



ASSOCIATE PROFESSIONAL **PROGRAMME**

INFORMATION BOOKLET

TABLE OF CONTENTS

05 Congratulations!

06 Who We Are

07 Obligatory Service
What are my Options for Service?

09 About the Associate Professional Programme

Objectives
Benefits of the Programme
Roles and responsibilities
Programme Administration
Associate Professional Salary
Re-assignments
Job offers While on AP Programme
Completion of the AP Programme
Resignation as an AP

20 Professional Development Programme

21 Further Studies

22 Feedback and Support





Congratulations!

You have successfully completed your Course of Study!

As a recipient of a National Scholarship from the Government of the Republic of Trinidad and Tobago (GoRTT) you are required to report to the Ministry of Public Administration (MPA), Scholarships and Advanced Training Division (SATD) to commence your obligatory service to the government and people of Trinidad and Tobago.

We anticipate that as you develop in your career during your period of obligatory service you will also contribute towards the development of the country.

The Associate Professional Programme is a graduate employment programme designed to facilitate your service to the GoRTT. Once you are placed on the Programme, you have commenced your obligatory service to the GoRTT.

This Associate Professional (AP) Programme Information Booklet will guide you through the most important aspects of the AP Programme.

If after you have carefully read this booklet you have questions, you may contact us via the contact details provided on the back cover.

We encourage you to make the best of the AP Programme as you contribute to the advancement and development of Trinidad and Tobago whilst pursuing your personal career goals. We wish you a fulfilling, successful and rewarding career.



Who We Are...

The SATD is a Division of the Ministry of Public Administration (MPA).

The MPA has oversight and accountability for modernization and renewal initiatives affecting delivery of government services.

The SATD is responsible for administering scholarships and long-term technical assistance awards offered by or through the GoRTT to citizens of Trinidad and Tobago. The award of these scholarships seeks to ensure that the Public Service and the country has the human capital skills and competencies required to support national development, improve the delivery of government services and improve the quality of life and standard of living of our citizens.

Obligatory Service

Your period of obligation is determined by the amount of money expended on your scholarship.

For persons whose scholarship agreement was executed **on or after May 23, 2013** the following table will be used to determine the period of Obligatory Service:

Table of Obligatory Service

<i>Cost of Scholarship</i>	<i>Period of Obligatory Service</i>
Up to \$100,000	One (1) year
Over \$100,000 and up to \$300,000	Two (2) years
Over \$300,000 and up to \$400,000	Three (3) years
Over \$400,000 and up to \$600,000	Four (4) years
Over \$600,000	Five (5) years

For persons whose scholarship agreement was executed **prior to May 23, 2013** the following table will be used to determine the period of Obligatory Service:

Table of Obligatory Service

<i>Cost of Scholarship</i>	<i>Period of Obligatory Service</i>
Up to \$50,000	One (1) year
Over \$50,000 and up to \$100,000	Two (2) years
Over \$100,000 and up to \$150,000	Three (3) years
Over \$150,000 and up to \$200,000	Four (4) years
Over \$200,000	Five (5) years

Should you have any questions related to the duration of your obligatory service please contact your Scholar Support Officer (See contact at back cover of this booklet).

What are my Options for Service?

All scholars are obligated by their scholarship agreement to accept employment provided by the GoRTT. If for any reason you do not wish to accept an offer of employment as an Associate Professional, you may pursue one of the following options:

OBTAIN EMPLOYMENT WITHIN THE PUBLIC SECTOR

A scholar may secure employment in any Ministry or Public Sector Agency on their own behalf, provided that the job is aligned to the particulars of their course of study. In such cases once the scholar can provide evidence of having an offer of employment or being employed within the Public Sector of Trinidad and Tobago they will not be required to accept employment on the AP Programme.

REPAY THE SCHOLARSHIP LOAN

A scholar can elect to repay all monies expended on the scholarship should they be unwilling to fulfill their obligatory service. In such cases interest will be calculated from the first day that funds were expended towards the scholarship. You may contact the SATD to discuss the interest rate applicable and the terms and conditions for repayment.

