institutions;
 - management of institutions – strategic, operational and financial;
 - programme management – process for development, approval and review of programmes, and monitoring of academic standards;
 - the overall management of quality within institutions;
 - adequacy and suitability of physical facilities with regard to student enrolment and programmes offered;
 - scope, appropriateness and educational value of institutional programmes and experiences;
 - qualifications, competence and adequacy of staff – academic (faculty), administrative and technical;
 - adequacy of learning resources, for example, libraries, computer facilities and laboratories, to support programmes; and
 - other operational factors.
2. To provide accreditation for degree and specialised programmes, as well as, for institutions by:
 - establishing and applying criteria for the accreditation of tertiary/higher educational programmes and institutions;
 - guiding tertiary institutions in the development of their internal quality assurance systems;
 - assisting tertiary institutions in the improvement of their educational offerings; and
 - encouraging and facilitating the development and delivery of programmes relevant to national needs.
3. To assist in the development of tertiary institutions by providing professional advice and services for the development and improvement of programmes.
4. To develop, on an on-going basis, threshold standards for different levels of qualifications in various disciplines, at the tertiary level.
5. To award degrees, diplomas and certificates to students who have pursued approved programmes of study at approved tertiary institutions in Jamaica.
6. To study current issues in post-secondary education with a view to maintaining and improving educational standards.
7. To establish equivalence and facilitate local recognition of foreign qualifications.
8. To assure the quality of programmes being offered in Jamaica by foreign institutions.
9. To provide appropriate public information about the institutions and programmes registered and accredited by the Council.
10. To act as the national information centre for Jamaican tertiary qualifications.
11. To co-ordinate the activities of the Joint Committee for Tertiary Education (JCTE).



Chairman's Statement

Mrs Audrey Anderson, Interim Chairman

During the period under review, the UCJ, through its various public-education initiatives, has sought to bring greater clarity to its role as an External Quality Assurance body, while also providing guidance to assist institutions in better preparing for the external evaluation process. Two critical elements in this were the workshops on 'The Self-Study and Programme Readiness Policy' in September 2014, and the 'Curriculum Development and the Development of Student Learning Outcomes' workshop during the 10th Quality Assurance in Tertiary Education Week, in March 2015.

In an effort to ensure that institutions conform to accepted quality assurance standards as promoted by the Council, the UCJ continued its monitoring of institutions. This process involves the scrutiny of annual status reports submitted to the UCJ by the institutions, and the UCJ's follow-up to determine the extent to which institutions are responding to the accreditation/registration reports.

In a historic milestone, the UCJ acquired its own property at 31 Windsor Avenue, Kingston 5, in November 2014. The property is slated for further development during the course of the next two years to allow for the entire staff complement to be accommodated in one location.

The UCJ continued its participation in national, regional and international initiatives, including: the National Qualification Framework Working Committee; the Jamaica Research and Educational Network (JREN); the Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE); the International Network for Quality Assurance Agencies in Higher Education (INQAAHE); and the Council for Higher Education Accreditation (CHEA).

Congratulations are due to Dr Yvonne Marshall, Executive Director, on her re-election to the Board of INQAAHE, and to the Management Committee of the Transnational Qualifications Framework of the Virtual University for Small States of the Commonwealth (VUSSC).

Dr Marshall continues to fly the flag for Jamaica and the Caribbean as she contributes to the development of best practice principles for quality assurance on the international stage.

On behalf of the Council, I commend the Executive Director and her team for their dedication and commitment to the UCJ. I also wish to place on record my sincere gratitude to my colleagues on the Council for their support and wise counsel as we continue to work to ensure that robust quality standards are maintained.



Executive Director's Statement

Dr Yvonne Marshall, Ed. D,
Executive Director

During the period under review, the UCJ continued to deliver on its mandate to increase the availability of tertiary level training in Jamaica through a robust quality assurance system that ensures excellence, transparency, integrity and adherence to standards.

The UCJ continued to strengthen its staff complement and expertise through the recruitment of key staff to assist in improving processes and systems, in order to enhance efficiencies and to continue to provide the highest levels of professional and technical advice to stakeholders.

The UCJ firmly supports the developmental role of tertiary institutions and continued to provide technical guidance via workshops, training and ongoing meetings.

During the 10th Quality Assurance in Tertiary Education Week, in March 2015, the UCJ launched its Standards for Guidance and Counselling – Bachelors Degree. The Standards have been developed against the background that guidance and counselling services play an integral role in

the education process for students as they progress through the system.

In addition, the UCJ has started the process of gathering feedback from stakeholders on how the organisation can improve its communications and engagement. The UCJ's role as the external quality assurance body requires that ongoing dialogue and feedback from stakeholders is critical in order to provide a service that is sensitive to their diverse needs without compromising standards.

The UCJ's membership and full participation in international quality assurance bodies including the International Network for Quality Assurance Agencies in Higher Education (INQAAHE), and the Council for Higher Education Accreditation (CHEA) has been instrumental in the UCJ's drive to increase learning, and the delivery of best practice solutions.

It is only fitting that I acknowledge and express my sincere thanks and appreciation to the institutions for their support and patience over the past year, our Council members for their commitment and service

to the UCJ, our dedicated team of assessors, and the UCJ staff who continue to go above and beyond to deliver the best possible service to our stakeholders.

Quality Assurance in Tertiary Education Week 2015

The University Council of Jamaica (UCJ) celebrated its 10th Quality Assurance in Tertiary Education Week during the period March 8 to 13, 2015 focusing on the theme, “The Changing Landscape of Tertiary Education: Challenges for Quality Assurance.” As the UCJ’s main annual public education event, Quality Assurance in Tertiary Education Week provides the opportunity to increase public awareness of the work and achievements of the UCJ, and to promote continuous improvement in tertiary institutions.

Quality Assurance Week 2015, commenced with a church service at the Webster Memorial United Church, 53 Half Way Tree Road, Kingston 10, which saw members of the Council, staff, and institutional representatives in attendance.

On Monday, March 9, a workshop for assessors and UCJ officers was held at the Jamaica Pegasus Hotel in Kingston. A total of 42 persons participated in the workshop.

118 delegates including senior administrators, faculty members, and curriculum development personnel attended the “Curriculum Development and the Development of Student Learning Outcomes” workshop for institutions at the Mona Visitors’ Lodge and Conference centre on Tuesday, 10 March.

Dr Carol Gentles, Council member, UCJ, welcomed delegates to the workshop.

Consultant and facilitator for the day, Dr Susan Murphy, took delegates through exercises, which focussed on applying lessons learnt about curriculum development to developing and reviewing courses and programmes for their institutions. Delegates were guided in how to write meaningful learning outcomes at both course and programme levels.

Delegates commented that the workshop was “excellent”, however, felt that it should have been run over a two-day period so more time could have been spent working through exercises and group activities.

Participants also identified the curriculum mapping, and writing learning outcomes exercises as the most interesting and useful.

CREDENTIAL AND CV FRAUD WORKSHOP



Ms Majka Drewitz, facilitator, Dr Yvonne Marshall, Executive Director, UCJ and Mr David Wan, President of the JEF share a light exchange before the start of the “Detecting Credential and CV Fraud workshop held in Kingston in March 2015.

Human resource practitioners and managers from the private and public sectors attended the much anticipated ‘Detecting Credential and CV fraud workshop’ hosted by the University Council of Jamaica (UCJ) in collaboration with the Jamaica Employers’ Federation (JEF) from March 11 to 12, 2015 in Kingston and Montego Bay respectively.

The workshop, officially opened by Dr Yvonne Marshall, Executive Director, UCJ and Mr David Wan, President of the JEF, shone the spotlight on fraudulent documentation and qualification certificates.

Ms Majka Drewitz, facilitator, Research and Knowledge Management/Senior Evaluator, Educational Credential Evaluators, Inc. stressed the point that most of the 300 plus unaccredited universities around are Diploma mills. She noted that the yearly estimated profit for selling fake credentials is approximately US\$200 million.

ANNUAL AWARDS



Mrs Elaine Foster-Allen, Permanent Secretary, Ministry of Education, Jamaica, congratulates the institutions during the Awards' Ceremony as Dr Nicholeen DeGrasse-Johnson, Principal, Edna Manley College of the Visual and Performing Arts and chair of the event looks on.

Recently registered institutions and those which had programmes accredited or re-accredited during the period 2014/2015, received 'Certificates of Registration' or 'Accreditation' at the UCJ's annual awards' ceremony held at the Knutsford Court Hotel, Kingston on Thursday, March 12.

Dr Nicholeen DeGrasse-Johnson, Principal, Edna Manley College of the Visual and Performing Arts; chaired the event, with both humor and panache, which had the 64 guests in fits of laughter. Greetings were received from Mrs Maxine Henry-Wilson, Commissioner, Jamaica Tertiary Education Commission (J-TEC).

Guest speaker, Mrs Elaine Foster-Allen, Permanent Secretary, Ministry of Education; welcomed guests and congratulated the institutions that received certificates.

The Standards for Guidance and Counselling for the Bachelors Degree was also launched at the ceremony. The standards are intended to serve as a guide for the development of Guidance and Counselling programmes, delivered through face-to-face and or distance education modes of delivery in tertiary education institutions.

STUDENTS' FORUM



Students raise their hands in response to a question from the panel during the Students' Forum at the Montego Bay Community College in March 2015.

The Montego Bay Community College played host to the UCJ's Students' Forum on Friday, March 13, under the theme: "The Changing Landscape of Tertiary Education: Challenges for Quality Assurance."

The event, which attracted over 150 students from eight institutions, discussed "Strategies to Enhance the Student Learning Experience: Faculty and Effective Delivery of Methods; and Resources and Services.

The forum, which resulted in a lively question and answer session, was the culmination of the UCJ's Quality Assurance in Tertiary Education Week.

Mr Howard Isaacs, Principal, Moneague College and Dr Angela Samuels Harris, Principal, Montego Bay Community College, acted as moderators for the discussions.

The following institutions were represented at the forum: the Western Hospitality Institute; the University of Technology; Sam Sharpe Community College; the University of the West Indies Open Campus; Caribbean Wesleyan College; Sigma College of Nursing and Applied Sciences and the United Theological College of the West Indies.



Dr Yvonne Marshall, Executive Director, UCJ (left) with representatives from the recently registered institutions and those which had programmes accredited or re-accredited with their certificates.

Registration and Accreditation Activities

During the period April 1, 2014 to March 31, 2015, the University Council of Jamaica (UCJ) continued the execution of its mandate to ensure quality in tertiary education in Jamaica, through the two main quality assurance processes - Registration of institutions and Accreditation of programmes of study.

Registration, which is the first step towards accreditation of programmes offered by an institution, is the process whereby the UCJ evaluates and, as appropriate, registers an institution as a tertiary level institution, indicating that it meets certain minimum operating standards required for the conduct of tertiary education in Jamaica.

Programmatic Accreditation is the process whereby the UCJ evaluates programmes of study against stated criteria and, as appropriate, accredits programmes, indicating that the programmes have been found to meet the required standards.

The Quality Assurance process of the UCJ is a developmental one, where registered institutions are considered to have embarked on a path of continuous self-analysis and improvement.

● Visits Conducted

The UCJ conducted a number of institutional visits with respect to accreditation and registration activities. Focus was placed on ensuring that registration/accreditation submissions were appropriately completed, and that the institutions and programmes were assessed in an efficient manner against pre-determined and pre-established guidelines. In order to ensure that required standards had been attained and were being maintained, monitoring of registered institutions, as well as accredited programmes was also done. Twenty-one (21) visits were conducted in eleven (11) institutions during the period. Of the twenty-one (21) visits, nineteen (19) were for Accreditation purposes and two (2) were for the Registration of institutions. It should be noted, therefore, that some institutions were visited more than once as they had several programmes to be evaluated. Institutions that had repeat visits included Mico University College (5), University of Technology (3), Northern Caribbean University (4), Caribbean Maritime Institute (2) and Nova Southeastern University (2 – 1 local and 1 overseas).

● Programmes Evaluated

During the nineteen (19) accreditation visits, a total of fifty-three (53) programmes of study were evaluated. Programmes were evaluated in a number of disciplines inclusive of: Business, Education, Engineering, Hospitality & Tourism Management, Computing, Theology, Guidance & Counselling, and Architecture. The types of qualifications covered by these programmes included Diplomas, Associate degrees, Bachelors degrees and Masters degrees.

● Registration Activities

Two (2) institutions were evaluated for registration during the period: Sigma College of Nursing and Applied Sciences and Hydell College.

● Monitoring Activities

In an effort to ensure that institutions conform to accepted quality assurance standards as promoted by the Council, the UCJ continued its monitoring of institutions. This process involves the scrutiny of annual status reports submitted to the UCJ by the institutions, and the UCJ's follow-up to determine the extent to which institutions are responding to the accreditation/registration reports. In keeping with the UCJ's developmental role, monitoring activities are also geared towards providing guidance, advice and training for institutions with a view to ensuring that they stay on the path of continuous development. The result will be capacity building for the institutions.

● Council Decisions

The Council deliberated on, and took the decisions to accredit/re-accredit nineteen (19) programmes of study. These comprised two (2) Masters degrees, twelve (12) Bachelors degrees, four (4) Associate degrees, and one (1) post graduate Diploma. The accredited/re-accredited programmes cover the following disciplines – Education, Business, Human Resource Management, Engineering, and Management Information System. The institutions at which programmes were accredited included private and public institutions.

Following on deliberations, Council took the decision to register two (2) institutions as tertiary level institutions; one (1) institution was registered; the other institution did not accept the terms and conditions of registration outlined by the UCJ.

The processes leading to accreditation/registration of other programmes/institutions evaluated during the period have continued, and the results will be presented in the report(s) on the next review period.

Strengthening Policies and Procedures

The Programme Readiness Assessment Policy had been developed in the preceding review period, to ensure that new programmes are fully developed and that they meet appropriate standards for tertiary level programmes, prior to delivery. A workshop on Programme Readiness was held for institutions in September 2014 to acquaint the institutions with the requirements of the policy, and the process. In dialogue with the institutions, several issues were raised and a request was

made for the implementation date of the policy to be delayed by a year in order to allow institutions to make the requisite submissions and receive feedback from Council in a timely manner. The Council agreed and the Programme Readiness Assessment Policy is being implemented for programmes to be delivered September 2016. Currently, a Programme Readiness Assessment pilot programme is underway. So far, one institution has submitted three programmes for assessment.

Capacity Building

During the reporting period, the UCJ continued its thrust with regard to capacity building of its internal and external stakeholders. A workshop for Accreditation Officers and Assessors was held in March 2015 during Quality Assurance in Tertiary Education Week, under the theme “Curriculum Development and the Development of Student Learning Outcomes”. In addition, the UCJ’s officers participated in several webinars which covered various aspects of Quality Assurance. Training sessions regarding the policies and procedures governing the UCJ’s accreditation process as well as the standards and criteria for accreditation, were also held for Assessors.

