



# Bahamas Technical and Vocational Institute

## ANNUAL REPORT 2022-2023

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## CHAIRMAN'S MESSAGE



The Board of BTVI has been given the role of corporate governance of this institution which has responsibility for the expansion of skilled labour in the country. We see this expansion as critical in order for the vast majority of our young people graduating high school to be able to take full advantage of the myriad of opportunities being made available in the applied science field.

We have mandated that BTVI identify key islands which will serve as anchors to ensure education and training opportunities for all Bahamians throughout the country. It is therefore

with immense pride that this year, we are beginning to see footprints of BTVI spread across our archipelago. This is in addition to our network of physical instructional sites to soon include Exuma, Eleuthera and Abaco. These are sites through which BTVI programmes and courses can be established and sustained.

With the assistance of strategic stakeholders and corporate partners vested in developing quality tradespersons and artisans, the Board, through BTVI, is seeking to ensure that The Bahamas can transform its economy and drive the expansion of small and large businesses.

The Board wishes to thank the executive and senior management teams, along with instructors and staff for their invaluable support in the efforts to expand skilled labour in our country.

**Mr. Elvin Taylor**  
**Chairman**  
**BTVI Board of Directors**



# BTVI BOARD OF DIRECTORS



**Mr. Elvin Taylor**  
Chairman



**Mr. Cecil Thompson**  
Deputy Chairman



**Mr. Warren Damien Berry**  
Director



**Mr. Jerad Darville**  
Director



**Mr. Christopher Farrington**  
Director



**Mr. Don Forbes**  
Director



**Mr. Warren Andrew Pinder**  
Director



**Mr. Mark Roberts**  
Director



**Ms. Ann Rolle**  
Director



**Mr. Lionel Sands**  
Director



**Dr. Linda A. Davis**  
Interim President, Ex-Officio



**Ms. Kay Francis-Kerr**  
Board Secretary



## EXECUTIVE TEAM



**Dr. Linda A. Davis**  
Interim President



**Ms. Veronica Collie**  
Associate Vice President,  
Northern Bahamas Campus



**Mrs. Sharlene Hilton**  
Interim Chief Financial Officer



**Mrs. Zakia Winder**  
Associate Vice President,  
Administrative Services

## SENIOR MANAGEMENT TEAM



**Mr. Wellington Bain**  
Manager, Health and Safety



**Mrs. Racquel Bethel**  
Dean, Student Affairs



**Mr. Alexander Darville**  
Dean, Construction Trades &  
Workforce Development



**Mr. Dion Gibson**  
Director, Information  
Technology (Operations)



**Mrs. Hadassah Hall-Deleveaux**  
Public Relations Officer



**Dr. Pleshette McPhee**  
Dean, Academic  
Administration



**Mrs. Samara Rolle**  
Registrar



**Mrs. Gayla Wallace**  
Assistant Manager, Northern  
Bahamas Campus



## ABOUT BTVI

The Bahamas Technical and Vocational Institute was established by an Act of Parliament in April 2010 to come into operation on 1st July 2011. Prior to this enactment, The Bahamas always had a long-standing history of technical and vocational education and training. The National Technical School, the nation's first technical institution, opened on 4th October 1949 in Oakes Field. Over the years, the name of the school changed several times: National Technical Institute (1961-1965), National Technical College (1966-1968), National Technical College and Centre (1968-1971), C. R. Walker Technical College (1974-1980) and Industrial Training Centre (1980-1995).

Notwithstanding the name changes, programmes in technical and vocational education and training have always been the foundation for technical careers in The Bahamas. Today, BTVI is the nation's primary educational institution for technical and vocational education and training. In partnership with public and private sector stakeholders, BTVI provides training opportunities which enable individuals to become financially independent skilled professionals.

The 2010 Act provided for the incorporation of BTVI and confirmed its status as a statutory body. Its governance structure includes a Board of Directors headed by a Chairman and Deputy Chairman appointed by the Governor General. The President, who is also appointed by the Governor General, is an ex-officio member of the Board and manages administrative operations and instructional programmes. In the 2010 Act, BTVI was afforded greater autonomy over its financial and administrative affairs and was given the authority to grant awards.

BTVI continues to provide first-rate technical and vocational programmes, brightening career prospects and adding value to the labour force. The Institute exposes students to the innovative, rapidly evolving field of technical education. From certificates to diplomas to associate of applied science degrees in New Providence and Grand Bahama, with a centre in Andros and instructional sites emerging on other islands throughout The Bahamas, BTVI provides a variety of offerings. These range from Media Technology, Electrical Installation, Information Technology and Electronics Engineering to Fashion Design, Cosmetology, Human Resources and Auto Mechanics, among many others. The Institute also offers worldwide recognised certifications, professional development programmes and opportunities and specialised training for organisations, all a part of its continuing education and life-long learning initiative.

Supported by a team of dedicated administrators and staff, trained by experienced instructors who help to develop critical thinking, creativity and problem-solving skills in an environment where students are encouraged to discover their passion and pursue their dreams while learning a trade, BTVI continues to graduate some of the best and brightest for the labour force.



## **Mission**

To provide applied education that transforms lives and communities and enables individuals to be globally competitive and economically independent.

## **Vision**

Recognised for its vibrancy and innovative spirit, our Institute will be a first choice for learners and a cornerstone in the Bahamian economy.

## **Values**

### *Pride & Commitment.*

We take great pride in all we do and are committed to excellence in the workplace. We are innovative in our approach, welcome change, and constantly strive to improve ourselves.

### *Authenticity & Kindness.*

We promise to be honest, positive, and caring in our interactions with our students and with each other. Every day, we remind ourselves to be kind, so that everyone may treasure BTVI as a friendly and safe place to work and study.

### *Respect and Diversity.*

We acknowledge that everyone is an individual and a unique human being with diverse backgrounds, lives, and thoughts. Other beliefs are not failed attempts at being us, they are unique manifestations of the human spirit.



# BTVI'S STRATEGIC PLAN (2021-2026)

## 1. STRENGTHENING OUR INSTITUTE.

1. Forge an advancement strategy for fundraising and alumni engagement
2. Modernise our physical infrastructure to support modern learning environments, service delivery and social interaction
3. Entrench our position in the Bahamian post-secondary landscape
4. Work with our external stakeholders to advance economic and social prosperity
5. Lead organisational effectiveness and develop the human resource capabilities of the institution

## 2. MAKING SUCCESSFUL CAREERS POSSIBLE.

1. Be recognised as the institute for applied and life-long learning
2. Provide a variety of learning options, delivery methods and experiences for learners that lead to successful career opportunities
3. Build on our strengths and successes to develop innovative and relevant programmes for future-proof applied education
4. Pursue excellence in programme quality and delivery
5. Offer exemplary service to our students to achieve their educational goals

## 3. CONNECTING WITH OUR COMMUNITY AND THE WORLD.

1. Be a people-focussed organisation and the employer of choice for our region
2. Build a sustainable institution
3. Forge strong connections with industry and the communities in which we live
4. Expand our role and impact on community and workforce development
5. Forge globally relevant connections

### Postscript

In 2020, the above strategic plan was drafted as a component of the Caribbean Development Bank (CDB), BTVI Enhancement Project. Shortly thereafter, the global COVID-19 crisis prevented the full implementation of the plan.

