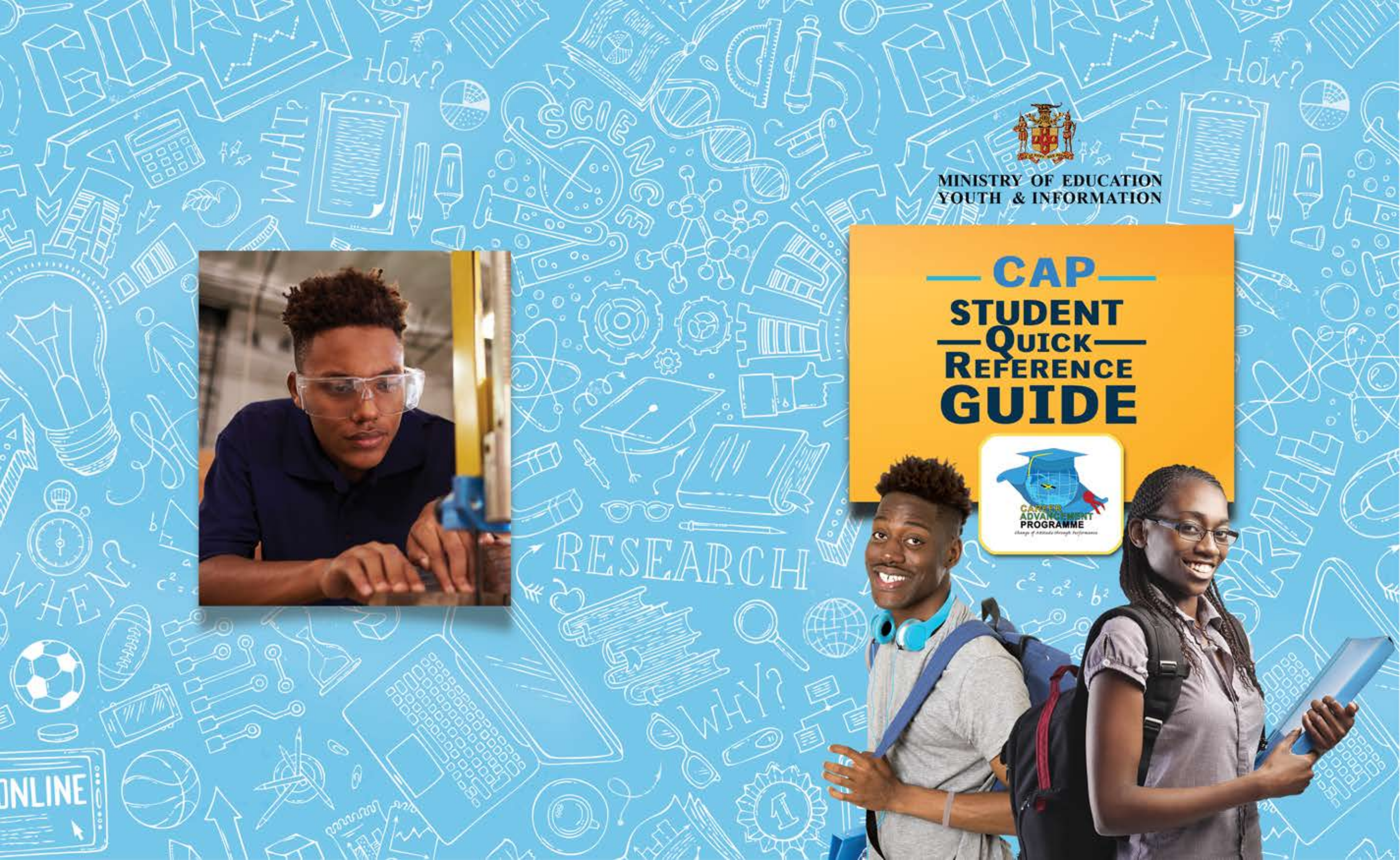




MINISTRY OF EDUCATION
YOUTH & INFORMATION

CAP STUDENT QUICK REFERENCE GUIDE



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Brief Overview

CAP which is facilitated under the Compulsory Education Policy (CEP), which is to ensure that all children ages 3-18 are attached to, and attending structured learning/education and training programmes appropriate to their age and development will facilitate students completing seven years of secondary level education.