A workshop on “Curriculum Development & the Development of Student Learning Outcomes” had also been convened for

the institutions during Quality Assurance in Tertiary Education Week 2015. In addition, training and informational meetings were held with individual institutions.

The UCJ’s Self-Study and Programme Readiness Assessment Policy workshop was held on September 30, 2014, to give institutions a deeper understanding of Self-Study and its importance to both internal and external quality assurance processes. Participants were informed about the purpose and value of the Programme Readiness Policy and were given an opportunity to provide feedback on the way in which it will be implemented.

The activities of the accreditation unit for the period April 1, 2014 – March 31, 2015 are summarized in Table 1.

Table 1: Summary of Registration and Accreditation Activities

Activity	Number
Visits	21
Institutions Visited	11
Programmes Evaluated	53
Programmes Accredited/Re-accredited	19
Institutions with Programmes granted Accreditation/Re-accreditation	6
Institutions evaluated for Registration	2
Institutions offered Registered	2

Total Number of Accredited Programmes and Registered Institutions

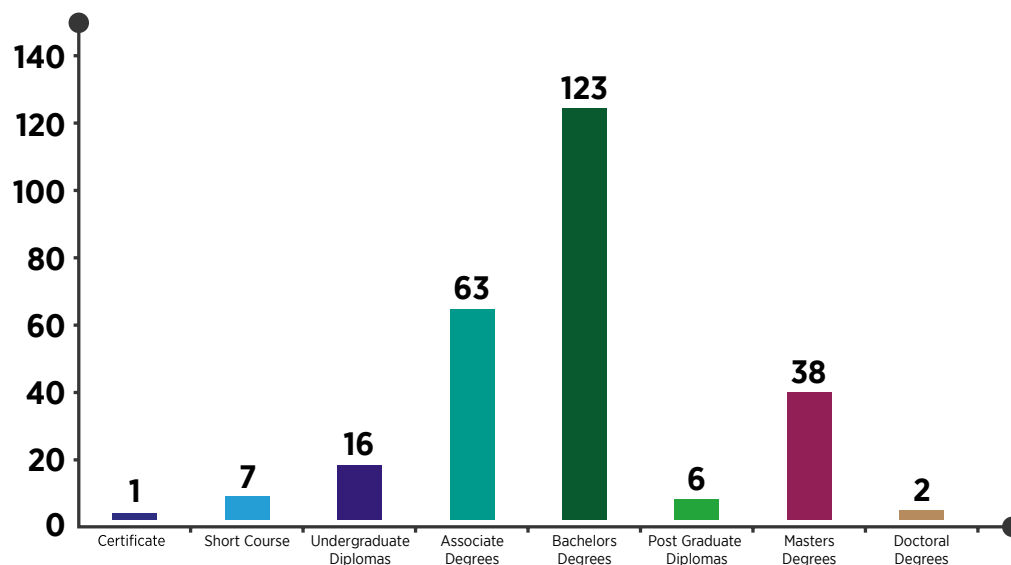
As at March 31, 2015, the total number of accredited programmes and UCJ-Approved degrees stood at two hundred and fifty-six (256). Of that number, twenty-seven (27) programmes were being offered in Jamaica by overseas institutions, and seven (7) were short courses.

The number of registered institutions, as at March 31, 2015 was forty-two (42). Table 2 provides a breakdown of accredited programmes and approved degrees by level of programme.

Table 2: Total Number of Accredited Programmes and Approved Degrees by Programme level

Programme Level	Number
Certificate	1
Short Course	7
Undergraduate Diplomas	16
Associate Degrees	63
Bachelors Degrees	123
Post Graduate Diplomas	6
Masters Degrees	38
Doctoral Degrees	2
TOTAL	256

Table 2: Total Number of Accredited Programmes and Approved Degrees by Programme level



The institution that was registered and the programmes which were accredited during the period, April 1, 2014 to March 31, 2015 are listed below:

Institution Registered

All American Institute of Medical Sciences

ACCREDITED PROGRAMMES

Central Connecticut State University (CCSU):

- Master of Science in Educational Leadership
- MSc in Reading & Language Arts

College of Insurance and Professional Studies (CIPS):

- Associate Degree in Insurance Management

Excelsior CC:

- Associate of Science in Business Studies
- Bachelor of Science in Business Studies
- Associate of Science in Management Information Systems
- Bachelor of Science in Management Information Systems

Florida International University (FIU):

- Executive MBA

Mico University College:

- Bachelor of Education, Secondary with Specialization in History and Culture
- Bachelor of Education in Special Education
- Bachelor of Education, Secondary, with Specialization in Business Studies
- Bachelor of Education, Secondary, with Specialization in Computer Sciences
- Bachelor of Education, Secondary, with Specialization in Family and Consumer Science
- Bachelor of Education, Secondary, with Specialization in Mathematics

Management Institute for National Development (MIND):

- Post Graduate Diploma Tax Audit & Revenue Administration

University of Technology, Jamaica (UTECH):

- Associate of Science in Health Information Technology
- Bachelor of Engineering in Chemical Engineering
- Bachelor of Engineering (Electrical Engineering)
- Bachelor of Engineering (Mechanical Engineering)
- Bachelor of Education in Technical and Vocational Education and Training

Options:

- a. Business & Computer Studies
- b. Family and Consumer Studies
- c. Industrial Technology
- d. Apparel Design, Production & Management
- e. Food Service Production & Management
- Master of Science in Workforce Education and Development



Awarding Degrees

The University Council of Jamaica Act 1987 gives authority to the Council to confer degrees on those who have pursued courses approved by the Council at associated institutions.

The UCJ approved degrees are conferred on graduates of approved programmes offered by institutions that do not have degree granting powers. The UCJ currently reserves this provision for government institutions only.

The following institutions continued to offer UCJ-approved degrees during the period under review.

G.C Foster College of Physical Education and Sports: In 2014 the UCJ conferred the Bachelor of Physical Education degree on 68 students. This degree has been approved since 1995.

The Mico University College: In 2014 the UCJ conferred degrees on a total of 68 students who studied at The Mico University College. Three approved degrees are offered at the University College:

- Master of Arts in Teaching
- Bachelor of Education (School Management and Leadership)
- Bachelor of Science in Guidance Counselling

Vocational Training Development Institute, VTDI. The UCJ conferred the Bachelor of Science in Career Development and Information and Communication Technology on 51 students in 2014.

Developing Standards

1. Standards Committees

Development of academic standards by the UCJ is achieved through the work of established Standards Committees. The UCJ has established Standards Committees in the following areas:

- Business Studies
- Engineering
- Fine Arts
- Hospitality and Tourism
- Information Technology and Computer Studies
- Physical Education
- Sciences
- Teacher Education
- Distance Education
- Counselling and Psychology

The UCJ-developed Standards are threshold guidelines to tertiary institutions for the development and evaluation of their programmes at different academic levels. These Standards are aligned with international standards and provide important guidelines as to the requirements for programme accreditation.

2. Standards in Print

The UCJ-developed Standards continue to contribute significantly to the development of a quality culture within Jamaican tertiary institutions. Standards relating to the following areas are in print:

- Business Studies
- Engineering
- Information Technology and Computer Studies
- Sciences
- Hospitality and Tourism
- Fine Arts
- Teacher Education
- Distance Education

3. Launch of Guidance and Counselling Standards

The Standards for Guidance and Counselling-Bachelors Degree were launched during the UCJ's 10th Quality Assurance in Tertiary Education Week which was celebrated from March 8 to 13, 2015.

The Standards are intended to serve as a guide for the development of Guidance and Counselling programmes at the level of the Bachelors degree, delivered through face-to-face and/or distance education modes of delivery in tertiary education institutions. The standards, which identify the minimum acceptable requirements for the Bachelors degree, will also facilitate the evaluation of institutions and their extension sites by the UCJ for accreditation purposes.

The Psychology and Counselling Standards Committee was chaired by Dr Rosemarie Johnson, Lecturer, Department of Sociology, Psychology and Social Work, The University of the West Indies. The Committee included representatives from local institutions, private practice, Barry University in the United States of America, and the Jamaica Psychological Society. The Committee members were presented with certificates of recognition at the launch.

Assessing Credentials



A delegate examines credentials at a Credentials and CV Fraud workshop hosted by the UCJ and the Jamaica Employers' Federation (JEF) in March 2015.

The UCJ functions as the national information centre for local, regional, and international tertiary institutions and qualifications. Individuals, key stakeholders, and personnel from international, regional, and local organisations regularly call on the expertise of the UCJ in relation to the recognition of local and foreign institutions and credentials to support the hiring or admission decisions of employers, regulatory bodies, and educational institutions.

For the period, just under 300 applications for the evaluation of credentials and verification for CSME were received. These included high school diplomas, undergraduate and graduate degrees, and professional certification originating from countries such as: Canada; the United Kingdom; the United States of America; India; Peru; China; the Democratic Republic of the Congo; and Papua New Guinea. In addition, over 1,000 queries were received via telephone, e-mail, and walk-in visitors to the UCJ's office.

Joint Committee for Tertiary Education

The Joint Committee for Tertiary Education (JCTE) continued its focus on promoting tertiary education and strengthening tertiary institutions and training units in Jamaica. Chaired by Dr Nadine Scott during the first half of the year, the Executive committee included Rev. Lorell Garwood, the Caribbean Wesleyan College; Mr Edward Shakes, G.C Foster College of Physical Education; Mrs Karen Mar Bruce, Vector Technology Institute; Dr Yvonne Marshall, UCJ; Dr Winston Adams, the University College of the Caribbean; Mrs Yvonne Clarke, Bethlehem Moravian College; Mr Cecil Cornwall, the Western Hospitality Institute; and Professor Claude Packer, UTECH.

Included in the activities to strengthen tertiary institutions are:

- A partnership between the JCTE and the Jamaica Tertiary Education Commission, J-TEC. Efforts were made to clarify the relationship between the two as well as the association with the member institutions;
- The JCTE's constitution was reviewed and efforts were made to amend its contents;
- The Association of Caribbean Tertiary Institutions (ACTI) and JCTE made attempts to formalise the relationship between both groups and initiated the drafting of a Memorandum of Understanding, MOU between the organisations;
- An executive retreat was held at the Jamaica Pegasus from March 27 to 28.

The JCTE mourned the passing of Dr Nadine Scott, Chairman of the Executive Committee. Dr Scott, a former principal of Excelsior Community College, and past president of the Jamaica Teachers' Association (JTA) died on Sunday May 4, 2014.

Following Dr Scott's passing, Dr Winston Adams, President of the UCC ably led the executive team as Acting Chairman.

At the annual general meeting of the JCTE on March 25, 2015, members elected a new executive. The Executive members are:

- Dr Cecil Cornwall, Chairman, and President of the Western Hospitality Institute
- Mrs Yvonne Clarke, Vice Chairman, and Acting Principal of Bethlehem Moravian College
- Mr Philmore McCarthy, Treasurer, and Principal of Excelsior Community College
- Mrs Claudette Fletcher, Secretary, and Principal of Brown's Town Community College
- Rev. Dr Mary Nichols, Member, and President of the College of Agriculture, Science and Education, CASE
- Dr Joyce Graham-Royal, Member, and Principal of G.C Foster College of Physical Education
- Mrs Darlene Jones, Member, and Executive Director of the Jamaica Institute of Financial Services
- Rev. Dr Marjorie Lewis, Member, and President of the United Theological College of the West Indies
- Mr Winston Adams, Ex-Officio Member, and President of the University College of the Caribbean; and
- Dr Yvonne Marshall, Ex-Officio Member, and Executive Director, University Council of Jamaica.

Miss Venta Longman has been appointed as the new JCTE Coordinator. She took over from Mrs Tricia Douglas, former Human Resource Officer/JCTE Co-ordinator at the UCJ.

Human Resource Management Unit

Organisational Changes

The 2014 to 2015 fiscal year saw the UCJ implementing changes to its organisational structure and staff complement. Joining the Accreditation Department were three new officers: Dr Maureen Linton as Accreditation Officer, while Dr Karen Isaacs and Mr Eaton Hendricks joined as Programme Officers.

Miss Janine Scott joined the UCJ as Research and Assessment Officer and Mr Paul Miller for a brief period as Accounts Receivable Officer. Mr Lennox Tate assumed the role as the new IT Manager.

The UCJ also received approval to engage staff to strengthen its records system, which led to Mrs Michelle O’Gilvie-Jackson, assuming the title of Records Management Officer.

Mr Richard Rose joined the UCJ team in the latter part of the fiscal year as the Director, Communications and Public Education, a newly approved position. The move was initiated in response to the changing landscape of tertiary education and the UCJ’s commitment to increasing public education for all its stakeholders.

Two staff members retired from the service of the UCJ during the year – Ms Grace Gordon, Director of Accreditation, and Miss Thelma Stubbs, Information/Equivalency Officer, who served the UCJ for 17 and 14 years respectively. Their commitment and effort towards the success of the UCJ marked their years of service. Miss Gordon continues to serve as the Director of Accreditation to facilitate the transition period.

Acquisition of Property

In a historical milestone, the UCJ acquired its very own property at 31 Windsor Avenue, Kingston 5 in November 2014. The property is slated for further development during the course of the next two years to allow for the entire staff complement to be accommodated. Currently four staff members have been relocated to Windsor Avenue, easing the space constraint at the head office, which remains at the Edward Seaga Building at 6b Oxford Road, Kingston 5.

Team Building

Members of staff participated in the second annual team building activity on May 15 to 16, 2014, at the Jewel Resort in Ocho Rios, St. Ann. Presentations which covered areas such as “Communication” and “Characteristics of an Effective Team” were welcomed by the staff.

Team members were also engaged in activities aimed at highlighting the importance of working together towards a common goal.

Information Technology Unit

During the period under review, the UCJ completed several IT projects and implementation plans:

- The UCJ increased its internet service providers (ISP) to two (2) for internet fail-over.
- The Main Domain Controller was reconfigured to improve the slowness of the system and correct the DNS.
- The active directory (AD) policies for printers in each department, as well as the folder redirection and drive mapping were re-written.
- The IT Unit continued to manage the UCJ's website and respond to technical issues. Discussions have taken place with the Executive Director and the Director of Communications and Public Education with a view to redesigning the website for optimum use, as the UCJ steps up its public education campaign.
- Cisco routers were purchased and configured to provide a link between the Head Office and the new property at 31 Windsor Avenue via secure Virtual Private Network.
- The IP Office System for inter-office calls from 31 Windsor Avenue to Head-office was also configured.

The IT Unit oversaw several projects at 31 Windsor Avenue ahead of four members of staff relocating to the property in April, 2015:

- The installation of lights, breakers and the rerouting of electrical wires to isolate AC circuits from electrical and lighting breaks;
- the installation of internal walls;
- the installation and servicing of the A/C Units;
- procured a security system via King Alarm for the building;
- sourced and activated program proxy cards for accessing the building; and
- the installation and configuration of a time and attendance system.