In 2023, with the global health crisis rescinded, BTVI has re-engaged a consultancy under the same CDB funding arrangement to recommend a Strategic Marketing Plan, inclusive of the review and rollout of the 2020 Strategic Plan (2023-2026).

### Next Steps

After completing the narrative and subsequent publication, the Strategic Plan will be broken down, coordinated and implemented judiciously. The plan will be converted into a standard business project framework that is sufficiently rigid and prescriptive, while maintaining an emergent and flexible nature. Correlated plans like the New Providence Campus Master Plan and Family Island Satellite Campuses Development Plan will dovetail into the overarching framework.



# INTERIM PRESIDENT'S MESSAGE



Industry relevance, forged partnerships, student and strategic planning are among the key themes presented in this annual report. As the Bahamas Technical and Vocational Institute (BTVI) stands as the country's choice for technical and vocational education and training (TVET), it has not become stagnant in its mission: "To provide applied education that transforms lives and communities and enables individuals to be globally competitive and economically independent."

First and foremost, I express gratitude to the entire BTVI community. Our forward-thinking Board of Directors, dedicated instructors,

hardworking staff and exceptional students are at the helm of what keeps BTVI motivated to achieve excellence in all that we do. This is backed by alumni who recognise the importance of giving back, donors and industry experts who see the value of their contributions, and the general public's support in changing the narrative around trades.

The launch of the national Smart Start #dontcountusout initiative, BTVI's Family Island expansion, promising developments at our Northern Bahamas Campus and the addition of state-of-the-art labs on our Old Trail Road Campus are just a few of the milestones achieved over the course of the 2022-2023 period. I am proud of the progress we have made as an institution, and I am delighted to note that we have much more in store. We will continue to foster collaborations, both locally and internationally, to expand opportunities and broaden our impact on the national development agenda.

BTVI's commitment to industry relevance remains steadfast. By offering programmes that directly address the current and future needs of our nation and world, we empower our students to excel in their chosen fields. Let us continue to strive for excellence as they 'Discover the Possibilities' at BTVI and reach their full potential in an ever-changing employment landscape.

I am humbled and honoured to lead BTVI during this transformative time. While we pause to look back, I am confident that BTVI is poised for further advancement as we enhance the TVET experience.

**With gratitude,**  
**Linda A. Davis, PhD**  
**Interim President**



# **DELIVERING TECHNICAL & VOCATIONAL EDUCATION & TRAINING**

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**2022 - 2023**



The 2022-23 academic year was one of transition at BTVI. Dr. Linda Davis, Vice President of Academic Affairs, was appointed BTVI's Interim President in May 2022. With this appointment, much of the administrative work of the Institute focused on transition-related matters while ensuring the academic enterprise, the core business of BTVI, continued to progress as planned. With the support of the Board of Directors, an Academic Affairs Consultant was brought on board to shepherd the work which had begun on policies and programme review, revision and development. This ensured that the Interim President's efforts were channelled toward a familiarisation of the broader portfolio of the Office of the President, the implementation of specific components of the Strategic Plan and the completion of pending matters. The onboarding of a new Board of Directors added to this complexity as adjustments had to be made in operations and general oversight given the interim nature of the presidency and the onboarding of an Interim Chief Financial Officer.

## **NORTHERN BAHAMAS CAMPUS & FAMILY ISLAND SITES**

The expansion of the BTVI footprint is critical to addressing the technical skills gap in the country. At the core of the Government's Blueprint for Change is the forecast for a revolution in education and trades training, with a focus on BTVI, "repositioned and re-energized as a regional leader in training".

In this regard, during 2022-2023, BTVI continued its reach into the high schools and widened its thrust into the Family Islands to increase access to young and mature learners alike, providing "refresher training and certification during evenings and weekends in communities throughout The Bahamas".

In keeping with its mandate as identified in Strategic Plan 2021-2026 and the direction set by the Board, BTVI requested and received access to the following sites formerly used by the Department of Education:

- The former Dundas and Murphy Town Primary School Site for renovation and establishment of a BTVI satellite/instructional site;
- The former Green Castle Primary School Site, Eleuthera, for renovation and establishment of a BTVI satellite/instructional site;
- A plot of land adjacent to L. N. Coakley, Exuma, for the establishment of a BTVI satellite/instructional site); and
- The Eight Mile Rock High School as of 4:00pm (after school hours) to accommodate additional classroom/trade lab spaces in Grand Bahama.





Also in 2022-2023, efforts continued through focused outreach opportunities mounted by the Northern Bahamas Campus which was given the mandate to coordinate efforts with Family Island sites. These efforts were assisted by the appointment of Family Island Coordinators in Exuma, Long Island, Abaco (Mainland and Moore's Island), Eleuthera and the reappointment of the Coordinator in North Andros. This has proven very helpful, as coordinators are on the ground and are able to make relevant connections with residents.

## TEACHING & LEARNING

Teaching and learning continued to be at the core business of BTVI. With the Board's mandate to move to more face-to-face classes in 2022-2023, all Trade Departments included more face-to-face options in their schedules while maintaining the hybrid options so as not to disadvantage Family Island students. In Spring 2023, given the demand to retain selected classes fully virtual, a balance was struck to accommodate the flexibility BTVI students need. To ensure that trade courses had clear intersections between theory and practice, where possible partnerships were explored and established to bridge the gaps, providing apprentice-type arrangements with industry partners in the Family Islands. Additionally, as schedules were developed for Spring and Fall 2023, better use of the hours throughout the day and use of days throughout the week was mandated and implemented.

In a complementary fashion, during the year, BTVI introduced high-definition televisions along with video conferencing equipment to facilitate hybrid learning. Two Business Trades Labs were upgraded, and a CAD Lab established to facilitate and enhance instruction. The New Providence Campus saw the deployment of a smart board and workstations to a shared multipurpose lab which contains workstations with dual monitors and a wireless plotter printing machine. This lab is utilised for Business Trades classes and facilitates classes in Construction and Fashion Trades as well.



In 2022-2023, BTVI commissioned a state-of-the-art Media Production lab to ensure students are on the cutting edge of the fast-moving, creative and competitive field of media technology. Some equipment acquisitions include pro switcher professional cameras with studio rigs and digital teleprompter, digital camcorders, an 85-inch digital video interactive wall and chroma key wall to support virtual sets and a digital audio board and microphone systems

to support studio and field production. Media Production also boasts a professional stage complete with truss and canopy, professional sound system and production lights.

