

Education

**EDUCATION (PROGRAMME OF ADULT
EDUCATION) REGULATIONS, 2002**

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Education

Cap. 41.

EDUCATION (PROGRAMME OF ADULT EDUCATION) REGULATIONS, 2002

2002/144.

Authority: These Regulations were made on 12th August, 2002 by the Minister under section 59(2)(a) and (d) of the *Education Act*.

Commencement: 30th December, 2002

1. These Regulations may be cited as the *Education (Programme of Adult Education) Regulations, 2002*. Short title.

2. In these Regulations,

Interpretation.

"Board" means the Board of Management of each school to which these Regulations apply;

"co-ordinator" means the person appointed pursuant to regulation 5;

"programme" means the programme of adult education.

3. (1) The programme shall be conducted at the schools set out in the *First Schedule*, or at such other public secondary school as the Minister determines in writing.

Conduct of the programme. First Schedule.

(2) The courses which shall be offered in the programme are set out in the *Second Schedule*.

Second Schedule.

4. The Board of each school referred to in regulation 3 shall be responsible for the effective management of the programme.

Board to be responsible for management of programme.

5. The Board shall appoint as co-ordinator the Principal, Deputy Principal or senior teacher of the school or a person not below the grade of senior teacher, who shall be subject to the directions of the Board.

Board to appoint co-ordinator.

Duties of co-ordinator. **6.** Each co-ordinator shall, in respect of his school, be responsible for submitting the following:

- (a) the curriculum content of the programme to the Chief Education Officer for his approval;
- (b) the timetable, a list of tutors and the number of persons enrolled in each course of the programme to each Board for its approval; and
- (c) such reports as each Board from time to time requires.

Remuneration. **7.** A co-ordinator shall be paid such remuneration as is determined by each Board subject to the approval of the Minister.

Fees. Third Schedule. **8.** (1) The annual registration fee and the fees payable in respect of each course offered in the programme are set out in the *Third Schedule*.

- (2) The annual registration fee is not refundable.

Receipt of fees and use of surplus funds. **9.** (1) Every Board shall receive the registration fees and the tuition fees paid in respect of the programme and shall use those fees for the payment of

- (a) the co-ordinator;
- (b) the tutors;
- (c) the clerical staff; and
- (d) any expenses incurred in the general management of the programme.

(2) Every Board may use any surplus funds generated by the programme to defray costs with respect to

- (a) the maintenance and repair of the facilities; or
- (b) the supply of materials and utility services,

connected with the programme.

10. Every Board shallAccounts
and audit.

- (a) establish accounting procedures which ensure that the finances of the programme are kept separate from the general finances of the school; and
- (b) keep proper accounts of the transactions of the programme; and such accounts shall be audited annually by an auditor appointed by the Board with the approval of the Minister.

11. Every Board shall as soon as possible after the end of each year of the programme but not later than 5 months after the end of any year, submit to the MinisterSubmission
of audited
financial
statements.

- (a) a statement of the audited accounts;
- (b) a report on the progress of the programme; and
- (c) any other report requested by the Minister.

FIRST SCHEDULE*(Regulation 3(1))***SCHOOLS TO BE USED FOR THE PROGRAMME**

- (1) Christ Church Foundation School
- (2) Springer Memorial School
- (3) St. James Secondary School

SECOND SCHEDULE

(Regulation 3(2))

COURSES OFFERED IN THE PROGRAMME

1. The following courses offered by the Caribbean Examinations Council or any equivalent examination body and the body administering the National Diploma for Secondary Education:

Business Studies
English
General Studies
Home Economics
Industrial Technology
Information Technology
Mathematics
Modern Languages
Sciences
Visual and Performing Arts

2. The following courses offered by bodies other than those specified in paragraph 1:

Adult Literacy
Database Management
Desktop Publishing
Spreadsheet Analysis
Technical and Vocational Studies
Word Processing

THIRD SCHEDULE

(Regulation 8(1))

FEES	\$
1. Annual registration fee	30.00
2. Tuition fees in respect of the following courses specified in the <i>Second Schedule</i> :	
(a) For any 1 course	80.00 per term
(b) For any 2 courses	120.00 per term
(c) For any 3 courses	160.00 per term
(d) For any 4 courses	200.00 per term
(e) For any computer course specified in paragraph 2 of the <i>Second Schedule</i>	160.00 per term