National and Regional Activities

The UCJ continued to participate in national and regional initiatives including:

- a. The National Qualification Framework Working Committee that is being spearheaded by the Jamaica Tertiary Education Commission (J-TEC)
- b. The Committee overseeing the development and implementation of the Jamaica Research and Educational Network (JREN)
- c. The CARICOM-CANADA Trade and Development Agreement regarding Temporary Entry/Facilitation of Business Persons organised by the Ministry of Foreign Affairs and Foreign Trade
- d. The Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) activities

11th Annual CANQATE Conference, Belize City

Dr Yvonne Marshall, Executive Director, UCJ and Dr Angela Penny, Director of Research and Development, UCJ; and Vice President of CANQATE, attended the 11th Annual CANQATE Conference in Belize City, Belize, on November 12 to 14, 2014.

More than 100 administrators, policy makers, educators and quality assurance professionals from across the Caribbean gathered to share ideas and experiences in the area of quality assurance in tertiary education in the region.

The conference theme, “Quality Assurance as a Regional Priority – Partnering to Improve Educational Outcomes in the Caribbean” is informed by the findings of the UNESCO funded Scoping Study on Quality Assurance in Tertiary Education and CANQATE’s priority to harmonize standards and processes, and promote quality improvements in the assessment of student learning outcomes and the environment that supports student learning in the region.

The Hon. Patrick Faber, Minister of Education, Youth and Sport, Belize, delivered the keynote address at the conference.

CANQATE Webinar Series

The UCJ presented “Standards for the Accreditation of Short Courses” as part of the CANQATE Webinar Series on Tuesday, February 24, 2015. The series, under the theme “Sharing Best Practices for Quality Improvement and Innovation,” is part of CANQATE’s mandate to expand capacity building opportunities for tertiary institutions, and quality assurance agencies within the Caribbean region.

The UCJ’s presentation outlined a framework for the organisation’s “Guidelines for the Accreditation of Short Courses” and provided insights about the key issues faced in accrediting short courses in Jamaica. The UCJ’s officers have actively participated in several presentations from the CANQATE Webinar Series.

International Linkages and Activities



Dr Yvonne Marshall, Executive Director, UCJ (centre) along with members of the Transnational Qualifications Framework's management committee and senior officials in Kuala Lumpur, Malaysia.

The UCJ maintained its linkages with international organisations including:

- The International Network for Quality Assurance Agencies in Higher Education (INQAAHE)
- The United Nations Educational, Scientific and Cultural Organisation (UNESCO)
- The Council for Higher Education Accreditation (CHEA), USA
- NAFSA: Association of International Educators
- The Commonwealth of Learning (COL)
- National Academic Recognition Information Centre (UK NARIC) for the United Kingdom
- The Association of Specialized and Professional Accreditors (ASPA)

Links were also maintained with other quality assurance and accreditation bodies worldwide including: the Southern Association of Colleges and Schools (SACS), USA; the Middle States Commission on Higher Education, USA; the Quality Assurance Agency (QAA), United Kingdom; The National Assessment and Accreditation Council (NAAC), India; and the Australian Universities Quality Agency (AUQA) Australia.

PRESENTATIONS

Dr Yvonne Marshall, Executive Director, presented a paper entitled “Diversity and External Quality Assurance in the Jamaican Context” at the 2015 INQAAHE Conference held March 30 to April 3 in Chicago, USA. The conference theme was “Changing Landscape of Higher Education: New Demands on Quality Assurance”.

ACTIVITIES

Annual CHEA Conference 2015

Dr Yvonne Marshall, Executive Director, UCJ attended the Council for Higher Education Accreditation's (CHEA) annual conference in Washington D.C. from January 26 to 28, 2015 under the theme: "Change, Challenge and Accreditation".

Plenary sessions included discussions on: "Alternatives to accreditation: The Emerging National Discussion of a Next Generation of External Quality Review"; "A New Congress and a New Start: Implications for Accreditation?"; "The College Ratings System and Accreditation."

Quality Assurance officials meet in Kuala Lumpur for the Virtual University for Small States of the Commonwealth

The Virtual University for Small States of the Commonwealth (VUSSC) approved the Transnational Qualifications Framework (TQF) at its Management Committee meeting in Kuala Lumpur, Malaysia from March 2 to 6, 2015.

"The TQF will function as a translation device making qualifications more readable, which in turn, will help learners and workers that move between countries or change jobs," according to the Commonwealth of Learning.

Dr Yvonne Marshall, Executive Director, UCJ was re-elected to the TQF's Management Committee, which also announced the approval of the VUSSC course registration process, and an online referencing tool.

ASPA members discuss the benefits of technology in a changing world

Mrs Lisa Henlin, Accreditation Officer, at the UCJ, represented the organisation at the Association of Specialized and Professional Accreditors (ASPA) conference held in Chicago, Illinois, from March 29 to 31, 2015 under the theme "Redefining and Enhancing the Footprint of Accreditation".

The conference examined how accreditation and its accreditors have been impacted by advances in technology and the changing landscape.

ASPA members and other delegates shared their experiences of how technology and new concepts have transformed processes and operations, and increased the public's awareness about the value and importance of accreditation. Break-out sessions at the conference focused on topics including: 'Accreditation in a Changing Landscape: Is Technology a Good Fit?'; 'Good Practices in Electronic Document Management'; 'Public Outreach in Accreditation'; and a panel discussions, which explored 'Managing a Virtual Office and Staff.'

UCJ delegation attend INQAAHE conference in Chicago, USA

A University Council of Jamaica (UCJ) delegation led by Dr Yvonne Marshall, Executive Director, UCJ attended the Board meeting and annual conference of the International Network of Quality Assurance Agencies in Higher Education (INQAAHE) from March 30 to April 3, 2015 in Chicago, Illinois, USA.

The conference, under the theme "Changing Landscape of Higher Education: New Demands on Quality Assurance", discussed topics including: Quality assurance and the issues arising from the increased diversity of higher education institutions; diversity and its components; the many faces of internationalisation and their impact on quality and quality assurance.

Dr Marshall, who was re-elected to the INQAAHE Board for the period 2015 to 2018, presented a paper on 'Diversity and External Quality Assurance in the Jamaican Context'.

Dr Marshall also served as Moderator for the paper presentation "Optimising Teaching and Research in the Environment of Increased and Diverse Demand for Graduate Education: Perspectives from Universities of Makerere, Ghana and Cambridge".

The UCJ's delegation including: Miss Grace Gordon, Director, Accreditation; and Accreditation Officers, Mrs Arlene Lawrence, and Dr Dawn Barrett Adams participated in several workshops and plenary sessions.

Public Education Activities

The UCJ took part in several public education events and was featured in a number of media articles during the period under review. The UCJ produced three supplements containing the list of registered institutions and accredited programmes. These were published in the Sunday Gleaner in August 2014; and in both the Daily Gleaner and the Observer in March 2015, as part of the 10th Quality Assurance in Tertiary Education Week, March 8 to 13, 2015.

A UCJ booth was available at all the events during the week of activities displaying the UCJ suite of Standards, information brochures and marketing material.

The UCJ was featured in the following media:

- The Sunday Gleaner, August 31, 2014: “Accreditation policy globally acceptable” by guest columnist, Dr Yvonne Marshall
- The Sunday Gleaner, August 31, 2014: Supplement - “Know Before You Enrol.” A four page UCJ special feature
- Television Jamaica’s All Angles: Miss Grace Gordon, Director, Accreditation was interviewed by Mrs Dionne Jackson-Miller in relation to the accreditation process for programmes (September 2014). In addition, the UCJ was featured on CVM, Power 106 and Nationwide Radio.
- The Sunday Observer, October 12, 2014: How will J-TEC and UCJ regulate, standardise and transform?
- The Gleaner, October 14, 2015: National Registry of Institutions offering tertiary education established
- Nex Generation Magazine, Issue No 14 Fall-Winter 2015: The UCJ published an advertorial as part of its “Know before you enrol” campaign.

10th Quality Assurance in Tertiary Education Week, March 8 to 13, 2015 media related activities:

Dr Yvonne Marshall and Mr David Wan, President, the Jamaica Employers’ Federation (JEF) were interviewed on CVM at Sunrise on Monday, March 9, 2015 ahead of the “Detecting Credential and CV Fraud” workshops hosted by the UCJ in collaboration with the JEF during the 10th Quality Assurance in Tertiary Education Week.

The UCJ was featured in several news stories in the Observer newspaper and on the JIS website during the 10th Quality Assurance in Tertiary Education Week, including:

- The Observer, Wednesday, March 4, 2015: “UCJ hosts workshop on detecting credential, CV fraud”
- JIS website: “UCJ celebrates Quality Assurance Week” Friday, March 6, 2015
- JIS website: “UCJ has accredited over 233 programmes” Tuesday, March 10, 2015
- JIS Radio: Dr Marshall was interviewed about quality assurance and the importance of registering on to accredited programmes of study, Thursday, March 12, 2015

News Release

With the kind assistance of the Communication Department at the Ministry of Education, a news release entitled “UCJ Turns Spotlight on Credential and CV Fraud” was released to the media on March 4, 2015.

ANNUAL REPORT

The UCJ’s Annual Report 2013 to 2014 was published and distributed.

UCJ Publications

UCJ NEWS

UCJ News - Vol. I
 UCJ News - Vol. II
 UCJ News - Vol. III
 UCJ News - Vol. IV
 UCJ News - Vol. VII Issue 1
 UCJ News - Vol.VII Issue 2
 UCJ News - Vol.VIII Issue 1
 UCJ News - Vol X Issue 1
 UCJ News - Vol X Issue 2

ANNUAL REPORTS

Annual Report - 2001-2002
 Annual Report - 2002-2003
 Annual Report - 2003-2004
 Annual Report - 2004-2005
 Annual Report - 2005-2006
 Annual Report - 2006-2007
 Annual Report - 2007-2008
 Annual Report - 2008-2009
 Annual Report - 2009-2010
 Annual Report - 2010-2011
 Annual Report - 2011-2012
 Annual Report - 2012-2013
 Annual Report - 2013-2014

STANDARDS

Guidance and Counselling – Bachelors
 Business Studies - Associate
 Business Studies - Bachelors
 Business Studies - Masters

 Engineering - Associate
 Engineering - Bachelors
 Science - Undergraduate (out of print)
 Science - Masters

 Information Technology/Computer Science - Associate
 Information Technology/Computer Science - Bachelors
 Information Systems - Masters

 Hospitality and Tourism - Associate
 Hospitality and Tourism - Bachelors

 Fine Arts (Dance, Dramatic Arts, Music and Visual Arts) - Bachelors

 Teacher Education - Bachelors

PUBLICATIONS FOR THE ACCREDITATION PROCESS

- ✓ The Registration Process: Guidelines for Registration
- ✓ The Accreditation Process: Guidelines for Accreditation
- ✓ Guidelines for Establishing a Tertiary Educational Institution
- ✓ Information for Overseas Institutions
- ✓ Standards for a University
- ✓ The Self-Study
- ✓ Manual for the Visiting Team
- ✓ Guidelines for the Accreditation of Short Courses

BROCHURES

- ✓ Registration and Accreditation Frequently Asked Questions (FAQs)
- ✓ Diploma Mills BEWARE!
- ✓ The University Council of Jamaica (Vision, Mission, Functions)
- ✓ Registered Institutions
- ✓ Overseas Programmes offered in Jamaica
- ✓ UCJ and the CSME

OTHER PUBLICATIONS

Tertiary Qualifications Framework (out of print)
 The Directory of Jamaican Tertiary Institution (out of print)

Directors' and Senior Executives' Compensation 2014/2015

Directors' Compensation

Position of Director	Honoraria	Total
Chairman	\$ 68,125.00	\$ 68,125.00
Finance Committee Chair	\$ 41,000.00	\$ 41,000.00
Human Resource Committee Chair	\$ 44,000.00	\$ 44,000.00
Accreditation, Curriculum & Development Committee Chair	\$ 51,000.00	\$ 51,000.00
Board Member 1	\$ 34,000.00	\$ 34,000.00
Board Member 2	\$ 63,500.00	\$ 63,500.00
Board Member 3	\$ 20,000.00	\$ 20,000.00
Board Member 4	\$ 34,000.00	\$ 34,000.00
Board Member 5	\$ 3,500.00	\$ 3,500.00
Board Member 6	\$ 4,000.00	\$ 4,000.00
Board Member 7	\$ 8,000.00	\$ 8,000.00
Board Member 8	\$ 41,000.00	\$ 41,000.00
Board Member 9	\$ 34,000.00	\$ 34,000.00
Board Member 10	\$ 37,000.00	\$ 37,000.00
Board Member 11	\$ 11,000.00	\$ 11,000.00
Board Member 12	\$ 12,000.00	\$ 12,000.00
Board Member 13	\$ 8,000.00	\$ 8,000.00
Board Member 14	\$ 20,000.00	\$ 20,000.00
Board Member 15	\$ 34,000.00	\$ 34,000.00

Senior Executives' Compensation

Position of Director	Year	Salary	Gratuity or Performance Incentive	Travelling Allowance or value of assigned Motor Vehicle(\$)	Pension or other retirement Benefits (\$)	Other Allowances	Non-Cash Benefits	Total
Executive Director	2014/2015	\$6,500,004	\$ 1,625,001	\$ 975,720.00				\$ 9,100,725
Director of Accreditation	2014/2015	\$ 4,425,500		\$ 514,500.00		\$ 418,517.00		\$ 5,358,517
Director of Research & Development	2014/2015	\$ 3,657,438		\$ 514,500.00		\$ 183,906.00		\$ 4,355,844
Director of Finance	2014/2015	\$ 1,939,599		\$ 514,500.00				\$ 2,454,099



Financial Statements

38992.44

30589.68

312.25
954.36
874.48
689.45

59.14

54

205

31142.45

672.08

3542.55

1445.65
1204.21
2008.6
+ 1804.



The University Council of Jamaica
Financial Statements
Year Ended 31st March 2015



**THE UNIVERSITY COUNCIL OF JAMAICA
FINANCIAL STATEMENTS
YEAR ENDED 31ST MARCH 2015**

INDEX

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Statement of Changes in Reserve Funds	4
Statement of Cash Flows	5
Notes to the Financial Statements	6 -31

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REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE UNIVERSITY COUNCIL OF JAMAICA

Report on the Financial Statements

We have audited the accompanying financial statements of The University Council of Jamaica which comprise the statement of financial position as at 31st March 2015, the statements of comprehensive income, changes in reserve funds and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with International Financial Reporting Standards and with the requirements of The University Council of Jamaica Act, and for such internal controls as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance that the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence relating to the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation of financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

LOCATIONS:

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2nd Floor
6 Oxford Road
Kingston 5

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Page 1a

REPORT OF THE INDEPENDENT AUDITORS
TO THE MEMBERS OF
THE UNIVERSITY COUNCIL OF JAMAICA

Auditors' Responsibility (cont'd)


An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion the financial statements, give a true and fair view of the financial position of the Council as at 31st March 2015, and of its financial performance, changes in reserves and its cash flows for the year then ended in accordance with International Financial Reporting Standards and the University Council of Jamaica Act.