Additionally, the Student Success Learning Centre was refurbished and outfitted with CCTV cameras to better monitor the space. During 2022-2023, students continued to use this space for lab work, homework and research. This Centre also functions as an alternate space for student-related activities and seminars.



Plans are underway to introduce eGlass devices: illuminated glass boards with an integrated camera that captures the instructor's face and writing in the same window. This will dramatically increase student engagement online and in face-to-face class sessions.

In addition to this focus on the integration of technologies to enhance teaching and learning, BTVI also sought to integrate technologies to enhance operational functions and processes. Panadadoc© was introduced to facilitate the creation of digital forms, signatures, contracts and the digital processing of General Purchase Requisitions (GPRs) and Procurify© is being phased in to facilitate a fully integrated purchase order-system. Simultaneously, the IT Department has supported the expansion of Teams utilisation in Office 365 for collaboration and Network file storage. It is anticipated that these measures will help to enhance and improve operational efficiencies.

The integration of technology requires a robust and functional network which BTVI was able to effect through an expansion at both the New Providence and Grand Bahama Campuses inclusive of the expansion and stabilisation of the Wi-Fi network across both campuses. Additionally, CCTVs were deployed at both sites.

## **TRAINING & PROFESSIONAL DEVELOPMENT**

The Office of Academic Affairs views training and professional development as essential for instructors and staff to remain at the top of their craft, learn new pedagogical strategies, engage interactive testing methods and effective management techniques. Toward this end, Heads of Departments, Unit Heads, instructors and academic administrative staff participated in several professional development opportunities, highlighted by the following key components:

- Virtual Learning Environment Refresher Training
- Examination Process Training Workshops
- Heads of Department Strategic Leadership Training Programme
- Academic Affairs Administrative Assistants Training

## **ACADEMIC POLICIES & PROCEDURES REVIEW**

During the 2022-2023 academic year, Deans and Heads of Departments were actively engaged in the review and revision of several core policies and procedures with the result that, in Spring 2023, the Board of Directors approved 20 new and/or revised policies. These policies, which go into effect Fall 2023, will be uploaded to the BTVI website in time for the Fall 2023 Semester. Additional core policies will be reviewed and revised during the coming academic year.



# ACADEMIC PROGRAMME REVIEW, REVISION & DEVELOPMENT

In addition to the work on policies, during 2022-2023, Deans, Heads of Departments and Instructors have been reviewing and updating BTVI's various programmes of studies (POSs). All programmes are being examined to ensure they continue to align with BTVI's mandate to deliver technical and vocational education and training which provide students with practical, technical and vocational skills, prepare them for employment and foster entrepreneurship. Programmes are also being reviewed to ensure they reflect changes in knowledge and technology and the changing needs of students and employers.

Academic teams are also ensuring that revised programmes include the required details which would allow the Office of the Registrar to execute a complete degree audit through Empower©. As such, all pre-requisite and co-requisite course information, a fundamental premise on which degree audit systems are built, is being included as well as the certifications students are required to achieve to complete programme requirements. This time-consuming but critical work will be a powerful planning tool for students, instructors and administrators once completed.

Also, as existing academic programmes are revised and new programmes developed, programmes of study will be uploaded to Empower© so that students can track their progress towards degree completion. This will help relieve much of the confusion and frustration students sometimes experience as they seek to complete programme requirements and will enable added quality assurance to the student record system.

As part of the programme review process, individual course outlines are simultaneously being reviewed and updated. Teams are ensuring that courses are still relevant, learning outcomes are clear and concise and that the standard number of instructional hours align with the credits allocated to each course. As a result, some course hours are being realigned using the internationally accepted Carnegie System.

It is anticipated that this work will be completed by the end of the Spring 2024 Semester and a full rollout effected for Fall 2024.

## PROGRAMME ADVISORY COMMITTEES

Further to the approval of the revised Programme Advisory Committee (PAC) Policy by the BTVI Board, Deans and Heads of Departments are solidifying members of their respective PACs. Advisory Committees help ensure that BTVI's career and technical education programmes are an integral part of the community and reflect its business, industrial and professional climate. As a result, PACs for each trade area, or a combination as appropriate, are necessary. BTVI anticipates relaunching these Advisories in Fall 2023 with a special Homecoming Event.



# NEW PROGRAMMES

## **Allied Health**

During the year, a Programme Development Committee was mandated to support and advise regarding BTVI's desire to expand its programmatic offerings into the Allied Health Sector. The Committee recommended the implementation of several short courses and the development of Associate of Applied Science Degrees. However, as the recommended areas may not immediately address national needs, the Committee has been charged with reflecting more deliberately and intentionally upon Labour Department data and will be asked to reconvene in 2023-2024 to chart the way forward.

## **Court Reporting/Stenographers**

Following a meeting with court reporters, this project has been assigned to Business Trades. An initial proposed curriculum has been reviewed to better understand the projected programme's overall goals. This information has also been incorporated into a draft grant document. Subsequently, research on the profession of court reporting/stenographers was conducted so that the grant proposal draft could be more appropriately constructed. Additional historical information from the Acting Director and Deputy Registrar is required to complete the draft.

## **Post Office**

Consideration is underway for a BTVI programme for post office employees. The career paths, duties and responsibilities of postal employees have been reviewed along with other relevant documents. Initial research for programme designs that may be currently used internationally appeared to be limited to Train Post®, a virtual training programme used by the Post Office. BTVI plans to resume work on this project the new academic year.

## **Solar Certification**

Renewable and greening programmes are considered a staple of many forward-thinking TVET institutions. As a result, BTVI is exploring the possibility of PV (Solar) Installer and Maintenance Certification Courses. As BTVI continues to explore this opportunity, the Institute was invited to submit a proposal to facilitate workshops and training courses as a part of the GRT/ER-18625-BH, the Reconstruction with Resilience in the Energy Sector of The Bahamas Initiative. Should this bid be successful, this project will move forward as of September 2023 at which point in collaboration with a Canadian university partner, BTVI will develop and submit curriculum to be vetted and registered by NAECOB to permit BTVI to certify completers, while setting the foundation for NABCEP Certification – The North American Board of Certified Energy Practitioners.



## SMART START PROGRAMME

BTVI's contribution to the Ministry of Education and Technical and Vocational Institute Learning Recovery Taskforce was a series of Workforce Readiness Certificate Programmes to serve as bridges for high school students who, because of the COVID-19 pandemic, stopped attending classes or otherwise disengaged. Dubbed, Smart Start #dontcountusout the programme is intended to hone basic literacy and numeracy skills within a trades learning environment using a hybrid approach and integrating technology, bridged across classroom and industry settings, incorporating a 30-hour service-learning, apprentice-type component. The initial conceptualisation of the programme included certificates in:

- Automotive Mechanics (Diesel Systems; Engine Systems; Steering and Suspension Systems; Braking Systems; Electrical and Electronic Systems)
- Beauty Trades (Barbering; Natural Hair; Nail Technology)
- Construction Trades (Carpentry; Drywall; Electrical; HVAC; Masonry; Painting; Plumbing; Tiling)
- Fashion Trades (Basic Garment Making)

Additionally, there are over 300 hours of job readiness training. Trades skills/competencies in the programme align with requirements of an entry level technician on the Caribbean Qualifications Framework as students are exposed to employability (soft) skills through a course specifically designed for that purpose. The 30-hour community/apprenticeship requirement parallels that of The Bahamas High School Diploma, with additional international certifications embedded which students are eligible to take having gone through this BTVI programme.