The CEP will seek to address such issues as:

- i)** Mandatory attendance;
- ii)** Regulation of programmes;
- iii)** Raising of students' performance levels to international standards; and
- iv)** Preparation of students for the world of work.

The CAP will feature:

- The creation of a "Senior School", with Grades 12 & 13, as extension of the existing secondary/high school system.
- Education & Training, Technical Vocational specialization programmes customized to meet the student's career choices.
- Training and exposure to life-coping skills; personal development; civics; personal & national values; law & order; and good citizenship.
- Job attachment/work experience/apprenticeship to obtain hands on exposure to the world of work.
- Career counselling, coaching and preparation for related jobs/occupations.
- Customized learning support materials (e.g., learning manuals and teachers' guides).

Classification of Opportunities



The categories are outlined below:

1. Traditional 6th form Opportunity

For those students whom have been enrolled in the schools traditional sixth (6th) form and are pursuing the Caribbean Advance Proficiency Examinations (CAPE). This opportunity gives learners the option to pursue CAPE OR NCTVET programmes. The options given by the institutions can allow the students to achieve dual certification.

This opportunity is designed to include the skill component and critical core areas that will assist the students in their personal and professional development. These students would choose one of the skill courses based on the alignment of their regular course of study. This area of opportunity is aligned to secondary schools that have registered and established sixth form programmes.



2. Technical Opportunity A

This opportunity is designed for those students who are pursuing technical oriented vocations and have the aptitude for the same. These students would have attained a pass or greater in at least one CSEC subject or its equivalent (Maths, English, P.O.B., P.O.A, Geography, or any Science subject) in the Caribbean Secondary Examinations Council (CSEC) or its equivalent. Additionally, students who received a four (4) in Mathematics and/or English ONLY will be able to redo the subject(s) at an approved CSEC centre in a bid to be successful in the subject. They will also pursue a TVET course at either Level one or two in addition to the prescribed mandatory core areas. This area of opportunity is aligned to secondary schools plus other educational institutions that identify students with the need for same.

3. Technical Opportunity B

This opportunity is designed for those students who are pursuing technical oriented vocations and have the aptitude for the same. These students would have attained the minimum score of 25 in the HEART Diagnostic Test in both Mathematics and English. Additionally, students will pursue both Mathematics and English in the City and Guilds examinations. They will pursue a TVET course at either Level one or two in addition to the prescribed mandatory core areas. This area of opportunity will be aligned to secondary schools plus other educational institutions that identify students with the need for same.

4. General Opportunity

This opportunity is designed for those students who would not have attained the minimum score of 25 in the HEART Diagnostic Test in both Mathematics and English and would need further Literacy and Numeracy preparation before they can make their vocational choices with any level of confidence or certainty. This includes students who will need some form of upgrading before they can access any of the opportunities stated above. These students will be referred for the necessary assistance to develop their numeracy and literacy skills.

Application Selection & Enrolment



Application Process

The Ministry of Education Youth and Information provides CAP application forms to the secondary school system for completion by grade 11(fifth form) students. This information is then compiled by institution, region and then is morphed into the National CAP database. This database forms the recruitment base of the programme. The application database is then sent to all schools within the six Ministry of Education regions.

All CAP applicants will be required (excepting those with the requisite CXC/SSC subjects), to undertake **diagnostic assessment psychometric testing** and career interest inventory being co-ordinated and facilitated by the HEART Trust NTA.

Application forms can be obtained at any CAP participating school/educational provider and or secondary schools. Applicants must be between the ages of 16-18. Students can also apply online at <http://www.moe.gov.jm/> by clicking on the CAP logo.