We have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of our audit. In our opinion, proper accounting records have been maintained, so far as appears from our examination of those records, and the financial statements which are in agreement with the accounting records, give the information required for the purposes of the audit in the manner so required.

UHY Dawgen

UHY DAWGEN CHARTERED ACCOUNTANTS

5th August 2015

THE UNIVERSITY COUNCIL OF JAMAICA
STATEMENT OF FINANCIAL POSITION
AS AT 31ST MARCH 2015

Expressed in Jamaican Dollars unless otherwise indicated

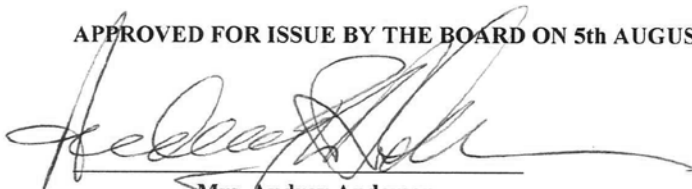
	<u>Notes</u>	2015 \$	2014 \$
ASSETS			
Non-current assets			
Property, plant and equipment	4	66,130,427	9,405,299
Investments	5	64,483	62,427
		<u>66,194,910</u>	<u>9,467,726</u>
Current assets			
Trade and other receivables	6	62,299,218	54,423,352
Prepayment		249,099	399,008
Cash and cash equivalents	7	67,137,532	101,980,821
		<u>129,685,849</u>	<u>156,803,181</u>
Total assets		<u>195,880,759</u>	<u>166,270,907</u>
EQUITY AND LIABILITIES			
Capital and reserves			
Investment revaluation reserves		52,740	50,684
Capital Reserves	8	2,483,964	2,003,540 *
Accumulated Surplus		166,547,032	138,942,858 *
		<u>169,083,735</u>	<u>140,997,082</u>
Current liabilities			
Trade and other payables	9	5,059,667	5,552,359
Deferred Income	10	21,737,357	19,721,466
		<u>26,797,024</u>	<u>25,273,825</u>
Total equity and liabilities		<u>195,880,759</u>	<u>166,270,907</u>

*** Reclassification**

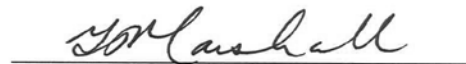
The capital reserve which previously formed a part of the accumulated surplus has now been disclosed separately.

The accompanying notes form an integral part of the financial statements.

APPROVED FOR ISSUE BY THE BOARD ON 5th AUGUST 2015 AND SIGNED ON ITS BEHALF BY:



Mrs. Audrey Anderson
Interim Chairman



Dr. Yvonne Marshall
Executive Director



**THE UNIVERSITY COUNCIL OF JAMAICA
STATEMENT OF COMPREHENSIVE INCOME
YEAR ENDED 31ST MARCH 2015**

Expressed in Jamaican Dollars unless otherwise indicated

	<u>Notes</u>	2015 \$	2014 \$
Revenue:			
Government grants		58,456,727	64,552,636
Other income	11	<u>75,692,237</u>	<u>75,706,571</u>
		134,148,964	140,259,207
Expenses	12	<u>106,544,790</u>	<u>105,044,659</u>
Surplus for the year		27,604,174	35,214,548
Other comprehensive income:			
Fair value movement on investment		<u>2,056</u>	<u>1,937</u>
Total Comprehensive Income		<u><u>27,606,230</u></u>	<u><u>35,216,485</u></u>

The accompanying notes form an integral part of the financial statements.

THE UNIVERSITY COUNCIL OF JAMAICA
STATEMENT OF CHANGES IN RESERVE FUNDS
YEAR ENDED 31ST MARCH 2015

Expressed in Jamaican Dollars unless otherwise indicated

	Investment Revaluation Reserve	Capital Reserve	Accumulated Surplus	Total
	\$	\$	\$	\$
Balance at 31st March 2013	48,747	2,003,540 *	103,728,310 *	105,780,597
Total Comprehensive Income for the year:				
Surplus for the year	-	-	35,214,548	35,214,548
Other Comprehensive Income:				
Fair Value Movement in Investment	1,937	-	-	1,937
Total Comprehensive Income	1,937	-	35,214,548	35,216,485
Balance at 31st March 2014	50,684	2,003,540	138,942,858	140,997,082
Total Comprehensive Income for the year:				
Surplus for the year	-	-	27,604,174	27,604,174
Other Comprehensive Income:				
Recording of Donated Fixed Assets	-	480,424	-	480,424
Fair Value Movement in Investment	2,056	-	-	2,056
Total Comprehensive Income	2,056	480,424	27,604,174	28,086,653
Balance at 31st March 2015	52,740	2,483,964	166,547,032	169,083,735

*** Reclassification**

The capital reserve which previously formed a part of the accumulated surplus has now been disclosed separately.

The accompanying notes form an integral part of the financial statements.



THE UNIVERSITY COUNCIL OF JAMAICA
STATEMENT OF CASH FLOWS
YEAR ENDED 31ST MARCH 2015
Expressed in Jamaican Dollars unless otherwise indicated

	2015	2014
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Surplus for the year	27,604,174	35,214,548
Adjustments to reconcile Surplus for the year to net cash provided by operating activities:		
Depreciation	2,557,707	1,916,831
Loss on Adjustments to Fixed Assets	281,150	-
Interest Income	(2,704,151)	(4,380,473)
Provision for impairment loss	-	3,533,068
	<u>27,738,880</u>	<u>36,283,974</u>
Decrease/(increase) in current assets:		
Trade and other receivables	(8,145,752)	(3,533,068)
Prepayments	149,909	-
(Decrease)/increase in current liabilities:		
Trade and other payables	(492,692)	-
Deferred Income	2,015,891	-
Net cash provided by operating activities	<u>21,266,236</u>	<u>32,750,906</u>
Cash flows from investing activities:		
Interest Received	2,974,037	4,380,473
Purchase of property, plant and equipment	(59,300,064)	(5,395,294)
Proceeds on disposal of property, plant and equipment	216,503	-
Net cash used in investing activities	<u>(56,109,524)</u>	<u>(1,014,821)</u>
Net (decrease)/increase in cash and cash equivalents	(34,843,289)	15,450,166
Cash and cash equivalents at beginning of year	<u>101,980,821</u>	<u>86,530,655</u>
Cash and cash equivalents at end of year	<u>67,137,532</u>	<u>101,980,821</u>

The accompanying notes form an integral part of the financial statements.

THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2015

Expressed in Jamaican Dollars unless otherwise indicated

1. Identification:

The University Council of Jamaica was established by virtue of the University Council of Jamaica Act 1987. It is a statutory body currently under the portfolio of the Minister of Education with its registered office located at 6b Oxford Road, Kingston 5, Jamaica.

The main functions of the Council are:-

- (a) To establish a registry of all approved tertiary institutions in Jamaica to ensure that certain minimum standards are met.
- (b) To provide accreditation for degree and specialised programmes.
- (c) To assist in the development of tertiary institutions by providing professional advice and services for the development and improvement of programmes.
- (d) To award degrees, diplomas and certificates to students who have pursued such courses at approved tertiary institutions.

These financial statements are presented in Jamaican Dollars, which is the functional currency of the company.

2. Adoption of Standards, Interpretations and Amendments:

a) Standards, Interpretations and Amendments to published standards that are in effect:

This will affect the financial statements for accounting periods beginning on or after the first day of the months stated. The adoption of these standards and amendments is not expected to have a material impact on these financial statements.

The International Accounting Standards Board (IASB) issued certain new, revised and amended standards and interpretations, which became effective during the year under review. The council has assessed and adopted those standards which are relevant to its operation. The new standards in effect are as follows:-

Annual Improvements to IFRS 2009-2011 Cycle

IAS 32 - Financial Instruments: Presentation (Amendments) (Effective January 2014)

The objective of this amendment to IAS 32 is to clarify certain aspects because of diversity in application of the requirements on offsetting, focused on four main areas: i) the meaning of 'currently has a legally enforceable right of set-off'; ii) the application of simultaneous realisation and settlement; iii) the offsetting of collateral amounts; and iv) the unit of account for applying the offsetting requirements.



THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO THE FINANCIAL STATEMENTS - (CONT'D)
YEAR ENDED 31ST MARCH 2015

Expressed in Jamaican Dollars unless otherwise indicated

2. Adoption of Standards, Interpretations and Amendments (cont'd):

a) Standards, Interpretations and Amendments to published standards that are in effect (cont'd):

Annual Improvements to IFRS 2009-2011 Cycle

IAS 36: Impairment of Assets (Effective January 2014)

Amends IAS 36 Impairment of Assets to reduce the circumstances in which the recoverable amount of assets or cash-generating units is required to be disclosed, clarify the disclosures required, and to introduce an explicit requirement to disclose the discount rate used in determining impairment (or reversals) where recoverable amount (based on fair value less costs of disposal) is determined using a present value technique.

IFRIC 21- Levies (Effective January 2014)

This provides guidance on accounting for levies in accordance with the requirements of *IAS 37, Provisions, Contingent Liabilities and Contingent Assets*. The interpretation defines a levy as an outflow from an entity imposed by a government in accordance with Legislation. It requires an entity to recognize a liability for a levy when and only when the triggering event specified in the legislation occurs.

The Council's management has assessed the relevance of the new standards, interpretations and amendments and has adopted and applied in these financial statements, those standards which are considered relevant to its operations.

b) Standards, Interpretations and Amendments to published standards that are not yet effective:

At the date of the authorisation of these financial statements, certain new standards, amendments and interpretations to existing standards have been issued which were not effective at the reporting date, and which the Council has not early adopted.

Annual Improvements

IFRS 13: Fair Value Measurement (Effective July 2014)

Clarifies that issuing IFRS 13 and amending IFRS 9 and IAS 39 did not remove the ability to measure certain short-term receivables and payables on an undiscounted basis (amends basis for conclusion only).

Annual Improvements to IFRSs 2010-2012 Cycle

IAS 16 - Property, Plant and Equipment (Effective July 2014)

Proportionate restatement of accumulated depreciation under the revaluation method.

**THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO THE FINANCIAL STATEMENTS - (CONT'D)
YEAR ENDED 31ST MARCH 2015**

Expressed in Jamaican Dollars unless otherwise indicated

2. Adoption of Standards, Interpretations and Amendments (cont'd):

b) Standards, Interpretations and Amendments to published standards that are not in effect (cont'd):

Annual Improvements to IFRS 2011–2013 Cycle

IFRS 13: Fair Value Measurement (Effective July 2014)

Clarifies that the scope of the portfolio exception defined in paragraph 52 of IFRS 13 includes all

Annual Improvements to IFRSs 2010–2012 Cycle

IAS 24 - Related Party Disclosures (Effective July 2014)

Key management personnel are those persons having authority and responsibility for planning, directing, and controlling the activities of the entity, directly or indirectly, including any directors (whether executive or otherwise) of the entity. [IAS 24.9]

If an entity obtains key management personnel services from a management entity, the entity is not required to disclose the compensation paid or payable by the management entity to the management entity's employees or directors. Instead the entity discloses the amounts incurred by the entity for the provision of key management personnel services that are provided by the separate management entity. [IAS 24.17A, 18A]

The Council's management has assessed the relevance of the new standards, interpretations and amendments and has adopted and applied in these financial statements, those standards which are considered relevant to its operations.



**THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO THE FINANCIAL STATEMENTS - (CONT'D)
YEAR ENDED 31ST MARCH 2015**

Expressed in Jamaican Dollars unless otherwise indicated

2. Adoption of Standards, Interpretations and Amendments:

b) Standards, Interpretations and Amendments to published standards that are not yet effective (cont'd):

IFRS 15 — Revenue from Contracts with Customers (Effective January 2017)

The objective of IFRS 15 is to establish the principles that an entity shall apply to report useful information to users of financial statements about the nature, amount, timing, and uncertainty of revenue and cash flows arising from a contract with a customer. [IFRS 15:1] Application of the standard is mandatory for annual reporting periods starting from 1 January 2017 onwards. Earlier application is permitted.

IFRS 15 Revenue from Contracts with Customers applies to all contracts with customers except for: leases within the scope of IAS 17 Leases; financial instruments and other contractual rights or obligations within the scope of IFRS 9 Financial Instruments, IFRS 10 Consolidated Financial Statements, IFRS 11 Joint Arrangements, IAS 27 Separate Financial Statements and IAS 28 Investments in Associates and Joint Ventures; insurance contracts within the scope of IFRS 4 Insurance Contracts; and non-monetary exchanges between entities in the same line of business to facilitate sales to customers or potential customers. [IFRS 15:5]

A contract with a customer may be partially within the scope of IFRS 15 and partially within the scope of another standard. In that scenario: [IFRS 15:7]

- if other standards specify how to separate and/or initially measure one or more parts of the contract, then those separation and measurement requirements are applied first. The transaction price is then reduced by the amounts that are initially measured under other standards;
- if no other standard provides guidance on how to separate and/or initially measure one or more parts of the contract, then IFRS 15 will be applied.

IFRS 15 - Revenue from Contracts with Customers (IAS 18 will be superseded by IFRS 15 Revenue from Contracts with Customers.) (Effective January 2017)

IFRS 15 provides a single, principles based five-step model to be applied to all contracts with customers. The five steps in the model are as follows:

- Identify the contract with the customer
- Identify the performance obligations in the contract
- Determine the transaction price
- Allocate the transaction price to the performance obligations in the contracts
- Recognise revenue when (or as) the entity satisfies a performance obligation.

Guidance is provided on topics such as the point in which revenue is recognised, accounting for variable consideration, costs of fulfilling and obtaining a contract and various related matters. New disclosures about revenue are also introduced.

**THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO THE FINANCIAL STATEMENTS - (CONT'D)
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2. Adoption of Standards, Interpretations and Amendments (cont'd):

b) Standards, Interpretations and Amendments to published standards that are not yet effective (cont'd):

IFRS 7: Financial Instruments: Disclosures (Effective July 2016)

Additional guidance to clarify whether a servicing contract is continuing involvement in a transferred asset, and clarification on offsetting disclosures in condensed interim financial statements.

IAS 19: Employee Benefits (2011) (Effective July 2016)

Clarifies that the high quality corporate bonds used in estimating the discount rate for post-employment benefits should be denominated in the same currency as the benefits to be paid.

IAS 1: Presentation of Financial Statement (Effective January 2016)

The amendment address perceived impediments to preparers exercising their judgement in presenting their financial reports by making the following changes.

Clarifies that information should not be obscured by aggregating or by providing immaterial information materiality consideration apply to the all parts of the financial statements, and even when a standard requires a specific disclosure, materiality considerations do apply;

Clarifies that the list of line items to be presented in these statements can be disaggregated and aggregated as relevant and additional guidance on subtotals in these statements and clarification that an entity's share of OCI of equity-accounted associates and joint ventures should be presented in aggregated as single line items based on whether or not it will subsequently be reclassified to profit or loss;

Provides additional examples of possible ways of ordering the notes to clarify that understandability and comparability should be considered when determining the order of the notes and to demonstrate that the notes need to be presented in the order so far listed in paragraph 114 of IAS 1.