Although the initial roll-out of Smart Start experienced attrition challenges in both Grand Bahama and New Providence, BTVI remains committed to the programme and the students it serves and anticipates submitting a petition to NAECOB for approval of the equivalency of the Smart Start Programme to a high school diploma.

| Smart Start by Campus | Students   |
|-----------------------|------------|
| <b>Grand Bahama</b>   | <b>44</b>  |
| <b>Moore's Island</b> | <b>20</b>  |
| <b>New Providence</b> | <b>297</b> |
| <b>Grand Total</b>    | <b>360</b> |



## INDUSTRIAL AGREEMENTS

BTVI signed two Industrial agreements in 2023, one on the 1st March 2023 with the Bahamas General Workers Union (BGWU) and the second on the 7th July 2023 with the Union of Tertiary Educators of The Bahamas (UTEB). Both historic signings, the BGWU represents non-managerial staff while UTEB represents faculty employees. Highlights of both agreements include the establishment of more competitive salary scales, Career Paths and benefits. The agreements extend from 2022-2025.



# STUDENT LIFE & SUPPORT SERVICES

## Student Affairs

During the 2022-23 academic year, the Office of Student Affairs hosted several initiatives to encourage additional on-campus activities. The Annual Cancer Awareness Fundraising Drive was held in October 2022 and raised over \$1,000 in support of the Cancer Society, Sister-Sister and members of the BTVI family. The Annual HIV Testing Drive was conducted in April with approximately 100 students, instructors and staff being tested.

Additionally, Student Affairs launched a BTVI National Society of Leadership and Success Chapter in January 2023, targeting students with a GPA of 3.00 and above. Students gain Leadership and Success Competency toward a digital credential. One hundred and thirty-four students participated in the spring semester; 40 students were inducted and over 77 participated in the Leadership Training Day Service programme. Finally, meetings were held with the Small Business Development Center in an effort to establish a partnership to support entrepreneurial training, micro loans and the establishment of an Innovation Club

## Customer Service Call Centre

BTVI is pleased to report that the establishment of the Customer Service Call Centre is near completion as the final infrastructure is now being installed. The space that will be used to house the Centre previously served as the Archives Room which has been cleared as a result of a digitisation project overseen by the Office of the Registrar. Once the digitisation project is completed, the room to which the archival student files were relocated (E-Block) will be re-purposed and ready for full instructional use by early November 2023 and into the Spring of 2024.

The Customer Service Call Center will allow students to have questions answered by a core group of persons knowledgeable about their concerns. This will enhance the students' overall BTVI experience and allow for more accurate metrics to be captured regarding the types of questions that students have. It is anticipated that the Centre will be fully operational at the beginning of the 2023-2024 academic year.

## Kommunicate

In yet another effort to enhance customer service, during the year BTVI introduced the chatbot Kommunicate to address in real time the questions and concerns of students. This has proven instrumental in helping to facilitate students who are spread across multiple islands in The Bahamas. Irrespective of the time at which the student posts a query, there is always a response. In those instances in which the chatbot is unable to answer a query, it can easily transfer the query to an operator.



## New BTVI Website

During academic year 2022-2023, BTVI contracted a design and consulting firm to coordinate the redesign and launch of a new BTVI website. The consultancy began in August 2022 with a soft launch of the site in January 2023. As a follow up to the initial launch of the BTVI website, the project team has been steadily working on the incorporation of the more complex functionality of online payments. This is a key element that will ensure that the website provides the most user friendly and valuable experience for all who visit. The goal for the project team is to continuously improve the design, look and feel so that the website always captures the image of the organisation and provides access to relevant content. The BTVI PR (Marketing) Team has demonstrated their ability to undertake this day-to-day responsibility in keeping with overall strategy.

Ultimately, the core component remaining is to introduce the online payment feature. These logistics and banking approvals are currently being navigated, with an anticipated testing and full execution envisioned for the Fall 2023. To date, a preliminary page has been drafted for the website through which BTVI can accept a variety of payments -- placed into "buckets" such as "standard payments", "specialty payments" and "donations".



# PHYSICAL FACILITIES

After a 2-year hiatus due to the COVID-19 pandemic, during the 2022-2023 academic year repairs and maintenance were initiated at the New Providence and Northern Bahamas Campuses. This included the general repainting of offices and classroom spaces as well as the exterior of some of the buildings. Critical roof repairs were also completed along with parking lot pothole repairs. Additionally, the following upgrades were completed to the physical facilities.

## New Providence Campus

- Necessary repairs were completed to the Beauty Trades Lab and the facilities were expanded to include an additional block; a handicap access ramp was installed at the entrance of the massage therapy lab to better service students, faculty, staff and guests.
- Hurricane impact doors were installed on the current security booth and floor repairs completed and tiles replaced.
- Fencing was installed around the outdoor playground area of the Daycare Centre and the main campus perimeter fencing was repaired.
- A golf cart and segway scooter were secured for the Security Team in an effort to improve security surveillance.
- Campus perimeter lights were installed to improve the parking lot lighting and enhance safety.

## Northern Bahamas Campus

- Student restrooms were repaired; the Welding, Auto Mechanics and Beauty Trades Labs renovated, and new equipment installed resulting in enhanced learning environments.
- Steps were implemented to establish a new Pearson Vue Test Center© in Grand Bahama. An application has been submitted for approval and registration with Pearson Vue©.

BTVI is readying itself for major renovation work to be completed at its Northern Bahamas Campus in the coming months, under the CDB BTVI Enhancement Loan, and the New Providence Campus will see the installation of an employee entrance at the northern side with automated entry to aid in alleviating traffic congestion at the current entrance.



# STUDENT ENROLMENT

## Highlights from Grand Bahama & the Family Islands

Grand Bahama and the Family Islands offered several Workforce Development courses over the year, a highlight of which was the major partnership with the Ministry of Youth, Sports and Culture's National Youth Guard Programme for 45 participants. Launched in January 2023, this programme trained and equipped youth between the ages of 18 and 25 in disaster preparedness and response, enabling them to assist the country in the event of a natural disaster or national emergency. BTVI facilitated courses in Occupational Health and Safety Administration (OSHA) Certification, a 10-hour programme, Electrical, Plumbing and Carpentry.