Entry Requirements

All institutions offering the programme will implement varying matriculation requirements based on their policies and procedures for admissions. However the Ministry of Education, Youth and Information will indicate the minimum required standards for admission for each area of opportunity listed below:

1. Complete and submit a CAP application form to the school providing the programme
2. Have Tax Registration Number – Mandatory Requirement

Sixth Form Traditional (Opportunity one)

in addition to requirements 1 and 2, applicants for this opportunity should have a minimum of five subject passes in CXC/CSEC, GCE or equivalent examinations. The subjects should include Mathematics, English Language, a science and or a Technical vocational subject

Technical (Opportunity two) -in addition to requirements 1 and 2

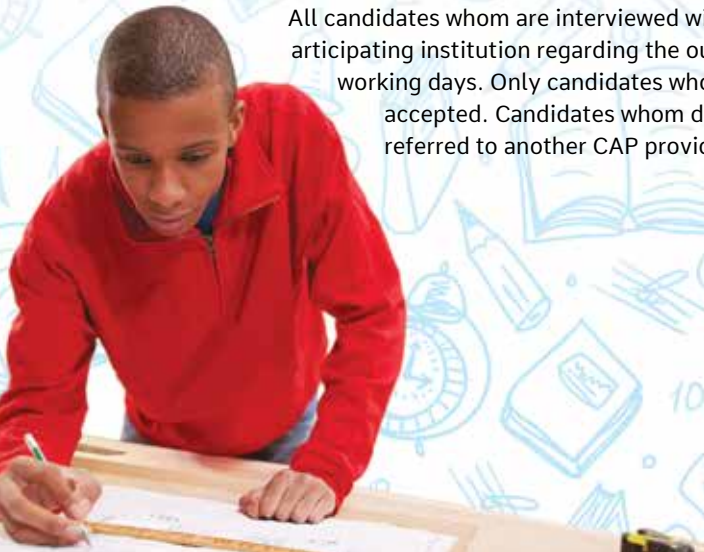
Applicants for this opportunity must achieve an acceptable score of 25 (twenty five) on the HEART Trust/NTA Mathematics and English Language diagnostic test or have at least 1 CXC, GCE, City and Guilds-level three or equivalent qualification.

Selection Process

Prior to enrolment and placement, students will undergo an interview process. All applicants selected for interviews are required to submit the following documents to the institution:

- Certified copies of all academic achievements
- Copy of Food Handlers Permit if applicable
- Proof of age (driver's license, birth certificate, passport) – verified copy to be submitted.
- Tax Registration Number - Mandatory
- At least one (1) passport size photograph (you may be required to submit two)
- Two letters of recommendation from (School, Justice of the Peace, Minister of Religion, Police Officer or Military Officer at a senior level.).
- Some institutions may request a recent medical examination report.

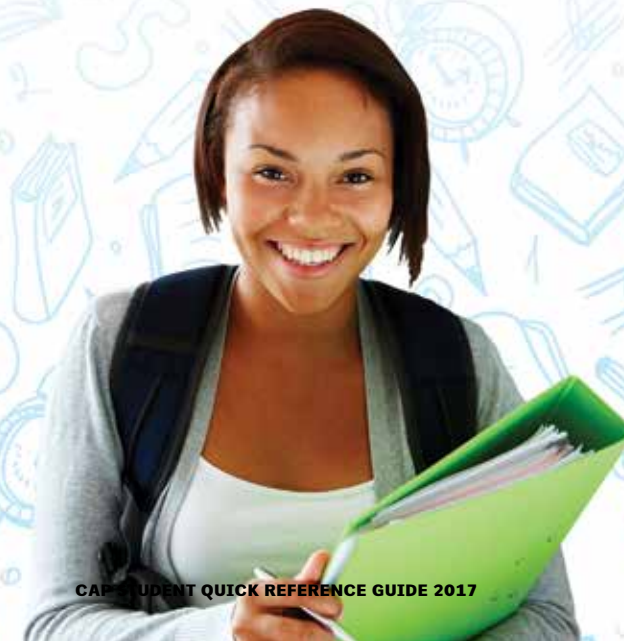
All candidates whom are interviewed will receive a response from the CAP participating institution regarding the outcome within five to ten (5-10) working days. Only candidates who are successful in the interview will be accepted. Candidates whom do not meet the requirements may be referred to another CAP provider or another area of opportunity.