Annual Improvements to IFRS 2010–2012 Cycle

IAS 16 - Property, Plant and Equipment (Effective January 2016)

For all depreciable assets:

The depreciable amount (cost less residual value) should be allocated on a systematic basis over the asset's useful life [IAS 16.50].

The residual value and the useful life of an asset should be reviewed at least at each financial year-end and, if expectations differ from previous estimates, any change is accounted for prospectively as a change in estimate under IAS 8. [IAS 16.51]

The depreciation method used should reflect the pattern in which the asset's economic benefits are consumed by the entity [IAS 16.60]; a depreciation method that is based on revenue that is generated by an activity that includes the use of an asset is not appropriate. [IAS 16.62A]



**THE UNIVERSITY COUNCIL OF JAMAICA
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2. Adoption of Standards, Interpretations and Amendments (cont'd):

b) Standards, Interpretations and Amendments to published standards that are not yet effective (cont'd):

Annual Improvements to IFRS 2010–2012 Cycle

IAS 16 - Property, Plant and Equipment (Effective January 2016) cont'd:

For all depreciable assets:

The depreciation method should be reviewed at least annually and, if the pattern of consumption of benefits has changed, the depreciation method should be changed prospectively as a change in estimate under IAS 8. [IAS 16.61] Expected future reductions in selling prices could be indicative of a higher rate of consumption of the future economic benefits embodied in an asset. [IAS 16.56]

Depreciation should be charged to profit or loss, unless it is included in the carrying amount of another asset [IAS 16.48].

Depreciation begins when the asset is available for use and continues until the asset is derecognised, even if it is idle. [IAS 16.55]

IFRS 9: Financial Instruments - Part 1: Classification and Measurement of Financial Instruments (Effective January 2018)

Financial assets are required to be classified into two measurement categories: those to be measured subsequently at fair value and those to be measured subsequently at amortised cost. The decision is to be made at initial recognition. The classification depends on the entity's business model for managing its financial instruments and the contractual cash flow characteristics of the instrument.

An instrument is subsequently measured at amortised cost only if it is a debt instrument and both the objective of the entity's business model is to hold the asset to collect the contractual cash flows, and the asset's contractual cash flows represent only payments of principal and interest (that is, it has only 'basic loan features'). All other debt instruments are to be measured at fair value through profit or loss.

All equity instruments are to be measured subsequently at fair value through profit or loss. For all other equity investments, an irrevocable election can be made at initial recognition, to recognise unrealised and realised fair value gains and losses through other comprehensive income rather than profit or loss. There is to be no recycling of fair value gains and losses to profit or loss. This election may be made on an instrument-by-instrument basis. Dividends are to be presented in profit or loss as long as they represent a return on investment.

These amendments will affect financial statements for accounting periods beginning on or after the first day of the months stated. The Company is evaluating the impact that these standards and amendments will have on the financial statements.

Management has determined that the standard is relevant to existing policies for its current operations, but has not yet assessed the impact on adoption.

**THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO THE FINANCIAL STATEMENTS - (CONT'D)
YEAR ENDED 31ST MARCH 2015**

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3. Statement of Compliance, Basis of Preparation and Significant Accounting Policies:

(a) Statement of Compliance and Basis of Preparation -

These financial statements are prepared in accordance with International Financial Reporting Standards (IFRS), and their interpretations issued by the International Financial Reporting Committee of the IASB and comply in all material respects with the provisions of the University Council of Jamaica Act. They have been prepared under the historical cost convention and are expressed in Jamaican Dollars which is the functional currency of the Council.

(b) Use of Estimates and Judgement-

The preparation of financial statements in accordance with International Financial Reporting Standards (IFRS) requires directors and management to make estimates and assumptions that affect the amount reported in the financial statements and accompanying notes. These estimates are based on historical experience and directors and management's best knowledge of current events and actions and are reviewed on an ongoing basis. Actual results could differ from those estimates.

(c) Property, plant and equipment -

Property, plant and equipment are stated at historical cost less depreciation less any impairment losses.

Depreciation of property, plant and equipment is provided on the straight-line basis calculated at annual rates estimated to write off the cost of each asset over the term of its useful life. The annual rates of depreciation in use are as follows:-

Leasehold Improvements	2.5%
Building	1%
Furniture, Fixtures and Equipment	10%
Computer Software & Equipment	20%
Motor Vehicle	20%

Property, plant and equipment are periodically reviewed for impairment. Where the carrying amount of an asset is greater than its estimated recoverable amount, it is written down to recoverable amount.

Gains and losses on disposal of property, plant and equipment are determined by reference to their carrying amount and are taken into account in determining operating surplus or deficit.

(d) Investments -

Management determines the classification of investments at the time of purchase and takes account of the purpose for which the investments were made. Investments are classified as available-for-sale (AFS).

AFS investments are those that are not held for trading purposes, or originated by the Council and are measured at fair value.

These investments are measured initially at cost and subsequently at fair value less impairment losses (see note 5). AFS investments are recognised/derecognised on the day they are transferred to/by the Council. Appreciation/diminution are carried to investment revaluation reserve through other comprehensive income. Gains/losses arising from disposal of investments are recognised in surplus or deficit.



**THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO THE FINANCIAL STATEMENTS - (CONT'D)
YEAR ENDED 31ST MARCH 2015**

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3. Statement of Compliance, Basis of Preparation and Significant Accounting Policies (Cont'd):

(e) Trade and Other Receivables

Trade and other receivables are carried at original amounts less provisions made for bad debts and impairment losses. A provision for bad debts is established when there is objective evidence that the Council will not be able to collect all amounts due according to the original terms of the receivables. The amount of any provision is the difference between the carrying amount and the expected recoverable amount.

(f) Cash and cash equivalents -

Cash and cash equivalents are carried in the statement of financial position at cost. For the purpose of the statement of cash flows, cash and cash equivalents comprise cash on hand, deposits held on call with banks and other short-term highly liquid deposit investments.

(g) Trade and other payables -

Trade and other payables includes accounts payable and accrued vacation leave.

(h) Revenue Recognition -

- i) Subventions/ Government grants represents budgetary support provided by government to pay for specific expenditure pertaining to the operating activities of the Council. These government grants are dealt with on a cash receipts basis.
- ii) Interest income is accrued on the principal outstanding on fixed deposits.
- iii) Annual registration, accreditation, application, assessors, reviewed administration, annual base fees and interest income are recognized and accounted for on the accruals basis.

(i) Employee benefits -

Vacation Accrued

Employees entitlements to annual leave are recognized when they accrue to the employees. A provision is made for the estimated liability for vacation leave, as a result of services rendered by employees up to the date of the statement of financial position.

Pension

The company operates a defined contribution pension plan. The pension plan is funded by payments from employers and employees. The company's contributions to the pension plan are charged to the statement of comprehensive income in the period which it relates.

**THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO THE FINANCIAL STATEMENTS - (CONT'D)
YEAR ENDED 31ST MARCH 2015**

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Expressed in Jamaican Dollars unless otherwise indicated

3. Statement of Compliance, Basis of Preparation and Significant Accounting Policies (Cont'd):

(j) Provisions -

Provisions are recognised when the Council has a present legal or constructive obligation as a result of past events, if it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation, and a reliable estimate of the amount of the obligation can be made. Where the Council expects a provision to be reimbursed, for example under an insurance contract, the reimbursement is recognized as a separate asset but only when the reimbursement is virtually certain.

(k) Foreign currency transactions-

During the period, transactions in foreign currencies are converted into Jamaican dollars at the rates of exchange ruling on the dates of those transactions. Assets and liabilities denominated in foreign currencies are translated at the rates of exchange ruling at the date of the statement of financial position. Gains or losses arising from fluctuation in the exchange rates are reflected in the statement of comprehensive income.

(l) Impairment of Assets -Losses

The carrying amounts of the Council's assets are reviewed at each date of the statement of financial position to determine whether there is any indication of impairment. If any such indication exists, the assets' recoverable amounts are estimated at each date of the statement of financial position. An impairment loss is recognised whenever the carrying amount of an asset or group of assets (cash generating unit) exceeds its recoverable amount. Impairment losses are recognised in the statement of comprehensive income.

(m) Fair Value of Financial Instruments -

Amounts reflected in the accounts for trade and other receivables, cash and cash equivalents and trade and other payables are considered to approximate their fair values due to their short term nature. Investments are actively traded in organized financial market and fair value is determined by reference to quoted market bid price on the date of the statement of financial position.

(n) Comparative information -

Where necessary, comparative figures have been reclassified to conform with changes in presentation in the current year. In particular, comparatives have been adjusted to take into account the requirements of IFRS.



THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO THE FINANCIAL STATEMENTS (CONT'D)
YEAR ENDED 31ST MARCH 2015
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3. Statement of Compliance, Basis of Preparation and Significant Accounting Policies (Cont'd):

(o) Related Party Balances and Transactions -

A related party is a person or entity that is related to the Council (referred to in IAS 24, *Related Party Disclosures* as the “reporting entity”).

(a) A person or a close member of that person’s family is related to the Council if that person:

- (i) has control or joint control over the Council,
- (ii) has significant influence over the Council; or
- (iii) is a member of the key management personnel of the Council or of a parent of the Council.

(b) An entity is related to the Council if any of the following conditions applies:

- (i) The entity and the Council are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- (ii) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
- (iii) Both entities are joint ventures of the same third party.
- (iv) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
- (v) The entity is a post-employment benefit plan for the benefit of employees of either the Council or an entity related to the Council. If the Council is itself such a plan, the sponsoring employers are also related to the Council.
- (vi) The entity is controlled, or jointly controlled by a person identified in (a).
- (vii) A person identified in (a) (i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

A related party transaction is a transfer of resources, services or obligations between related parties, regardless of whether a price is charged.

THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO THE FINANCIAL STATEMENTS - (CONT'D)
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4. Property, plant and equipment:

	Land	Building	Leasehold Improvement	Furniture, Fixtures & Equipment	Computer Software & Equipment	Motor Vehicles	Total
	\$	\$	\$	\$	\$	\$	\$
Cost or valuation:							
31st March 2013	-	-	124,585	4,447,915	6,290,171	1,914,678	12,777,349
Disposal	-	-	-	-	-	(1,640,000)	(1,640,000)
Additions	-	-	-	448,191	156,358	4,790,745	5,395,294
31st March 2014	-	-	124,585	4,896,106	6,446,529	5,065,423	16,532,643
Adjustments	-	-	-	(1,022,368)	(2,022,121)	-	(3,044,489)
Additions	40,000,000	15,000,000	-	2,742,608	2,037,880	-	59,780,488
31st March 2015	40,000,000	15,000,000	124,585	6,616,346	6,462,288	5,065,423	73,268,642
Accumulated depreciation:							
31st March 2013	-	-	40,489	2,233,628	2,661,720	1,914,676	6,850,513
Released on Disposal	-	-	-	-	-	(1,640,000)	(1,640,000)
Charge for the year	-	-	3,115	375,813	924,711	613,192	1,916,831
31st March 2014	-	-	43,604	2,609,441	3,586,431	887,868	7,127,344
Released on Adjustment	-	-	-	(746,781)	(1,800,055)	-	(2,546,836)
Charge for the year	-	125,000	3,115	437,096	1,034,347	958,149	2,557,707
31st March 2015	-	125,000	46,719	2,299,756	2,820,723	1,846,017	7,138,215
Net book values:							
31st March 2015	40,000,000	14,875,000	77,866	4,316,590	3,641,565	3,219,406	66,130,427
31st March 2014	-	-	80,981	2,286,665	2,860,098	4,177,555	9,405,299
31st March 2013	-	-	84,096	2,214,287	3,628,451	2	5,926,836



**THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO THE FINANCIAL STATEMENTS - (CONT'D)
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5. Investment:	2015	2014
	\$	\$
<u>Available for sale</u>		
Quoted Equity Security	<u>64,483</u>	<u>62,427</u>
This represents 48,392 (2014 - 48,392) ordinary shares held in Radio Jamaica Limited.		
6. Trade and other receivables:	2015	2014
	\$	\$
Tertiary institutions	<u>63,319,447</u>	<u>61,596,505</u>
Provision for Impairment loss at 1st April	(10,695,788)	(7,162,720)
Increase in Provision for Bad Debts	-	(3,533,068)
Bad Debts Recovered	<u>6,099,667</u>	-
less Provision for Impairment loss	<u>(4,596,121)</u>	<u>(10,695,788)</u>
Withholding tax recoverable	58,723,326	50,900,717
Staff loans	2,919,552	2,330,558
Other	106,650	265,410
	<u>549,690</u>	<u>926,667</u>
	<u>62,299,218</u>	<u>54,423,352</u>
7. Cash and cash equivalents:	2015	2014
	\$	\$
Current accounts-		
- Subvention	8,249,055	9,919,970
- Administration	2,967,956	6,963,126
Foreign currency accounts - US\$343,145 (2014 - US\$239,276)	39,475,440	25,982,145
Foreign currency deposit - US\$94,382 (2014 - US\$92,283)	10,818,958	10,058,842
J\$Deposit accounts	5,591,123	49,021,737
Other	<u>35,000</u>	<u>35,000</u>
	<u>67,137,532</u>	<u>101,980,821</u>

THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO THE FINANCIAL STATEMENTS - (CONT'D)
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8. Capital Reserve:

This reserve represents donated assets.

9. Trade and other payables:

	2015	2014
	\$	\$
Trade payables	1,090,382	306,107
Audit fees payable	282,000	282,000
Vacation leave accrued	3,241,467	4,964,241
Other	445,818	11
	<u>5,059,667</u>	<u>5,552,359</u>

10. Deferred income:

This represents the unearned portion of invoices generated during the year.