Additionally, the National Center for Construction Education and Research (NCCER) Core Certification was offered at Mary Star of the Sea Academy, Grand Bahama for some 21 students, while in Moore's Island, Abaco, in partnership with LJM Maritime Academy, 18 students completed the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) and 17 the B-Class Captain's License. In South Abaco, the 10 participants gained STCW and B-Class Captain's License. Currently, 14 persons are registered in the Workforce Readiness Maritime Programme to complete the STCW and B-License in July 2023.

In early Fall 2022, BTVI trained 15 NCCER Craft Instructors, followed an Orientation to the Construction Trades in Exuma which culminated in the Nail Technology Special Interest Certificate in Spring 2023 for 12 students. Additional students completed programmes online: 1 Massage Therapy Diploma in Fall 2022 and 1 Special Interest Esthetics Certificate in Spring 2023. There are two students due to complete Special Interest Certificates in Esthetics in July 2023.

| Enrolment by Campus/Site | FALL 2022   | SPRING 2023 | SUMMER 2023 |
|--------------------------|-------------|-------------|-------------|
| <b>Abaco</b>             | 36          | 37          | 13          |
| <b>North Andros</b>      | 30          | 35          | 19          |
| <b>Berry Islands</b>     | 1           | 1           | 1           |
| <b>Bimini</b>            | 4           | 1           | 1           |
| <b>Cat Island</b>        | 0           | 2           | 1           |
| <b>Crooked Island</b>    | 0           | 1           | 1           |
| <b>Eleuthera</b>         | 0           | 18          | 3           |
| <b>Exuma</b>             | 0           | 20          | 5           |
| <b>Long Island</b>       | 0           | 0           | 4           |
| <b>Moore's Island</b>    | 54          | 48          | 23          |
| <b>Grand Bahama</b>      | 469         | 424         | 283         |
| <b>New Providence</b>    | 2072        | 1900        | 896         |
| <b>San Salvador</b>      | 0           | 1           | 1           |
| <b>Total</b>             | <b>2666</b> | <b>2488</b> | <b>1251</b> |



# STUDENT ENROLMENT BY TRADE AREA

## Beauty Trades

In the Beauty Trades, students can complete a Diploma in Cosmetology and Massage Therapy and Special Interest Certificates in Barbering, Esthetics, Nail Technology and Natural Hair Styling and Professional Development Courses (PDC).

| Beauty Trades                                  | Male      | Female     | Total      |
|--|-----------|------------|------------|
| <b>Barbering</b>                               | 19        | 13         | 32         |
| <b>Cosmetology</b>                             | 0         | 109        | 109        |
| <b>Esthetics</b>                               | 2         | 113        | 115        |
| <b>Massage Therapy</b>                         | 15        | 90         | 105        |
| <b>Nail Technology</b>                         | 0         | 92         | 92         |
| <b>Natural Hair Styling</b>                    | 0         | 21         | 21         |
| <b>Cosmetology Tech Prep</b>                   | 0         | 48         | 48         |
| <b>PDC Acrylic Nails</b>                       | 0         | 21         | 21         |
| <b>PDC Face Care &amp; Make-Up Application</b> | 0         | 23         | 23         |
| <b>TOTAL</b>                                   | <b>36</b> | <b>530</b> | <b>566</b> |

## Business Trades

In the Business Trades, students can complete an Associate of Applied Science in Business Office Technology, Human Resources Management and Office Administration; Certificates in Entrepreneurship, Human Resources Management and Office Assistant as well as Professional Development Courses (PDC).

| Business Trades                                | Male      | Female      | Total       |
|--|-----------|-------------|-------------|
| <b>AAS, Business Office Technology</b>         | 1         | 35          | 36          |
| <b>AAS, Human Resources Management</b>         | 16        | 133         | 149         |
| <b>AAS, Office Administration</b>              | 11        | 160         | 171         |
| <b>Certificate, Entrepreneurship</b>           | 2         | 14          | 16          |
| <b>Certificate, Human Resources Management</b> | 11        | 102         | 113         |
| <b>Certificate, Office Assistant</b>           | 35        | 455         | 490         |
| <b>PDC Accounting 1</b>                        | 2         | 28          | 30          |
| <b>PDC Grant Writing</b>                       | 7         | 50          | 57          |
| <b>PDC QuickBooks</b>                          | 3         | 23          | 26          |
| <b>TOTAL</b>                                   | <b>81</b> | <b>1007</b> | <b>1088</b> |

## **Construction & Mechanical Trades**

Students can pursue an Associate of Applied Science in Construction Technology, a Diploma in Auto Mechanics and Certificates in the following trades: Auto Collision Repair, Carpentry, Electrical Installation, Heating Ventilation & Air-Conditioning (HVAC), Maintenance Technician, Plumbing & Welding and Professional Development Courses (PDC).

| <b>Construction &amp; Mechanical Trades</b>                 | <b>Male</b> | <b>Female</b> | <b>Total</b> |
|---|-------------|---------------|--------------|
| <b>AAS, Construction Technology</b>                         | 87          | 28            | 115          |
| <b>Diploma, Auto Mechanics</b>                              | 5           | 0             | 5            |
| <b>Certificate, Auto Collision Repair</b>                   | 74          | 3             | 77           |
| <b>Certificate, Carpentry</b>                               | 65          | 5             | 70           |
| <b>Certificate, Electrical Installation</b>                 | 181         | 9             | 190          |
| <b>Certificate, HVAC</b>                                    | 49          | 6             | 55           |
| <b>Certificate, Plumbing</b>                                | 43          | 1             | 44           |
| <b>Certificate, Welding</b>                                 | 44          | 4             | 48           |
| <b>PDC Basic Tile Laying</b>                                | 6           | 4             | 10           |
| <b>PDC Basic Plumbing</b>                                   | 21          | 1             | 22           |
| <b>PDC Blueprint Reading</b>                                | 9           | 3             | 12           |
| <b>PDC Cabinet Making</b>                                   | 8           | 2             | 10           |
| <b>PDC Carpentry</b>  | 17          | 3             | 20           |
| <b>PDC Drywall Installation</b>                             | 11          | 1             | 12           |
| <b>PDC Electrical Installation</b>                          | 40          | 6             | 46           |
| <b>PDC Installation &amp; Maintenance of Ductless Units</b> | 12          | 0             | 12           |
| <b>PDC Journeyman Plumbing</b>                              | 7           | 0             | 7            |
| <b>PDC LP Gas Certification</b>                             | 8           | 2             | 10           |
| <b>PDC Marine Outboard Engine Repair</b>                    | 29          | 1             | 30           |
| <b>PDC Single-Phase</b>                                     | 68          | 5             | 73           |
| <b>Carpentry Tech Prep</b>                                  | 20          | 0             | 20           |
| <b>Construction Technology Tech Prep</b>                    | 48          | 9             | 57           |
| <b>Electrical Installation Tech Prep</b>                    | 42          | 3             | 45           |
| <b>Plumbing Tech Prep</b>                                   | 16          | 3             | 19           |
| <b>TOTAL</b>  | <b>910</b>  | <b>99</b>     | <b>1009</b>  |