Orientation and Enrolment Process

Prior to admissions and subsequent enrolment in the selected area of opportunity and skill option it is mandatory for learner to attend all orientation sessions provided by the chosen institution to receive general information about the course and programme expectations.

1. Orientation for a minimum of five(5) days for year one students and two to three (2-3)days for students in year two of the programme
2. Detail briefing of the CAP and its components
3. Programme expectation and students responsibilities,policy/procedures/rules
4. Tour of the facilities with emphasis place on library and access to internet
5. Identification Card and uniform
6. Introduction to student Guide / manual
7. Orientation checklist and registers signed for proof of participation and attendance



Training & Assessment



Training & Assessment

Training and Assessment Process

The training and internal assessment process is to be communicated to all students prior to or during the recruitment and admissions process to include formal communication during orientation. Internal assessment should be practiced throughout the period of training delivery and is used as the primary determinant in the registration of students for external examinations with the exception of students pursuing the traditional 6th form opportunity. The internal/continuous assessments include but are not limited to oral/written quiz and tests, projects, assignments, case studies, practical demonstrations and applications and journal writing.

The Career Advancement Programme is guided by the philosophy of competency-based education and training (CBET) which is built on assisting students to develop and demonstrate the outcomes that are required by the industry. A teaching and learning environment that is built on creativity, competency and student's driven.

Training Delivery and Internal /Continuous Assessment Planning

Technical Opportunity:

- The mandatory courses are Mathematics, English; Carry out Data Entry and Retrieval Procedures, Entrepreneurship (CEFE) Career & Personal Development and Civics along with a skill area of choice
- Learners are expected to maintain a portfolio with all evidence of work executed along with rubrics
- Learner is expected to have a copy of their Continuous Assessment Record, and Certification Plan as per the skill area of choice
- Must attend at least 90% of classes
- Be engaged in Practical and theory assessments
- Take responsibility for own learning
- Students with a four in Math and or English will be given the opportunity to resit
- Must be engaged in field trips or industrial exposure / work/ school based experience
- Free for all enroll learners

*Training & Assessment***Traditional Opportunity (Sixth Form):**

- This opportunity is amalgamated within the structured sixth form programme for individual who desire the option for a skill along with their 6th form menu. Institution may also opt to for either CAPE or NCTVET skills as the addition to the CAPE menu. This opportunity is aim to create well rounded individuals for the world of work.
- It is mandatory for all enrolled learners in this opportunity to do a skill area of choice (NCTVET / CAPE Skill)
- Attend at least 90% of classes
- Must be engaged in field trips or industrial exposure \$40, 000 is granted to institution as a contribution for all learners in the opportunity