11. Other income:

	2015	2014
	\$	\$
Annual registration fees	489,450	218,461
Accreditation fees	23,060,309	22,243,124
Application fees	24,722,818	28,971,195
Annual base fees	4,208,465	7,278,974
Assessors' fees	3,168,157	3,706,584
Review administrative fees	2,181,794	927,953
Other fees	1,140,061	1,248,787
Seminar Fees	3,969,914	311,000
Site Visit	45,610	830,864
Interest Income	2,704,151	4,380,473
Gain on foreign exchange	3,678,271	5,489,807
Insurance Premium Refund	100,325	-
Staff Loan Interest	10,635	-
Recovery of Bad Debts	6,099,667	-
Miscellaneous	112,610	99,349
	<u>75,692,237</u>	<u>75,706,571</u>



THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO THE FINANCIAL STATEMENTS - (CONT'D)
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12. Expenses:

	2015	2014
	\$	\$
Staff Salary and Related Costs (Note 15)	78,247,368	83,721,852
Rent and maintenance	1,755,480	1,730,130
Assessors' fees	4,970,243	3,071,855
Auditors' remuneration	282,000	282,000
Auditors' remuneration - GCT previous year	46,530	-
General insurance	348,073	49,652
Advertising	539,310	264,327
Telephone	575,025	590,904
Internet Expense	208,745	385,187
Foreign travel and accommodation	3,092,346	2,019,934
Printing and stationery	1,460,755	455,912
Motor vehicle insurance and license	216,032	150,610
Motor car general expense	599,198	683,825
CANQATE	138,706	297,997
Postage & Shipping	159,877	70,842
Dues and subscriptions	644,411	656,480
Professional and Legal fees	2,477,031	764,011
Honorarium	568,125	541,000
Repairs and maintenance:-		
- Motor vehicle	500	100,820
- Furniture	312,605	266,441
- Building	396,555	-
-Motor bike	80,616	167,778
Depreciation	2,557,706	1,916,831
Loss on Disposal of Fixed Asset	281,150	-
Office supplies	509,982	597,864
Miscellaneous	17,655	52,508
Utilities- Windsor Avenue	26,592	-
Office Storage	127,381	265,650
Seminar expenses	3,955,800	1,603,137
Bank charges and interest	120,556	104,470
Conferences and Other Seminars Expenses	437,493	237,002
Bad debt written off	950,962	462,572
Provision for impairment loss		
- Receivables	-	3,533,068
	<u>106,544,790</u>	<u>105,044,659</u>

THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO THE FINANCIAL STATEMENTS - (CONT'D)
YEAR ENDED 31ST MARCH 2015

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13. Taxation:

The Council is exempt from income tax, property tax, stamp duty and taxation under the Transfer Tax Act, by virtue of Section 17 of the University Council of Jamaica Act 1987.

14. Pension:

The Council participates in a defined contribution Pension Plan for its employees which is administered by Sagikor Life Jamaica Limited formerly Life of Jamaica Limited and managed by a Board of Trustees. The plan is funded by contributions from employees and employer.

Pension benefits are based on each member's contributions plus accumulated interest up to retirement date or date of exit from plan. The Council's contribution during the year amounted to \$1,623,605 (2014 - \$2,117,889).

15. Staff Salaries and Related Costs:

	2015	2014
	\$	\$
Salaries, wages and statutory contributions	64,218,452	69,123,544
Pension contributions	1,623,605	2,117,889
Gratuity	1,625,000	2,455,250
Motor car allowance	8,743,811	7,889,124
Lunch subsidy	819,330	781,320
Uniform	36,000	36,000
Group life insurance	328,694	323,659
Staff Welfare	619,411	693,149
Casual labour	233,065	301,917
	<u>78,247,368</u>	<u>83,721,852</u>



THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO FINANCIAL STATEMENTS - (CONT'D)
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16. Financial Instruments & Financial Instruments Risk Management:

A financial instrument is a contract that gives rise to both a financial asset of one enterprise and a financial liability of another enterprise. For the purpose of the financial statements, financial assets have been determined to include cash and cash equivalents and trade and other receivables. Financial liabilities have been determined to include trade and other payables.

The activities of the Council expose it to certain financial risks which require evaluation, acceptance and management. Operational risks are an inevitable consequence of being in business. The Board of Directors aim to achieve an appropriate balance between risk and return thereby minimising any potential adverse effects on the Council's financial performance. The Board of Directors is responsible to the Minister of Education as the operations of the Council now fall under the ambit of that office.

The main types of risks to which the Council is exposed are credit risk, liquidity risk and market risk. Market risk is further broken down into interest rate risk and foreign currency risk. The management policies of the Council are designed to identify and analyse these risks, to set up appropriate controls, and to monitor the risks by means of up-to-date information.

The Executive Director has overall responsibility for the day to day management and operation of the Council. The functions of the Council are carried out through its various divisional heads.

(a) Credit risk

The Council is exposed to credit risk, which is the risk that its customers, or counter-parties will cause a financial loss for the Council by failing to discharge their contractual obligations. Management however carefully manages its exposure to credit risk in order to minimise losses. The accounts department ensures that amounts billed are collected on a timely basis and where amounts are considered doubtful or uncollectible, the necessary provisions or write off are done after careful review and approval by the Board of Directors.

Credit Review Process

The Council has established a credit quality review process and has credit policies and procedures which require regular analysis of the ability of counter-parties to meet their payment obligations.

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NOTES TO FINANCIAL STATEMENTS - (CONT'D)
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16. Financial Instruments & Financial Instruments Risk Management (cont'd):

(a) Credit risk (Cont'd)

Maximum Exposure to Credit Risk

	2015	2014
	\$	\$
Trade receivables	58,723,326	50,900,717
Withholding Tax recoverable	2,919,552	2,330,558
Cash and Cash Equivalents	<u>67,137,532</u>	<u>101,980,821</u>
	<u>128,780,410</u>	<u>155,212,096</u>

(i) Trade Receivables

Trade receivable balances are considered high risk, however management closely monitors its customers to minimise the level of bad debts. The Council has verbally established a credit quality review process and has instituted credit policies and procedures which require regular analysis of the ability of debtors to meet their obligations.

(ii) Withholding Tax recoverable

This item is considered low risk as it is a receivable from government and is usually received about three to six (3 - 6) months after returns are filed.

(iii) Cash and Cash Equivalents

Cash and cash equivalents comprise current and savings accounts, and deposits held with financial institutions. The Council limits its exposure to credit risk by placing its cash and cash equivalents with counter-parties that have high credit quality. Accordingly, management does not expect any counter-party to fail to meet its obligation.

There has been no change in the Council's exposure to credit risks or the manner in which it measures and manages the risk.



THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO FINANCIAL STATEMENTS - (CONT'D)
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16. Financial Instruments & Financial Instruments Risk Management (cont'd):

(b) Liquidity risk

Liquidity risk is the risk that an enterprise will encounter difficulty in raising funds to meet commitments associated with financial liabilities when they fall due and to replace funds when they are withdrawn. The consequence may be the failure to meet obligations to creditors and also to complete projects.

The Council manages its liquidity risk by maintaining an appropriate level of resources in liquid or near liquid form. At 31st March 2015, the Council's current assets excluding prepayments exceeded its current liabilities by \$102,888,825 (2014 - \$131,529,356).

Liquidity management process

The Council's liquidity management process, as carried out within the Council and monitored by the Accounts Department, includes:

- (i) Monitoring future cash flows and liquidity on a daily basis. This incorporates an assessment of expected cash flows in relation to payment obligations.
- (ii) Monitoring Statement of Financial Position Liquidity ratios against internal requirements. The most important of these is to maintain limits on the ratio of net liquid assets to customer liabilities.

There has been no change in the Council's liquidity risk or the manner in which it measures and manages the risk.

THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO FINANCIAL STATEMENTS - (CONT'D)
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16. Financial Instruments & Financial Instruments Risk Management (cont'd):

(b) Liquidity risk (Cont'd)

The following are the contractual maturities of financial assets and liabilities including interest payments as at:

31st March 2015

	Carrying Amount and Contractual Cash Flow	0 - 6 months	6 - 12 months	No specific maturities
	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Trade and other receivables				
Trade	58,723,326	58,723,326	-	-
Others	3,575,892	3,575,892	-	-
Prepayments	249,099	-	249,099	-
Cash and cash equivalents	<u>67,137,532</u>	<u>16,410,081</u>	<u>-</u>	<u>50,727,451</u>
	<u>129,685,849</u>	<u>78,709,299</u>	<u>249,099</u>	<u>50,727,451</u>
Trade and other payables				
Trade	1,090,382	1,090,382	-	-
Accruals/other payables	3,969,285	727,818	-	3,241,467
Deferred Income	<u>21,737,357</u>	<u>14,491,571</u>	<u>7,245,786</u>	<u>-</u>
	<u>26,797,024</u>	<u>16,309,771</u>	<u>7,245,786</u>	<u>3,241,467</u>
Net Current Assets/(Liabilities)	<u>102,888,825</u>	<u>62,399,528</u>	<u>(6,996,687)</u>	<u>47,485,984</u>



THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO FINANCIAL STATEMENTS - (CONT'D)
YEAR ENDED 31ST MARCH 2015
 Expressed in Jamaican Dollars unless otherwise indicated

16. Financial Instruments & Financial Instruments Risk Management (cont'd):

(b) Liquidity risk (Cont'd)

The following are the contractual maturities of financial assets and liabilities including interest payments as at:

31st March 2014

	Carrying Amount and Contractual Cash Flow	0 - 6 months	6 - 12 months	No specific maturities
	\$	\$	\$	\$
Trade and other receivables				
Trade	50,900,717	50,900,717	-	-
Others	3,522,635	3,522,635	-	-
Prepayments	399,008	-	399,008	-
Cash and cash equivalents	<u>101,980,821</u>	<u>59,080,580</u>	<u>-</u>	<u>42,900,241</u>
	<u>156,803,181</u>	<u>113,503,933</u>	<u>399,008</u>	<u>42,900,241</u>
Trade and other payables				
Trade	306,107	306,107	-	-
Accruals/other payables	5,246,252	282,011	-	4,964,241
Deferred Income	<u>19,721,466</u>	<u>13,147,644</u>	<u>6,573,822</u>	<u>-</u>
	<u>25,273,825</u>	<u>13,735,762</u>	<u>6,573,822</u>	<u>4,964,241</u>
Net Current Assets/(Liabilities)	<u>131,529,356</u>	<u>99,768,171</u>	<u>(6,174,814)</u>	<u>37,936,000</u>

(c) Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate as a result of changes in market prices. This arises mainly from changes in interest rates, foreign currency rates and equity prices. The Council's operations are impacted by changes in interest rates and foreign currency movements, but not by changes in equity prices. The effect of these changes however, are not considered significant. The objective of market risk management is to monitor and control market risk exposures within acceptable parameters, while optimising the return on investments. Market risk exposures are measured using sensitivity analyses.

THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO FINANCIAL STATEMENTS - (CONT'D)
YEAR ENDED 31ST MARCH 2015

Expressed in Jamaican Dollars unless otherwise indicated

16. Financial Instruments & Financial Instruments Risk Management (cont'd):

(c) Market Risk (cont'd)

(i) Interest rate risk

Interest rate risk arises when the value of a financial instrument fluctuates during a specified period due to changes in the market interest rates.

The Council is exposed to interest rate risk in respect of its cash on deposit and foreign currency savings account. The Council manages this risk by maintaining net earning assets and procuring the most advantageous interest rates. It also has a policy which requires that the maturities of interest-bearing financial instruments are closely monitored.

Financial Assets

The Council invests excess cash in deposit accounts that are held with licensed and secure financial institutions. The interest rates paid will fluctuate from time to time but are usually reflective of the market conditions.

At the reporting date, the interest rate profile of the Council's interest-bearing financial instruments were:

	Interest Rate %	2015 \$	Interest Rate %	2014 \$
<u>J\$ Bank balances</u>				
Cash on Deposit	2.10-7.00	5,591,123	4.25-6.00	49,021,737
<u>US\$ Bank balances</u>				
Deposit Account	2.10-3.15	10,818,958	2.65-3.15	10,058,842
Savings Account	1.71-1.81	39,475,440	1.71-3.15	25,982,145
		<u>55,885,521</u>		<u>85,062,724</u>

Financial Liability

The Council has no interest-bearing liability and therefore is not exposed to interest rate risk in this regard.



THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO FINANCIAL STATEMENTS - (CONT'D)
YEAR ENDED 31ST MARCH 2015
 Expressed in Jamaican Dollars unless otherwise indicated

16. Financial Instruments & Financial Instruments Risk Management (cont'd):

(c) Market Risk (cont'd)

(i) Interest rate risk (cont'd)

Interest rate sensitivity analysis

During the period April 2014 to March 2015, the BOJ 3-6 month deposit rates have moved by approximately 211 basis points from 9.11% to 7.00%. This unfavourable movement in interest rate is not expected to continue in the foreseeable future.

A 1% (2014 - 1%) movement in interest rates at the reporting date would have increased/(reduced) the reported surplus and accumulated surplus by the amounts shown below:

	2015	2014
	\$	\$
1% (2014 - 1%) increase in interest rate		
<u>J\$ Bank balances</u>		
Cash on Deposit	55,911	490,217
<u>US\$ Bank balances</u>		
Deposit Account	108,190	100,588
Savings Account	<u>394,754</u>	<u>259,821</u>
Increase in surplus	<u>558,855</u>	<u>850,626</u>
1% (2014 - 1%) decrease in interest rate		
Decrease in surplus	<u>(558,855)</u>	<u>(850,626)</u>

This analysis assumes that all other variables, in particular exchange rates, remain constant.

(ii) Foreign currency risk

Foreign currency risk is the risk that the market value of, or the cash flows from financial instruments will vary because of exchange rate fluctuations. The Council is exposed to foreign currency risk due to fluctuations in exchange rates on transactions and balances that are denominated in currencies other than the Jamaican dollar. A foreign currency bank account is maintained at a level which partially meets foreign currency obligations. The Council is a net spender of foreign currency.

THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO FINANCIAL STATEMENTS - (CONT'D)
YEAR ENDED 31ST MARCH 2015
Expressed in Jamaican Dollars unless otherwise indicated

16. Financial Instruments & Financial Instruments Risk Management (Cont'd):

(c) Market Risk (cont'd)

(ii) Foreign currency risk (cont'd)

The Council's foreign currency assets at the date of the Statement of Financial Position are as follows:

	2015 <u>US\$</u>	2014 <u>US\$</u>
Trade Receivables	548,540	572,511
Deposit Account	94,382	92,283
Savings Account	<u>343,145</u>	<u>239,276</u>
	<u><u>986,067</u></u>	<u><u>904,070</u></u>

Sensitivity analysis

Exchange rates in terms of Jamaican Dollars which is the Council's principal intervening currency, were as follows:

	<u>US\$</u>
31st May 2015	116.12
31st March 2015	115.04
31st March 2014	108.99

Over the period March 2014 to March 2015 there was a 6% weakening of the Jamaica Dollar against the US dollar. Between 31st March 2015 and 31st May 2015 there has been a further 1% decline in the Jamaican dollar.

Should there be a continued weakening of the Jamaican dollar against the United States Dollar by the rates indicated below, this would increase/(decrease) surplus and accumulated surplus as shown below:

	Movement %	2015 <u>J\$</u>	2014 <u>J\$</u>
Jamaican dollar revaluation	1	<u>1,134,406</u>	<u>985,346</u>
Jamaican dollar devaluation	10	<u>(11,344,060)</u>	<u>(9,853,459)</u>

The analysis assumes that all other variables, in particular, interest rates, remain constant. The analysis is performed on the same basis for 2014.



THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO FINANCIAL STATEMENTS - (CONT'D)
YEAR ENDED 31ST MARCH 2015
Expressed in Jamaican Dollars unless otherwise indicated

16. Financial Instruments & Financial Instruments Risk Management (Cont'd):

(d) Operational risk

Operational risk is the risk of direct or indirect loss arising from a wide variety of causes associated with the council's processes, personnel, technology and infrastructure, and from external factors, other than financial risks such as those arising from legal and regulatory requirements and generally accepted standards of corporate behaviour.