## **Electronics & Media Technology**

Programme offerings in this area include an Associate of Applied Science in Electronics Engineering Installers & Repairers and in Media Technology as well as Certificates in Electronics & Cable Installation and Media Technology.

| <b>Electronics &amp; Media Technology</b>                      | <b>Male</b> | <b>Female</b> | <b>Total</b> |
|--|-------------|---------------|--------------|
| <b>AAS, Electronics Engineering Installers &amp; Repairers</b> | 26          | 6             | 32           |
| <b>AAS, Media Technology</b>                                   | 10          | 13            | 23           |
| <b>Certificate, Electronics &amp; Cable Installation</b>       | 66          | 7             | 73           |
| <b>Certificate, Media Technology</b>                           | 20          | 18            | 38           |
| <b>Electrical &amp; Cable Installation Tech Prep</b>           | 66          | 25            | 91           |
| <b>TOTAL</b>   | <b>188</b>  | <b>69</b>     | <b>257</b>   |

## **Fashion Trades**

In the Fashion Trades, students can complete a Diploma and Certificate in Fashion Design & Production as well as Professional Development Courses (PDC).

| <b>Fashion Trades</b>                     | <b>Male</b> | <b>Female</b> | <b>Total</b> |
|---|-------------|---------------|--------------|
| <b>Fashion Design &amp; Production I</b>  | 2           | 47            | 49           |
| <b>Fashion Design &amp; Production II</b> | 1           | 4             | 5            |
| <b>Fashion Trades Tech Prep</b>           | 0           | 12            | 12           |
| <b>PDC Straw Making</b>                   | 0           | 11            | 11           |
| <b>TOTAL</b>                              | <b>3</b>    | <b>74</b>     | <b>77</b>    |

## **Information & Communications Technology**

Students can pursue an Associate of Applied Science in Information Technology Management, Information Technology Network Engineering and Information Technology Software Engineering. They can also pursue a Diploma in Information Technology Support Specialist and a Certificate in Information Technology Entry Level.

| <b>Information &amp; Communications Technology</b> | <b>Male</b> | <b>Female</b> | <b>Total</b> |
|--|-------------|---------------|--------------|
| <b>AAS, IT Management</b>                          | 62          | 50            | 112          |
| <b>AAS, IT Network Engineering</b>                 | 15          | 7             | 22           |
| <b>AAS, IT Software Engineering</b>                | 23          | 18            | 41           |
| <b>Certificate, IT Entry Level</b>                 | 188         | 79            | 267          |
| <b>Certificate, IT Support Specialist</b>          | 11          | 4             | 15           |
| <b>TOTAL</b>                                       | <b>299</b>  | <b>158</b>    | <b>457</b>   |

# GRADUATION 2023

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**The Bahamas at 50: A TVET Legacy, One Institute, Our Future**

# EXUMA

In spring 2022, BTVI made history when it held its first ever graduation exercise in North Andros. In June 2023, history was made yet again when BTVI held the first-ever graduation ceremony at Sandals, Emerald Bay, Great Exuma. The Member of Parliament for Exuma, The Honourable I. Chester Cooper, Deputy Prime Minister and Minister of Tourism, Investments and Aviation, was the graduation speaker.

In her welcome address, Interim President Dr. Linda Davis, indicated that the Exuma graduation ceremony was proof that BTVI is fulfilling its mission to make technical and vocational education and training available across the Bahamian archipelago. She applauded the fact that persons can stay in Exuma and learn a trade. The historic graduation event was even more special when Deputy Prime Minister Cooper announced that a physical BTVI Satellite Campus would be constructed adjacent to L. N. Coakley in the coming months.

Also in attendance at the inaugural event was The Honourable Zane Lightbourne, Minister of State, Ministry of Education and Technical and Vocational Training. Minister Lightbourne affirmed that BTVI's expansion into the various islands of The Bahamas "create lucrative avenues and a vehicle to modernise our Family Islands".

## 2023 Exuma Graduating Class

- Certificate, Human Resources Management – 1 graduate
- Special Interest Diploma, Massage Therapy – 1 graduate
- Special Interest Certificate, Esthetics – 3 graduates
- Special Interest Certificate, Nail Technology – 11 graduates



## GRAND BAHAMA

Members of the BTVI Board of Directors, Northern Bahamas Campus administrators, instructors, students, family members and friends began the Grand Bahama commencement exercises at the New Life Worship Center followed by the commencement ceremony at the Grand Lucayan Convention Centre in Freeport.

The 2023 commencement speaker was Mrs. Nikita Mullings, Chief Operating Officer, Grand Bahama Power & Emera Company. Mrs. Mullings reminded graduates that the road ahead will be "filled with challenges and obstacles" and that at times they will feel discouraged and lost. However, she admonished graduates to embrace the hurdles that come their way as, "it is through these trials that our true character is forged. It is in moments of adversity that we discover our strength, resilience, and determination".



## NEW PROVIDENCE

New Providence commencement exercises began with the annual Baccalaureate Service at Christ Church Cathedral, George Street, followed by the commencement ceremony at Bahamas Faith Ministries Diplomat Centre in Nassau. Award winning journalist and fashion design icon, Mr. Theodore Sealey was the commencement speaker.



**GRADUATES BY PROGRAMME & GENDER**

| PROGRAMME  | MALE      | FEMALE     | GRAND TOTAL |
|--|-----------|------------|-------------|
| Auto Mechanics, Diploma                              | 3         | -          | 3           |
| Barbering, Special Interest Certificate              | 3         | 8          | 11          |
| Business Office Technology, AAS*                     | -         | 7          | 7           |
| Carpentry, Certificate                               | 1         | 1          | 2           |
| Construction Technology, AAS*                        | 4         | 2          | 6           |
| Cosmetology, Diploma                                 | -         | 19         | 19          |
| Electrical Installation, Certificate                 | 15        | 2          | 17          |
| Electronics Engineering Installers & Repairers, AAS* | 2         | -          | 2           |
| Entrepreneurship, Certificate                        | -         | 1          | 1           |
| Esthetics, Special Interest Certificate              | 2         | 83         | 85          |
| Fashion Design Production I, Certificate             | -         | 5          | 5           |
| Human Resources Management, AAS*                     | 8         | 20         | 28          |
| Human Resources, Certificate                         | -         | 15         | 15          |
| Heating Ventilation & Air-Conditioning, Certificate  | 5         | 2          | 7           |
| Information Technology Entry Level, Certificate      | 22        | 7          | 29          |
| Information Technology Management, AAS*              | 4         | 5          | 9           |
| Information Technology Network Engineering, AAS*     | -         | 1          | 1           |
| Information Technology Software Engineering, AAS*    | 1         | -          | 1           |
| Information Technology Support Specialist, Diploma   | -         | 1          | 1           |
| Massage Therapy, Diploma                             | 4         | 38         | 42          |
| Media Technology, Certificate                        | 5         | 4          | 9           |
| Media Technology, AAS*                               | 1         | 3          | 4           |
| Nail Technology, Special Interest Certificate        | -         | 62         | 62          |
| Natural Hairstyling, Special Interest Certificate    | -         | 17         | 17          |
| Office Administration, AAS*                          | 2         | 25         | 27          |
| Office Assistant, Certificate                        | 8         | 54         | 62          |
| Plumbing, Certificate                                | 3         | -          | 3           |
| Welding, Certificate                                 | 1         | -          | 1           |
| <b>Grand Total</b>                                   | <b>94</b> | <b>382</b> | <b>476</b>  |