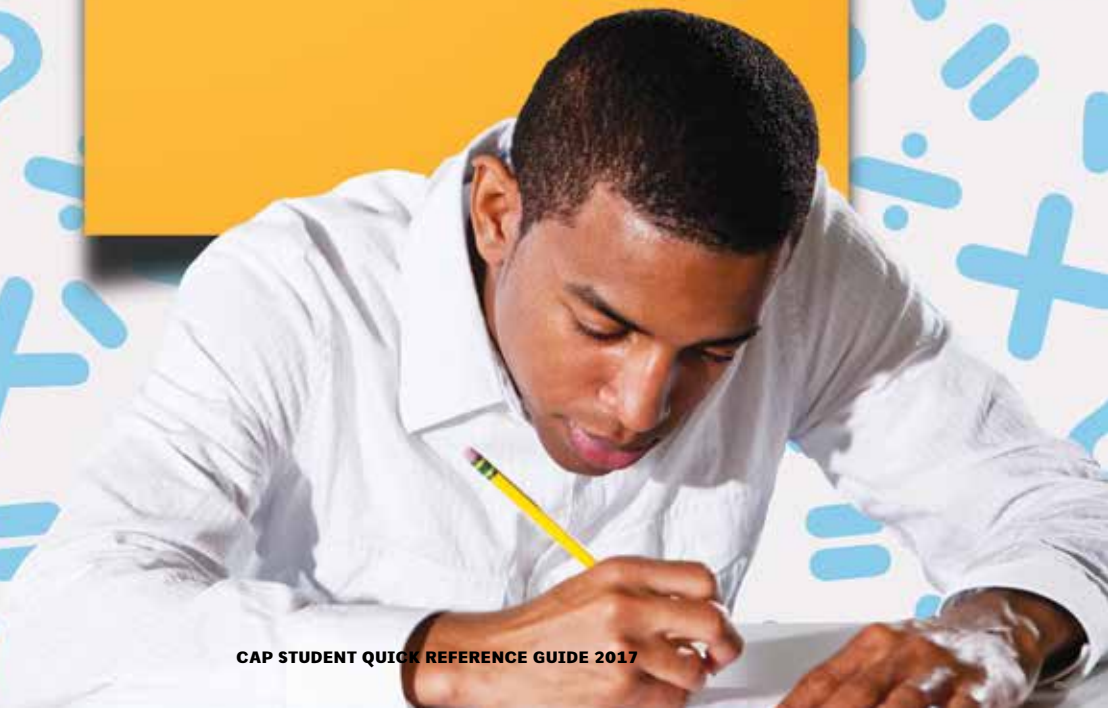
General Opportunity

This opportunity is coordinated by the Jamaica Foundation for Lifelong Learning and is responsible for the numeracy and literacy of learners who are operating below the grade 9 level.

- Must attend at least 90% of classes
- Programme is free for all enroll learners
- Provide the opportunity for matriculation into CAP technical or any other training institution

Training • Assessment • Examinations

Examinations Certification & Matriculation



Examination and Bodies

National Council on Technical and Vocational Education and Training (NCTVET)

The NCTVET as the examination body assume the responsibility for the assessment and certification of the skills and competencies of the CAP learners according to set standards.

Caribbean Examination Council (CXC)

CXC as the examination body assume the responsibility for the certification of the CAPE skills and CSEC resit Math and or English of CAP learners according to set standards

City & Guilds General Information

City & Guilds of London is a world leading vocational education and training organization, providing services to training providers, employers, and trainees across a variety of sectors to meet the needs of the modern workplace. City and Guilds as an examination body assume the responsibility for the assessment and certification of Mathematics and Reading and Writing competencies of the CAP learners according to set standards.

Jamaican Foundation for Lifelong Learning

The JFLL will assume administrative responsibility for the General Stream of the Career Advancement Programme. The primary responsibility is to ensure development of the literacy and numeracy capacity of the trainees for effective functioning in the job market and for matriculation into institutions of higher learning.

The JFLL will also manage the introduction of Pre-Vocational skill development of learners in Examination process



Examination Process

Students enrolled on the Career Advancement Programme write skill-based exit examinations in NVQ-J Levels 1 or 2, CVQ, City & Guilds or CAPE. Students without CSEC passes in Mathematics and English are also prepared to write these subjects at the Stages 2 or 3 level under City & Guilds.

Examination Registration

- NCTVET registration process for new candidates for June Examination sitting begins in late November
- NCTVET template MUST be populated accurately to capture all required data. Students are expected to do continuous assessment for both practical and theory according to the units or module indicated on certification plan according to skill area(s) of choice
- City and Guilds registration process for June examination sittings begins in December
- CAPE registration process for June examination sitting begins in November

Completion and Certification for NCTVET (NVQ-J)

Learner pursuing the NCTVET skill certification must obtain a successful range in all three components listed below to be deemed competent/ or be recommended for certification.