The council's objective is to manage operational risk so as to balance the avoidance of financial losses and damage to its reputation with overall cost effectiveness and to avoid control procedures that restrict initiative and creativity.

The primary responsibility for the development and implementation of controls to identify operational risk is assigned to Senior Management. This responsibility is supported by council's standards for the management of operational risk in the followings areas:

- (i) Requirements for the periodic assessment of operational risks faced, and the adequacy of controls and procedures to address the risks identified.
- (ii) Requirements for the appropriate segregation of duties, including the independent authorisation of transactions.
- (iii) Requirements for the reconciliation and monitoring of transactions.
- (iv) Compliance with regulatory and other legal requirements.
- (v) Documentations of controls and procedures.
- (vi) Requirements for the reporting of operational losses and proposed remedial action.
- (vii) Development of contingency plans.
- (viii) Training and professional development.
- (ix) Ethical and business standards.
- (x) Risk mitigation, including insurance where this is effective.

Compliance with Council's policies is supported by a programme of periodic reviews undertaken by Internal Audit. The results of Internal Audit reviews are discussed with the management of the business unit to which they relate, with summaries submitted to senior management and the Board of Directors.

THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO FINANCIAL STATEMENTS - (CONT'D)
YEAR ENDED 31ST MARCH 2015
Expressed in Jamaican Dollars unless otherwise indicated

16. Financial Instruments & Financial Instruments Risk Management (Cont'd):

(e) Fair value:

Fair value is the amount for which an asset could be exchanged, or a liability settled between knowledgeable willing parties who are under no compulsion to act, in an arm's length transaction. Market price is used to determine fair value where an active market exists as it is the best evidence of the fair value of a financial instrument.

The amounts included in the financial statements for trade receivable, other receivable, cash and cash equivalents and payables reflect their approximate fair values because of the short-term maturity of these instruments.

The estimated fair values have been determined using available market information and appropriate valuation methodologies. However judgement is necessarily required in interpreting market data to develop estimates of fair value. Accordingly, the estimates are not necessarily indicative of the amounts that the Council would realise in a current market exchange. The estimated fair values of the Council's investments are disclosed in Note 5.

The following table provides an analysis of financial instruments held as at 31st March 2013 that, subsequent to initial recognition, are measured at fair value. The financial instruments are grouped into levels 1 to 3 based on the degree to which the fair value is observable, as follows.

Level 1 fair value measurements are those derived from quoted prices (unadjusted) in active markets for identical instruments;

Level 2 fair value measurements are those derived from inputs other than quoted prices included within level 1 that are observable for the instrument, either directly (i.e., as prices) or indirectly (i.e., derived from prices); and

Level 3 fair value measurements are those derived from valuation techniques that include inputs for the instrument that are not based on observable market data (unobservable inputs).

	Level 1	Level 2	Level 3	Total
	\$	\$	\$	\$
Available-for-sale Investments -				
Quoted Investments	64,483	-	-	64,483
	64,483	-	-	64,483



THE UNIVERSITY COUNCIL OF JAMAICA
NOTES TO FINANCIAL STATEMENTS - (CONT'D)
YEAR ENDED 31ST MARCH 2015
 Expressed in Jamaican Dollars unless otherwise indicated

16. Financial Instruments & Financial Instruments Risk Management (Cont'd):

(e) Fair value (cont'd)

The fair value of financial instruments traded in active markets is based on quoted market prices at the date of the statement of financial position. A market is regarded as active if quoted prices are readily and regularly available from an exchange, dealer, broker, industry group, pricing service or regulatory agency, and those prices represent actual and regularly occurring market transactions on an arm's length basis. The quoted market price used for financial assets is the current bid price. These instruments are grouped in level 1.

The fair value of financial instruments not traded in an active market is determined by using valuation techniques. These valuation techniques maximise the use of observable market data where it is available and rely as little as possible on entity specific estimates. If all significant inputs required to fair value an instrument are observable, the instrument is included in Level 2.

If one or more of the significant inputs is not based on observable market data, the instrument is included in Level 3.

The Council has no financial instruments which falls in the Level 2 and Level 3 categories for the financial year ended 31st March 2015.

(f) Capital Management:

The main objectives of the Board when managing capital are to safeguard the ability of the Council to continue as a going concern and to ensure that there are adequate revenue reserves to carry out its operations in the foreseeable future. The Board of Directors and the Executive Director monitor and maintain an appropriate balance between revenue and expenditure to ensure that the subvention received is used only for intended purposes and that adequate levels of liquidity is maintained.

There were no changes to the Council's approach to capital management during the year.

The Council's capital comprises:

	2015	2014
	\$	\$
Investment revaluation reserves	52,740	50,684
Capital Reserves	2,483,964	2,003,540
Accumulated Surplus	<u>166,547,032</u>	<u>138,942,858</u>
	<u>169,083,735</u>	<u>140,997,082</u>

APPENDIX A

Council Members 2012 – 2015 as at March 2015

Mrs Audrey Anderson

Interim Chairman
Former Senior Deputy Governor
Bank of Jamaica

Ambassador the Hon. Burchell Whiteman, OJ

Acting President, The University of Technology

Dr Yvonne Marshall

Executive Director, The University Council of Jamaica

Professor Sir Roy Augier

Professor Emeritus,
University of the West Indies, Mona

Mr Aldin Bellinfantie

Principal, Irwin High School

Dr Trevor Gardner

President, Northern Caribbean University

Mr Paul Miller

Deputy to the Chief Commissioner
Scout Association of Jamaica

Mrs Lorna Parkins

Executive Director
Caribbean Accreditation Authority for
Education in Medicine and other Health Professions
(CAAM-HP)

Dr Asburn Pinnock

Principal
Sam Sharpe Teachers' College

Dr Angela Samuels-Harris

Principal
Montego Bay Community College

Dr Wayne Wesley

Executive Director
HEART Trust/NTA

Mr Joseph Taffe

Former Acting Group Chief Audit Executive
Grace Kennedy Limited

Dr Phylcia Marshall

Assistant Chief Education Officer (Actg)
Tertiary Unit
Ministry of Education

Mrs Diahann Gordon – Harrison

Children's Advocate
Office of the Children's Advocate

Dr Carol Hordatt Gentles

Lecturer in Education, School of Education
University of the West Indies, Mona

Mr Ward Mills

Project Specialist,
Strategic Human Resource Management and
Industrial Relations, Public Transformation Unit

Professor Ronald Young

Emeritus Professor of Human and
Comparative Physiology
University of the West Indies, Mona



APPENDIX B

Members of Staff

Dr Yvonne Marshall

Executive Director

Miss Simone Augier

Accreditation Officer

Dr Dawn Barrett Adams

Accreditation Officer

Mrs Diane Butler

Director of Finance

Mrs Tricia Douglas

Human Resource Officer/JCTE Co-ordinator

Ms Grace Gordon

Director, Accreditation

Mr Eaton Hendricks

Programme Officer

Mrs Lisa Henlin

Accreditation Officer

Dr Karen Isaacs

Programme Officer

Mrs Arlene Lawrence

Accreditation Officer

Dr Maureen Linton

Accreditation Officer

Dr Dotlyn Minott

Accreditation Officer

Ms Thelma Mollison

Assistant Accountant

Mr Horatio Morgan (up to 2/9/2014)

Accreditation Officer

Mrs Michelle Ogilvie-Jackson

Records Management Officer

Dr Angela Penny

Director, Research and Development

Ms Andrika Perkins

Administrative Assistant

Miss Kerry-Ann Robinson

Office Attendant

Mr Jaime Robinson (up to 5/5/2014)

Systems Administrator

Mr Richard Rose

Director, Communications and Public Education

Miss Janine Scott

Research and Assessment Officer

Miss Thelma Stubbs (up to 28/2/2015)

Information / Equivalency Officer

Mrs Annie Sutherland

Secretary

Mr Lennox Tate

IT Manager

Miss Cecile Thompson

Secretary

Mrs Camille Trusty

Executive Assistant

Mr Ripton Watson

Messenger

APPENDIX C

Accredited Programmes as at March 31 2015

1. LOCAL COLLEGES, INSTITUTES AND TEACHING UNITS WITH ACCREDITED PROGRAMMES

B & B Institute of Business

15 Carlton Crescent, Kingston 10

- ABE Diploma in Business Administration
- ABE Diploma in Travel, Tourism and Hospitality

Bethel Bible College

7 Patrick Road, Mandeville, Manchester

- Diploma in Theology
- Bachelor of Theology

Bethlehem Moravian College Malvern P.O., St. Elizabeth

- Associate of Science in Business Studies (formerly Associate Degree in Business Studies)
- Associate of Science in Hospitality and Tourism Management (formerly Associate Degree in Hospitality and Tourism Management)

Brown's Town Community College

PO Box 556, Brown's Town, St. Ann

- Associate of Science in Business Studies
- Associate of Science in Hospitality and Tourism Management

Caribbean Graduate School of Theology (CGST)

14-16 West Avenue, Kingston 8

- Master of Arts in Counselling Psychology
- Master of Arts in Interdisciplinary Studies (formerly Master of Arts in Caribbean Ministries)
- Master of Arts in Theological Studies
- Master of Divinity
- Master of Business Administration

Caribbean Maritime Institute (CMI)

Palisadoes Park, P.O. Box 8051, CSO, Kingston

- Associate of Applied Science in Industrial Systems Operation and Maintenance (formerly Associate Degree in Industrial Systems Operation and Maintenance)
- Diploma in International Shipping and Logistics

Catholic College of Mandeville

Williamsfield P.O, Manchester

- Diploma in Primary Education
- Bachelor of Education (Primary)

College for Leadership and Theological Development

(CLTD) (formerly Institute for Theological and Leadership Development)

47 Old Hope Road, Kingston 5

- Bachelor of Arts in Theology
- Bachelor of Arts in Guidance and Counselling
- Diploma in Theology
- Master of Arts in Pastoral Psychology and Counselling (In collaboration with St. Stephen's College (SSC), Edmonton, Canada)
- Bachelor of Education (Primary)
- Bachelor of Arts in General Studies
- Bachelor of Arts in Psychology
- Master of Science in Counselling and Consulting Psychology

College of Agriculture, Science and Education (CASE)

Passley Gardens, Port Antonio, Portland

- Associate of Science Degree in General Agriculture (formerly Associate of Science Degree in Agriculture)
- Associate of Science Degree in Natural Sciences
- Bachelor of Technology in Environmental Science
- Bachelor of Technology in Agricultural Production and Food Systems Management
- Diploma in Agriculture
- Associate of Science in Hospitality and Tourism Management (formerly Associate of Science Degree in Hospitality, Entertainment and Tourism)
- Associate of Science in Business Studies
- Bachelor of Science in Business Studies

College of Insurance and Professional Studies (CIPS)

3A Richmond Avenue, Kingston 10

- Associate Degree in Insurance Management

Crowne Professional College (No longer in operation)

53 Molyne Road, Kingston 10

- Associate Degree in Business Administration*
- Associate Degree in Social Work*
- Associate Degree in Media and Communication*

Edna Manley College of the Visual and Performing Arts

1 Arthur Wint Drive, Kingston 5

- Associate of Arts in Music
- Bachelor of Music (Jazz and Popular Music)
- Bachelor of Music Education
- Associate of Arts in Visual Arts
- Bachelor of Art Education
- Bachelor of Fine Arts (Visual Arts) with specializations in Visual Communication, Textile and Fibre Arts, Painting, Ceramics, Sculpture, Printmaking and Jewellery)
- Bachelor of Arts in Drama in Education
- Associate of Arts in Arts Management
- Bachelor of Arts in Arts Management
- Associate of Arts in Dance Performance
- Bachelors of Fine Arts in Performance and Choreography
- Bachelor of Arts in Dance Education

Excelsior Community College

137 Mountain View Avenue, Kingston 3

- Associate of Science in Management Information Systems
- Bachelor of Science in Management Information Systems
- Associate of Applied Science Degree in Information Technology *
- Associate of Applied Science Degree in Electronic Engineering *
- Bachelor of Science in Computer Science *
- Associate of Science in Hospitality and Tourism Management (formerly Associate Degree in Hospitality, Entertainment and Tourism)
- Bachelor of Science in Hospitality and Tourism Management (formerly Bachelor of Science in Hospitality, Entertainment and Tourism)
- Associate of Science in Business Studies
- Bachelor of Science in Business Studies
- Associate of Science in Library Technical Studies

Jamaica Theological Seminary (JTS)

14-16 West Avenue, Kingston 8

- Bachelor of Arts in Theology
- Bachelor of Arts in General Studies
- Bachelor of Arts in Guidance and Counselling
- Bachelor of Social Work

Knox Community College

Spalding P.O., Clarendon

- Certificate in Environmental Studies/Sciences *
- Diploma in Environmental Studies/Sciences *
- Associate of Science in Environmental Studies
- Bachelor of Science in Environmental Studies
- Associate of Science in Hospitality and Tourism Management (formerly Associate Degree in Hospitality, Entertainment and Tourism)
- Associate of Science in Business Studies
- Bachelor of Education (Primary Education)
- Associate of Science in Management Information Systems
- Associate Degree in Architectural and Construction Technology
- Associate of Applied Science in Engineering Technology*
- Associate of Science in Engineering Technology

Management Institute for National Development (MIND)

235a Old Hope Road, Kingston 6

- Post Graduate Diploma Tax Audit and Revenue Administration
- Associate of Science Degree Accounting
- Post Graduate Diploma General Management Programme (formerly The General Management Programme)
- Post Graduate Diploma Human Resource Management (formerly Human Resource Management Programme)
- Associate of Science Degree Human Resource Management
- Post Graduate Diploma Public Sector Senior Management Development

Mel Nathan College

47 Old Hope Road, Kingston 5

- Bachelor of Arts in Community Development
- Bachelor of Science in Business Administration Specialization in Programme and Project Management
- Bachelor of Science in Business Administration

The Mico University College

1A Marescaux Road, Kingston 5

- Bachelor of Education in Language and Literacy
- Bachelor of Education in Science and Technology
- Bachelor of Education in Early Childhood Education
- Bachelor of Education in Primary Education
- Bachelor of Education (Secondary) with Specializations

in Business Studies, Family and Consumer Science, Mathematics, Computer Science, and History and Culture

- Bachelor of Education in Special Education

Moneague College

Moneague, St. Ann

- Associate of Science in Hospitality and Tourism Management
- Associate of Science in Management Information Systems
- Associate of Science in Business Studies
- Bachelor of Science in Business Studies

Montego Bay Community College

Alice Eldemire Drive, Montego Bay, St. James

- Associate of Science in Hospitality and Tourism Management
- Bachelor of Science in Hospitality and Tourism Management
- Associate of Science in Business Studies
- Bachelor of Science in Business Studies
- Associate of Science in Architectural and Construction Technology
- Associate of Science in Management Information Systems
- Bachelor of Science in Management Information Systems
- Associate of Science in Engineering
- Associate of Applied Science in Culinary Arts