*NOTE: AAS\* – Associate of Applied Science Degree*

| Island               | Major  | Male | Female | Grand Total |
|----------------------|--|------|--------|-------------|
| Abaco                | Electrical Installation, Certificate                             | 1    | -      | 1           |
|                      | Esthetics, Special Interest Certificate                          | -    | 2      | 2           |
|                      | Office Assistant, Certificate                                    | -    | 1      | 1           |
| Abaco Total          |  | 1    | 3      | 4           |
| Bimini               | Human Resources Management, Associate Degree                     |      | 1      | 1           |
| Bimini Total         |  |      | 1      | 1           |
| Exuma                | Esthetics, Special Interest Certificate                          | -    | 3      | 3           |
|                      | Human Resources, Certificate                                     | -    | 1      | 1           |
|                      | Massage Therapy, Diploma   | -    | 1      | 1           |
|                      | Nail Technology Certificate                                      | -    | 11     | 11          |
| Exuma Total          |  |      | 16     | 16          |
| Grand Bahama         | Auto Mechanics, Diploma  | 1    | -      | 1           |
|                      | Barbering, Special Interest Certificate                          | 2    | 6      | 8           |
|                      | Carpentry, Certificate   | 1    | 1      | 2           |
|                      | Construction Technology, Associate Degree                        | 1    | -      | 1           |
|                      | Cosmetology, Diploma   | -    | 1      | 1           |
|                      | Electrical Installation, Certificate                             | 2    | 1      | 3           |
|                      | Electronics Engineering Installers & Repairers, Associate Degree | 1    | -      | 1           |
|                      | Esthetics, Special Interest Certificate                          | -    | 31     | 31          |
|                      | Human Resources Management, Associate Degree                     | -    | 7      | 7           |
|                      | Human Resources, Certificate                                     | -    | 2      | 2           |
|                      | Heating, Ventilation & Air-Conditioning, Certificate             | 1    | 1      | 2           |
|                      | Information Technology Entry Level, Certificate                  | 2    | 2      | 4           |
|                      | Information Technology Management, Associate Degree              | -    | 1      | 1           |
|                      | Massage Therapy, Diploma   |      | 6      | 6           |
|                      | Nail Technology, Special Interest Certificate                    |      | 30     | 30          |
|                      | Office Administration, Associate Degree                          |      | 4      | 4           |
|                      | Office Assistant, Certificate                                    | 1    | 9      | 10          |
|                      | Welding, Certificate   | 1    |        | 1           |
| Grand Bahama Total   |  | 13   | 102    | 115         |
| Moore's Island       | Nail Technology, Special Interest Certificate                    | -    | 1      | 1           |
|                      | Office Administration, Associate Degree                          | -    | 1      | 1           |
|                      | Office Assistant, Certificate                                    | -    | 3      | 3           |
| Moore's Island Total |  |      | 5      | 5           |
| New Providence       | Auto Mechanics, Diploma  | 2    |        | 2           |
|                      | Barbering, Special Interest Certificate                          | 1    | 2      | 3           |
|                      | Business Office Technology, Associate Degree                     | -    | 7      | 7           |
|                      | Construction Technology, Associate Degree                        | 3    | 2      | 5           |
|                      | Cosmetology, Diploma   | -    | 18     | 18          |
|                      | Electrical Installation, Certificate                             | 12   | 1      | 13          |

|                             |  |           |            |            |
|-----------------------------|--|-----------|------------|------------|
|                             | Electronics Engineering Installers & Repairers, Associate Degree | 1         |            | 1          |
|                             | Entrepreneurship, Certificate                                    | -         | 1          | 1          |
|                             | Esthetics, Special Interest Certificate                          | 2         | 47         | 49         |
|                             | Fashion Design Production I, Certificate                         | -         | 5          | 5          |
|                             | Human Resources Management, Associate Degree                     | 8         | 11         | 19         |
|                             | Human Resources, Certificate                                     | -         | 12         | 12         |
|                             | Heating Ventilation & Air-Conditioning, Certificate              | 4         | 1          | 5          |
|                             | Information Technology Entry Level, Certificate                  | 20        | 5          | 25         |
|                             | Information Technology Management, Associate Degree              | 4         | 4          | 8          |
|                             | Information Technology Network Engineering, Associate Degree     | -         | 1          | 1          |
|                             | Information Technology Software Engineering, Associate Degree    | 1         |            | 1          |
|                             | Information Technology Support Specialist, Diploma               | -         | 1          | 1          |
|                             | Massage Therapy, Diploma   | 4         | 31         | 35         |
|                             | Media Technology, Certificate                                    | 5         | 4          | 9          |
|                             | Media Technology, Associate Degree                               | 1         | 3          | 4          |
|                             | Nail Technology, Special Interest Certificate                    | -         | 20         | 20         |
|                             | Natural Hairstyling, Special Interest Certificate                | -         | 17         | 17         |
|                             | Office Administration, Associate Degree                          | 2         | 17         | 19         |
|                             | Office Assistant, Certificate                                    | 7         | 38         | 45         |
|                             | Plumbing, Certificate  | 3         |            | 3          |
| <b>New Providence Total</b> |  | <b>80</b> | <b>248</b> | <b>328</b> |
| <b>North Andros</b>         | Human Resources Management, Associate Degree                     | -         | 1          | 1          |
|                             | Office Administration, Associate Degree                          | -         | 3          | 3          |
|                             | Office Assistant, Certificate                                    | -         | 3          | 3          |
| <b>North Andros Total</b>   |  | <b>-</b>  | <b>7</b>   | <b>7</b>   |
| <b>Grand Total</b>          |  | <b>94</b> | <b>382</b> | <b>476</b> |



## **BTVI CELEBRATES 50 YEARS AS A NATION**

The December 2022 "Road to 50 Fun Run Walk" saw hundreds of Bahamians run, push and walk their way into the official start of the celebrations in honour of the 50th anniversary of our nation's independence. In addition to BTVI's participation in the event, BTVI Massage Therapy students provided relaxing massages free of charge to event participants!