Completion and Certification for NCTVET (NVQ-J)

Learner pursuing the NCTVET skill certification must obtain a successful range in all three components listed below to be deemed competent/ or be recommended for certification.

Continous Assessment Records

Learner must obtain an average of three or above to be successful

Practical/Practicum Assessment

Learner must obtain an average of three or above to be successful

Written Assessment

Multiple Choice
Learner must obtain an range of three or above to be successful

NCTVET Internal & External Assessment Rating Scale & Proficiency/Performance Levels			
LEVEL 1	LEVEL 2	RATING	DESCRIPTION
75-100	80-100	5	Demonstrate a working knowledge and can perform adeptly
60-74	65-79	4	Demonstrate sufficient knowledge and ability to perform satisfactorily
45-59	50-64	3	Demonstrate sufficient knowledge and ability to perform in some aspects
30-44	35-49	2	Demonstrate limited knowledge and ability to perform in some aspects
Below 30	Below 35	1	Demonstrate insufficient evidence of the knowledge, ability and attitudes in the skill area, no judgment can be made on individual's competence

City and Guilds Assessment Rating Scheme		
English	Award	Grade %
	Pass	60-74
	First Class Pass	75-100
Numeracy	Pass	50-69
	Merit	70-89
	Distinction	90-100

CAPE Assessment Rating Scheme

CAPE examination uses seven overall grades: I, II, III, IV, V, VI, VII in reporting. Grade I – IV to be considered acceptable.



*Examinations • Certification • Matriculation***Graduation and Award**

Students whom have fulfilled all the requirements upon completion of the course of study are deemed eligible for graduation/school leaving exercise; but the final decision is made by the respective institution. Students are being encouraged to constantly discuss their overall performance with their teachers, CAP Co-ordinator and other CAP designated management personnel to ensure they have satisfied the requirements for certification and graduation.

The Ministry of Education Youth and Information, along with the educational institution recognise that students leaving with a level 1 or level 2 certificates and/ or CAPE and tertiary certification, is a major accomplishment. A graduation ceremony and Award Ceremony will be held each year to award students who have successfully completed their programme of study.

Matriculation Process

Graduates from the Technical and Traditional opportunity are provided with a full paid opportunity to matriculate into tertiary level education under the Center of Occupational Studies (COS)

**Glossary**

Glossary

Certification Plan - A plan that gives details of the requirements for certification in clusters(s) based on the qualification as per the skill in training for competency to be achieved.

Continuous Assessment Records – an individual document that logs the continuous practical and theory assessments of trainees per module as per the certification plan for competency

City and Guilds – International Qualification body for Numeracy and Literacy across three stages and vocational qualifications

Heart Trust/nta Diagnostic Test – An assessment given to student who has no CSEC subject or its equivalent before enrolment. The assessments evaluate the level of abilities and provide data to better guide the streaming of the learner into the CAP.

Jamaican Foundation for Lifelong learning (JFLL) – Is responsible for the General Stream of the CAP and focuses mainly on developing Literacy and numeracy of learners that are operating below the grade 9 levels.

Matriculation - The formal process of entering a university, or of becoming eligible to enter by fulfilling certain academic requirements.

