



Government of the Republic of Trinidad and Tobago  
**Ministry of Public Administration**

**MPA/PSA/TCU: 6/1/1**

March 07, 2024

**The Campus Registrar**  
Human Resource Division  
University of West Indies  
St. Augustine Campus  
Trinidad

Dear Sir / Madam,

**Offer of Training from the Government of the Republic of Singapore for the course entitled, 'Green TVET for Sustainable Development' to be conducted in Singapore over the period May 06 – 10, 2024**

The Ministry of Foreign Affairs of the Republic of Singapore by Diplomatic Note No. MFA/TCD/00003/2024 dated February 26, 2024 has invited suitable applicants to participate in a course by the Government of Singapore under the Singapore-Colombo Plan Staff College (SCPSC) Joint Training Programme (JTP) entitled, '**Greening TVET for Sustainable Development**' to be conducted in Singapore over the period **May 06 – 10, 2024**.

You are invited to nominate **one (1)** suitable applicant who will utilize and share the knowledge and experience gained to the benefit of the University and to Trinidad and Tobago. Please ensure that your nominee meets the Age Requirements according to Cabinet Minute No. 1679 dated September 14, 2017, Section 3.6.4, which states (*inter alia*):

*'Persons must have a minimum of 5 years of service remaining before compulsory retirement to be eligible for the development training...'*

The applicant should be a mid-to-senior level government official involved in Technical and Vocational Education and Training (TVET). This course will introduce how Singapore TVET institutions formulate strategies and introduce innovative systems to enhance existing institutional management practices. Further details of the course can be found in the attached General Information Brochure or on the Ministry of Public Administration's website at <https://mpa.gov.tt/training>.

Under the SCPSC JTP, the Government of the Republic of Singapore will be responsible for:

- Cost of tuition for the programme;
- The cost of accommodation and complimentary breakfast in the hotel from the first day to one day after the course;
- A daily allowance of One Hundred and Twenty Singapore Dollars (\$120.00) from the first to last day of the course;



**OFFICE OF THE PERMANENT SECRETARY**

Level 5-7 - National Library Building, 23 Abercromby Street  
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[www.mpa.gov.tt](http://www.mpa.gov.tt)

- Ground transport from the hotel to the course venue and site visits; and
- Basic insurance coverage during the stay in Singapore.

Nominating agencies will be expected to continue the payment of salary and allowances to the selected nominee and also cover the cost of round-trip airfare, comprehensive travel insurance and other allowable expenses.

In order for the application to be considered for approval and to allow adequate time for processing, the following documents must be submitted **electronically** to [TCUTraining@gov.tt](mailto:TCUTraining@gov.tt) (Public Service Academy) through your Human Resource Management **no later than March 20, 2024**:

- ☐ *All applicants are to apply online at <https://go.gov.sg/GreeningTVET2024>, then submit a copy of the completed Online Application Form with a recent passport size photograph affixed and the confirmation receipt;*
- ☐ *An updated Curriculum Vitae;*
- ☐ *A copy of the pertinent information or brochure on the relevant programme;*
- ☐ *Ministerial Minute and Note which contains, inter alia:*
  - *Justification for your nomination, including benefits to the University and to Trinidad and Tobago*
  - *Expenditure to be incurred by your organization (travel and overseas allowances)*
  - *Budgetary allocation to which expenditure will be charged*
- ☐ *Copies of bio-data page of nominee's passport and visa page (if any);*
- ☐ *Proof of being fully vaccinated with a yellow fever vaccine;*
- ☐ *Statement of Expenditure; and*
- ☐ *A copy of the travel itinerary.*

Completed application forms and supporting documents inclusive of the Ministerial approval should be addressed and sent to:

Permanent Secretary  
Ministry of Public Administration  
(Public Service Academy) Attention: Ms. Cheresse Pascal  
Level 5, National Library Building  
23 Abercromby Street  
Port of Spain 100509

Further information regarding the course can be obtained by contacting **Ms. Cheresse Pascal, Administrative Associate** at telephone number **625-6724 ext. 31963** or via email [TCUTraining@gov.tt](mailto:TCUTraining@gov.tt).

Your usual cooperation will be appreciated.

**/s/ Permanent Secretary**  
**Ministry of Public Administration**