In April 2023, BTVI's Fashion Consultancy Class led by Instructor Kathy Pinder held a "Rocking the Road to 50 Fashion Show" at The Current ECCHO Museum at Baha Mar. Participating students were Samantha Murphy, Janice Brown and Sandra Ferguson as well as BTVI alumni Kendi Smith and Kevin Evans. Additionally, BTVI Beauty Trades students served as hair stylists and make-up artists for the event.

On 9th June 2023, as a part of an events countdown to the grand celebrations, the "Golden Jubilee: Evening of Culture and Couture" was held under the patronage of Dame Marguerite Pindling at the Baha Mar Convention Center, Nassau. BTVI is extremely proud that Fashion Trades Head of Department Ms. Apryl Burrows and Instructor and 2020 BTVI Distinguished Alumni Awardee Mr. Kevin Evans were among the 12 Bahamian designers invited to feature garment creations at this prestigious event. Congratulations to Ms. Burrows and Mr. Evans!



## DISTINGUISHED ALUMNI AWARDS



On 10th December 2022, BTVI held its third annual Distinguished Alumni Awards ceremony at the National Art Gallery of The Bahamas. Ten BTVI alumni were recognised for their professional achievements and significant contributions in their respective trades.

### ***Distinguished Alumni Award recipients:***

- **Tawanna Delancy** - BTC's Technical Manager in the Business to Business (B2B) Service Delivery Department
- **Victor 'JuJu' Johnson (posthumous)** – Fashion Designer
- **Alexandria Pinder** – Producer, ILTV show Freedom March and 103.5 The Beat radio personality
- **Stephanique Russell** – Proficient Business Services Ltd. Service Desk Manager and Certification Trainer
- **Jessica Storr-Myers** – Local Government Representative (Andros) and Customer Service
- **Iesha Sweeting** – Family and Consumer Science teacher

### ***BTVI Emerging Leader Award recipients:***

- **Ralph Burrows** - Environmental/Health and Safety Manager at Arawak Port Development and multi-business owner
- **Dr. Terez Tiffany Rolle** - BTVI Cosmetology instructor and salon owner
- **Rodline St. Fleur** – Salon owner

The Distinguished Alumni Scholar Practitioner Award was presented to **Dr. Denise Hanna**, Cosmetology and Barber instructor and salon owner.

# TEAM BTVI



# **FINANCIAL REPORT**

# FINANCIAL REPORT

BAHAMAS TECHNICAL & VOCATIONAL INSTITUTE  
UNAUDITED PROFIT & LOSS STATEMENT  
FISCAL YEAR 2023

|   | FY2023            |
|---|-------------------|
| <b>INCOME</b>   |                   |
| Bahamas Government Subvention                               | 6,347,113         |
| Tuition Income  | 4,106,800         |
| Application fees  | 326,815           |
| Registration Fees   | 258,294           |
| Technology Fees   | 292,500           |
| Material Fees   | 146,700           |
| Identification Card Fees                                    | 57,503            |
| Graduation Fees   | 96,457            |
| Student Insurance Fees                                      | 146,650           |
| Other Fees  | 49,208            |
| Tuition Student Refunds                                     | (10,615)          |
| Programme Income  | 11,700            |
| Certification Exam Fees                                     | 121,314           |
| Professional Development Income                             | 582,377           |
| Book Store Sales  | 299,583           |
| <b>TOTAL INCOME</b>   | <b>12,832,400</b> |
| <b>DIRECT COST</b>  |                   |
| Salary & Wages Expense                                      | 3,399,360         |
| National Insurance Contributions                            | 53,995            |
| Medical Insurance Expense                                   | 39,028            |
| Pension Expense   | 18,745            |
| Cost of Goods Sold - Book Store                             | 299,583           |
| Certification Exam Expense                                  | 118,283           |
| Classroom/Instructional Supplies                            | 506,708           |
| Student Insurance Expense                                   | 146,650           |
| <b>DIRECT COST</b>  | <b>4,582,352</b>  |
| <b>GROSS PROFIT</b>   | <b>8,250,048</b>  |
| <b>GENERAL, SELLING &amp; ADMINISTRATIVE EXPENSES</b>       |                   |
| Salary & Wages Expense                                      | 3,702,295         |
| National Insurance Contributions                            | 191,024           |
| Medical Insurance Expense                                   | 93,589            |
| Pension Contribution Expense                                | 65,053            |
| Employees Allowances/Stipends                               | 175,780           |
| Staff Development & Training                                | 33,393            |
| Staff Events  | 25,887            |
| Employee Medical Exams                                      | 15,137            |
| Rent Expense  | 9,980             |
| Telephone Expense   | 93,130            |
| Internet & Cable Expense                                    | 161,779           |
| Office Supplies Expense                                     | 174,751           |
| Postage & Delivery  | 48,322            |
| Computer Supplies Expense                                   | 38,056            |
| Graduation Expenses   | 53,132            |
| Staff Uniform Expense                                       | 11,682            |
| Recruitment Expenses  | 35,994            |
| Travel Expense  | 114,709           |
| Advertising Expense   | 36,574            |
| Audit Fees  | 70,000            |
| Certifications and Licenses                                 | 214,960           |
| Consultancy Fees  | 89,850            |
| Entertainment Expense                                       | 61,142            |
| Insurance Expense   | 6,879             |
| Bank Service Charges  | 45,606            |
| Repair & Maintenance - Building                             | 446,446           |
| Repair & Maintenance - Equipment                            | 156,675           |
| Janitorial Supplies Expenses                                | 148,359           |
| Security Service Expense                                    | 323,719           |
| Pest Control Expense  | 16,590            |
| Landscaping Service Expense                                 | 56,500            |
| Depreciation Expense  | 653,653           |
| Value Added Taxes Expense                                   | 154,615           |
| Enhance Project   | 220,793           |
| Corporate expenses  | 153,910           |
| <b>TOTAL GENERAL, SELLING &amp; ADMINISTRATIVE EXPENSES</b> | <b>7,899,966</b>  |
| <b>NET ORDINARY INCOME</b>                                  | <b>350,082</b>    |
| <b>OTHER INCOME</b>   |                   |
| Rental Income   | 8,464             |
| <b>TOTAL OTHER INCOME</b>                                   | <b>8,464</b>      |
| <b>NET INCOME</b>   | <b>358,546</b>    |







# Bahamas

Technical & Vocational Institute



#### New Providence Campus

Old Trail Road  
P.O. Box N-4934  
Nassau, Bahamas  
Telephone: (242) 502-6300  
Fax: (242) 393-4005

#### Northern Bahamas Campus

Peachtree Street & Settlers Way  
P. O. Box F-40477  
Freeport, Grand Bahama  
Telephone: (242) 352-2190  
Fax: (242) 351-4028

>> [www.btv.edu.bs](http://www.btv.edu.bs)