NCB Corporate Learning Campus

(formerly NCB Staff Training Centre)

2 ½ Altamont Crescent, Kingston 5

- Management Trainee Programme – Postgraduate Diploma

Portmore Community College

P.O. Box 233, Waterford, St. Catherine

- Associate of Science in Business Studies
- Bachelor of Science in Business Studies
- Associate of Science in Computer Applications and Business Studies
- Associate of Science in Computer Servicing and Electronics
- Associate of Science in Management Information Systems
- Associate of Science in Hospitality and Tourism Management

Regent College of the Caribbean

(formerly Jamaica Bible College)

7 Brumalia Road, Mandeville, Manchester

- Diploma in Theology
- Associate Degree in Business Studies

Suriname College of Hospitality and Tourism

Steenbakkerijstraat

27, Paramaribo, Suriname

- Bachelor of Science in Hospitality and Tourism Management

University College of the Caribbean (UCC)

17 Worthington Avenue, Kingston 5

- Bachelor of Science in Human Resource Management
- Associate of Science in Business Administration
- Bachelor of Science in Business Administration
- Bachelor of Science in Marketing
- Associate of Science in Management Information Systems
- Bachelor of Science in Information Technology
- Commonwealth Executive Master of Business Administration
- Commonwealth Executive Master of Public Administration

Vector Technology Institute

35A Eastwood Park Road, Kingston 10

- Associate Degree in Computer Systems Technology
- Bachelor of Science in Technology Management
- Bachelor of Science in Information and Communication Technology

Vocational Training Development Institute (VTDI)

6 Gordon Town Road, Kingston 6

- Diploma in Education and Training (Postgraduate)
- Diploma in Career Development (formerly Diploma in Career Guidance and Counselling)*
- Information and Communication Technology (ICT) Instructor Training Diploma*
- Diploma in Information and Communication Technology
- Diploma in Entrepreneurship & Business Development *

Western Hospitality Institute

Holiday Village, Rose Hall, St. James

- Associate of Science in Culinary Chef Management
- Associate of Science in Food and Beverage Management
- Associate of Science in Hotel and Restaurant Management
- Bachelor of Science in Hospitality Management

2. LOCAL UNIVERSITIES WITH ACCREDITED PROGRAMMES

Northern Caribbean University (NCU)

Manchester Road, Mandeville, Manchester

- Associate of Science in Biology
- Bachelor of Science in Biological Sciences

- Bachelor of Science in Biology Education
- Master of Science in Biology
- Master of Public Health
- Bachelor of Science in Medical Technology
- Associate of Science in Business Administration
- Bachelor of Science in Business Administration
- Bachelor of Science in Management Studies
- Master of Business Administration
- Bachelor of Arts in Primary Teacher Education
- Bachelor of Arts in Secondary Teacher Education
- Bachelor of Science in Secondary Teacher Education
- Diploma in Early Childhood Teacher Education
- Bachelor of Arts in Early Childhood Teacher Education
- Master of Arts in Education
- Doctor of Philosophy in Education
- Associate of Science in School Counselling
- Bachelor of Science in Psychology
- Bachelor of Science in Guidance Counselling (formerly Bachelor of Science in Counselling)
- Master of Science in Counselling Psychology
- Associate of Science in Computer Information Science (formerly Associate of Science in Information Science)
- Bachelor of Science in Computer Information Science (formerly Bachelor of Science in Information Science)
- Bachelor of Science in Computer Information Science (Business Emphasis) (formerly Bachelor of Science in Information Science, Business Emphasis)
- Bachelor of Science in Computer Science (Communications Emphasis)
- Bachelor of Science in Computer Science (Programming Emphasis)
- Associate of Arts in English
- Bachelor of Arts in English
- Associate of Science in Mathematics
- Bachelor of Science in Mathematics
- Associate of Arts in Mass Communication
- Bachelor of Arts in Mass Communication
- Bachelor of Arts in History
- Associate of Science in Social Work
- Bachelor of Social Work
- Associate of Science in Family Life Education

University of Technology, Jamaica (UTech)

237 Old Hope Road, Kingston 6

- Bachelor of Arts in Architectural Studies
- Masters in Architecture
- Bachelor of Business Administration (Post-Diploma specializations in Accounting, Finance, Management and Marketing) *
- Bachelor of Business Administration in Banking and

Financial Services *

- Bachelor of Science in Administrative Management *
- Bachelor of Science in Human Resource Management *
- Diploma in Marketing *
- Associate of Science in Business Administration (formerly offered by Jamaican Institute of Management - JIM)
- Bachelor of Business Administration Degree – Majors in Accounting, Administrative Management, Banking and Financial Services, Finance, Human Resource Management, Marketing, Production/Operations Management.
- Master of Business Administration
- Bachelor of Science in Hospitality and Tourism Management (offered jointly with UWI) *
- Bachelor of Science Degree in Hotel, Restaurant & Tourism Management - Post Diploma
- Bachelor of Science Degree in Food Service Management *
- Bachelor of Science in Computing with Management Studies
- Bachelor of Science in Computing and Information Technology
- Bachelor of Engineering (Electrical Engineering)
- Bachelor of Engineering (Mechanical Engineering)
- Bachelor of Engineering in Chemical Engineering (previously listed as Bachelor of Chemical Engineering)
- Bachelor of Pharmacy
- Bachelor of Health Science
- Bachelor of Science in Medical Technology
- Bachelor of Science in Public Health Nursing
- Bachelor of Science in Environmental Health
- Bachelor of Science in Dietetics and Nutrition
- Associate of Science in Health Information Technology
- Bachelor of Education – Post Diploma
- Postgraduate Diploma in Education
- Bachelor of Education in Technical Education
- Bachelor of Education in Technical and Vocational Education and Training
- Master of Science in Workforce Education and Development
- Master of Education in Educational Leadership and Management
- Bachelor of Science in Integrated Planning, Environmental and Resource Development*
- Bachelor of Science in Urban and Regional Planning
- Bachelor of Science in Surveying and Geographic Information Sciences
- Bachelor of Science in Quantity Surveying

3. ACCREDITED PROGRAMMES DELIVERED IN JAMAICA BY OVERSEAS INSTITUTIONS

Central Connecticut State University, USA/Sam Sharpe Teachers' College/The Mico University College

- Master of Science in Educational Leadership
- Master of Science in Reading and Language Arts

Eastern Connecticut State University, USA/Hanover Education Foundation

- Bachelor of Arts in Sociology and Applied Social Relations *

Florida International University, USA/University College of the Caribbean

- Executive Master of Business Administration*
- Master of Science in Curriculum and Instruction
- Master of Science in Human Resource Management*

Manchester Business School, UK/The Jamaica Institute of Financial Services (formerly Jamaica Institute of Bankers)

- Master of Business Administration *

Mount Saint Vincent University, Canada/JACAE

- Master of Education (in Lifelong Learning; formerly Adult Education) *
- Master of Arts in Education (in Lifelong Learning; formerly Adult Education) *
- Bachelor of Education (Primary Education) in association with St. Joseph's Teachers' College *
- Bachelor of Education (Primary Education) in association with the College of Agriculture, Science and Education *

Nova Southeastern University, USA

- Master of Business Administration*
- Bachelor of Science in Professional Management *
- Master of Science in Human Resource Management *
- Master of Science in Instructional Technology and Distance Education *
- Doctor of Education in Instructional Technology and Distance Education *
- Master of Science in Education with specializations in Teaching and Learning and Exceptional Student Education (formerly Varying Exceptionalities and/or Special Education)
- Bachelor of Science in Applied Professional Studies* (Concentration in Teaching and Learning)

Ohio State University / Edna Manley College of the Visual and Performing Arts

- Master of Arts in Art Education

Saint Mary's University of Minnesota, USA/Catholic College of Mandeville

- Master of Education in Teaching and Learning

Temple University, USA/Church Teachers College

- Bachelor of Science in Education *
- Master of Education in Educational Administration

University College Birmingham (formerly Birmingham College of Food, Tourism and Creative Studies), UK

- Master of Arts in Professional Hospitality and Tourism Management (formerly Master of Science in Hospitality with Tourism Management)*

University of New Orleans, USA

- Master of Business Administration (Executive MBA) *

University of South Florida, USA/Shortwood Teachers' College

- Masters in Early Childhood Education*

Western Carolina University, USA

- Bachelor of Science in Education (with concentrations in Special Education, Administration, Science/Math, Early Childhood)
- Master of Arts in Education in Supervision

4. ACCREDITED SHORT COURSES

Fitz Ritson and Associates

10 Holborn Road, Kingston 5

- Portfolio Management
- Strategic Financial Management*
- Introductory Financial Analysis
- Securities and Portfolio Management*

NCB Corporate Learning Campus (formerly NCB Staff Training Centre)

2 ½ Altamont Crescent, Kingston 5

- Branch Management Programme
- Leadership Development Programme (formerly Middle Management Programme)
- Management Development Programme (formerly Junior Management Programme)

5. ACCREDITED INSTITUTIONS

(All tertiary level programmes offered by the accredited institution have the same standing and recognition as the accredited programme.)

The University of the West Indies, Mona Campus (inclusive of the Western Campus)
Kingston 7

6. UCJ-APPROVED DEGREES

(The UCJ-Approved degree has the same status of recognition and acceptance as the accredited programme)

Bethlehem Moravian College
Malvern P.O., St. Elizabeth

- Bachelor of Education (Secondary) * With specialization in Information Technology, Business Education
- Bachelor of Education (Primary) *

Church Teachers' College
Manchester Road, Mandeville, Manchester

- Bachelor of Education (Secondary) * With specializations in Human Ecology, Mathematics, English, Social Studies

College of Agriculture, Science and Education
Passley Gardens, Port Antonio, Portland

- Bachelor of Education (Secondary) * With specialization in Mathematics
- Bachelor of Education (Primary) *

G.C. Foster College of Physical Education & Sport
Angels Walks Road, Spanish Town, St. Catherine

- Bachelor of Physical Education

The Mico University College
1A Marescaux Road, Kingston 5

- Bachelor of Science in Guidance and Counselling
- Bachelor of Education in School Management and Leadership
- Master of Arts in Teaching

Moneague College
Moneague, St. Ann

- Bachelor of Education (Primary) *

St. Joseph's Teachers' College
16 Old Hope Road, Kingston 5

- Bachelor of Education (Early Childhood) *
- Bachelor of Education (Primary) *

Sam Sharpe Teachers' College

P.O. Box 40, Granville P.A., St. James

- Bachelor of Education (Early Childhood) *
- Bachelor of Education (Primary) *
- Bachelor of Education (School Counselling) *
- Bachelor of Education (Special Education) *

Shortwood Teachers' College

77 Shortwood Road, Kingston 8

- Bachelor of Education (Early Childhood) *
- Bachelor of Education (Secondary) * With specializations in Human Ecology, English, Mathematics, Religious Education, Geography/History, Modern Languages

Vocational Training Development Institute (VTDI)

6 Gordon Town Road, Kingston 6

- Bachelor of Science in Career Development

APPENDIX D

Registered Institutions and Training Units as at March 2015

1. **All-American Institute for Medical Sciences**
66 High Street
Black River, St Elizabeth
2. **B & B Institute of Business**
12 Carlton Crescent
Kingston 10
3. **Bethel Bible College**
7 Patrick Road
P.O. Box 1694
Mandeville, Manchester
4. **Bethlehem Moravian College**
Malvern P.O.
St. Elizabeth
5. **Brown's Town Community College**
P.O. Box 556 Brown's Town P.O.
St. Ann
6. **Caribbean Graduate School of Theology**
14-16 West Avenue
Kingston 8
7. **Caribbean Maritime Institute**
Palisadoes Park
P.O. Box 80, C.S.O.
Kingston
8. **Caribbean Wesleyan College**
Torrington District
P.O. Box 17, Savanna-La-Mar
Westmoreland
9. **Catholic College of Mandeville**
Williamsfield P.O.
Manchester
10. **Church Teachers' College**
Mandeville Road
P.O. Box 41
Manchester
11. **College for Leadership & Theological Development
(formerly Institute for Theological and Leadership
Development)**
47 Old Hope Road
Kingston 5
12. **College of Agriculture, Science & Education**
Passley Gardens
Port Antonio
Portland
13. **College of Insurance and Professional Studies**
3A Richmond Avenue
Kingston 10
14. **Edna Manley College of the Visual & Performing Arts**
1 Arthur Wint Drive
Kingston 5
15. **Excelsior Community College**
137 Mountain View Avenue
Kingston 3
16. **G.C. Foster College of Physical Education & Sport**
Angels Walks Road
Spanish Town
St. Catherine
17. **Jamaica Stock Exchange e-Campus**
40 Harbour Street
Kingston
18. **Jamaica Theological Seminary**
14-16 West Avenue
Kingston 8
19. **Knox Community College**
Spalding P.O.
Clarendon
20. **Management Institute for National Development**
235A Old Hope Road
Kingston 6
21. **Mel Nathan College**
47 Old Hope Road
Kingston 5
22. **The Mico University College**
1A Marescaux Road
Kingston 5
23. **Midland Bible Institute**
Curatoe Hill
P.O. Box 400
May Pen,
Clarendon

24. **Moneague College**
Moneague
St. Ann
25. **Montego Bay Community College**
Alice Eldemire Drive
Montego Bay,
St. James
26. **NCB Corporate Learning Campus (formerly NCB Staff Training Centre) 2½ Altamont Crescent**
Kingston 5
27. **Paralegal Training Institute**
47c Old Hope Road
Kingston 5
28. **Portmore Community College**
P.O. Box 233 Waterford
St. Catherine
29. **Regent College of the Caribbean (formerly Jamaica Bible College) 7 Brumalia Road**
Mandeville,
Manchester
30. **St. Joseph's Teachers' College**
16 Old Hope Road
Kingston 5
31. **St. Michael's Theological College**
Golding Avenue
Kingston 7
32. **Sam Sharpe Teachers' College**
P.O. Box 40, Granville P.A.
St. James
33. **Shortwood Teachers' College**
77 Shortwood Road
Kingston 8
34. **Suriname College of Hospitality and Tourism**
Steenbakkerijstraat 27
Paramaribo, Suriname
35. **United Theological College of the West Indies**
7 Golding Avenue
Kingston 7
36. **University College of the Caribbean**
17 Worthington Avenue
Kingston 5
37. **Vector Technology Institute**
35A Eastwood Park Road
Kingston 10
38. **Vocational Training Development Institute**
6 Gordon Town Road
Kingston 6

39. **Western Hospitality Institute**
Holiday Village Rosehall
St. James

UNIVERSITIES

40. **Northern Caribbean University**
Manchester Road Mandeville,
Manchester
41. **University of Technology, Jamaica**
237 Old Hope Road
Kingston 6
42. **The University of the West Indies**
Mona Campus
Kingston7



Notes