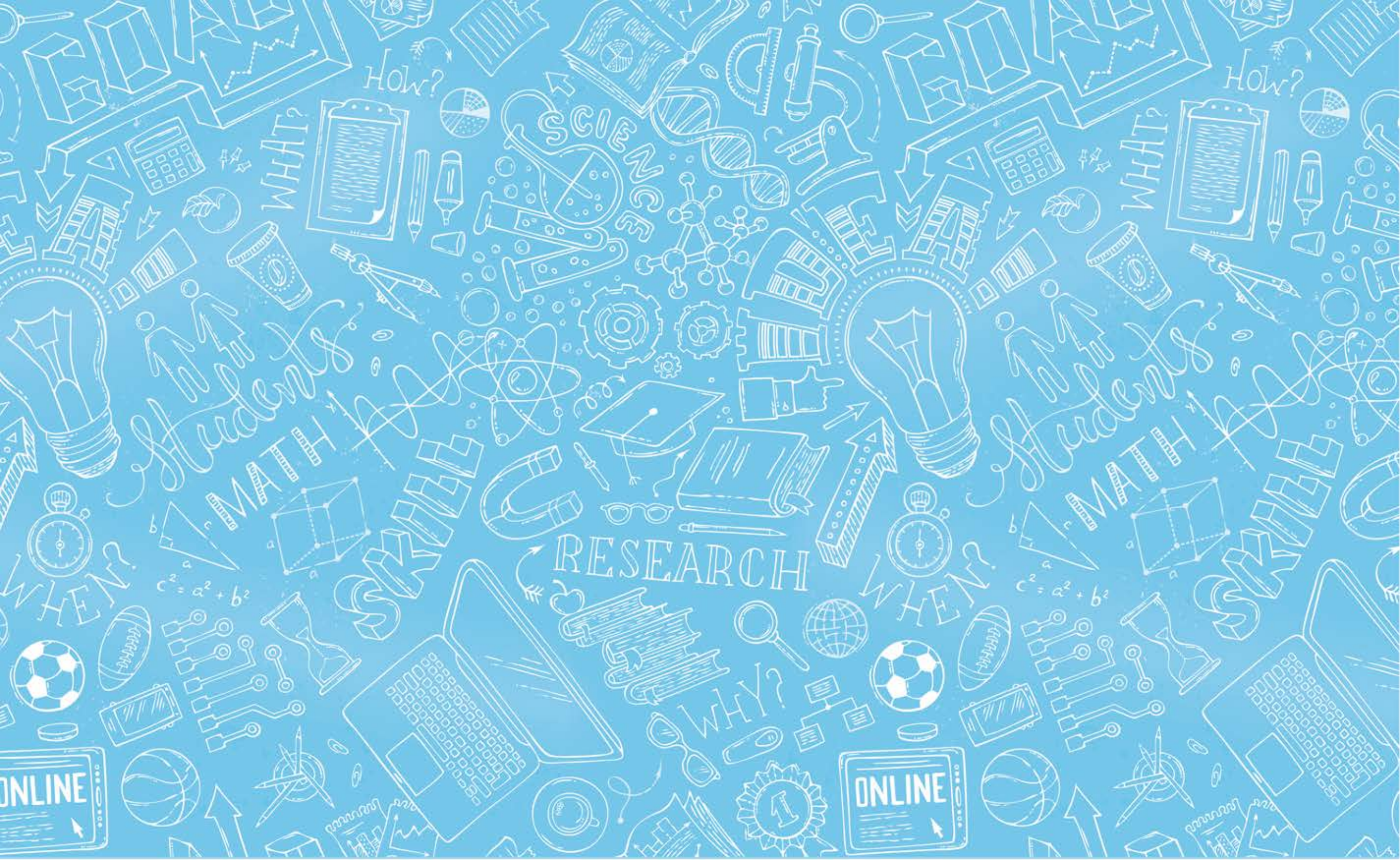
NCTVET – National Council on Technical and Vocational Education and Training

Orientation Checklist – Document used to guide orientation session and completed by all attendees for filing.

Student Portfolio- a collection of all assessment and project done

Registration NCTVET Form – Document completed by Coordinator to register all applicable students for examinations as per specific exam cycle.

Re-sit Registration NCTVET Form – Document completed by Coordinator to register all applicable students for re-sit examinations as per specific exam cycle.



RESEARCH

WHAT?

How?

How?

WHAT?

Students

Students

SKILLS

SKILLS

MATH

MATH

WHEN?

WHEN?

WHY?

ONLINE

ONLINE

$c^2 = a^2 + b^2$

$c^2 = a^2 + b^2$