While repaying is an option, the GoRTT will always prefer that returning scholars serve. As such, the SATD will consider placing a scholar as an AP in a Public Sector Ministry or Agency of their choice, provided that the Ministry / Agency submits a request to have the scholar assigned as an Associate Professional. Scholars are however encouraged to support their job placement process.

About the Associate Professional Programme

The Associate Professional (AP) Programme is a development programme designed to employ scholars in the Public Sector of Trinidad and Tobago. Scholars who have completed their studies and are not employed within the Public Sector are provided with an employment opportunity through this programme.

The programme is geared specifically towards training and exposing returning scholars to the world of work. Returning scholars are provided with an opportunity to obtain experience in their area of study. They also have an opportunity to develop leadership, teamwork and other skills required to be successful in today's workplace. Scholars participating in the programme are marketable, better prepared to handle the work environment and can immediately contribute to the development of Trinidad and Tobago.

Associate Professionals are assigned to various Ministries, Departments and other public sector agencies where there are critical human resources gaps or where their skills set is aligned to the work of the agency or Ministry.

Scholars are placed for a maximum period of one year. In all instances, agencies are required to consider the scholar for employment into vacant positions within the one (1) year period that they are placed, once suitable vacancies exists.

Objectives

The programme aims to:-

- Ensure that returning scholars are provided with employment related to their course of study within three (3) months of reporting to the SATD.
- Provide scholars with the opportunity to be exposed to the practical skills and application of knowledge obtained through their course of study.
- Allow Ministries/Agencies to review the knowledge and skills of the returning scholars and consider how best they can be used to support the objectives of the Ministry in the long term.
- Support the development of a cadre of young professionals who can be prepared to take up leadership positions within the Public Sector in the long term.

Benefits of the Programme

Some of the main benefits to the scholar who participates in the programme are as follows:

- further development of skills by providing 'hands on' working experience in the field of study;
- exposure to the current world of work ; and
- increased opportunities of being offered employment in the public service.

Roles and Responsibilities

The programme operates through a mutually beneficial partnership between the Ministry of Public Administration, other Ministries and Public Sector Agencies and National Scholars. Each partner plays a critical role to ensure the success of the programme.

THE SATD IS REQUIRED TO:

- Seek appropriate placement opportunities within Ministries and Public Sector Agencies for returning scholars who are eligible to be part of the AP Programme;
- Provide in writing an offer of employment as an Associate Professional to the returning scholar;
- Pay salary and allowances to the Associate Professional for the duration of the programme;
- Liaise with Ministries or Public Sector Agencies to monitor the Associate Professional for the duration of the contract;
- Facilitate the Professional Development of returning scholars;
- Support the search of employment opportunities for the scholar within the Public Sector in Trinidad and Tobago;
- Provide advice and recommendations to the Associate Professional regarding any matters that may arise during the contractual period.
- Provide Career Guidance Support as required.



THE ASSOCIATE PROFESSIONAL IS REQUIRED TO:

- Perform all duties with due diligence and initiative as assigned by the organization in which he /she is assigned;
- Comply with the rules and regulations of the organization to which he/she is assigned;
- Advise the SATD of any offers of employment and/or changes in employment status;
- Accept any offer of employment from any Ministry or Public Sector Agency, provided that such offer is in accordance with the stipulations identified in the Policy on Placement and Employment of Government Scholars;
- Provide feedback to the MPA, where necessary, on such matters of dissatisfaction.

- Complete the full period of obligatory service even after the Associate Professional contract has expired;
- Attend any mandatory development programme facilitated by the MPA or Ministry / Agency assigned;
- Inform his/her supervisor of any job related areas that cause dissatisfaction and utilize existing procedures available for addressing those matters in the organization;

THE MINISTRY OR PUBLIC SECTOR AGENCY TO WHICH THE SCHOLAR IS ASSIGNED IS REQUIRED TO:

- Provide an appropriate job description with specific duties commensurate with the qualifications of the Associate Professional;
- Ensure there is adequate supervision and monitoring of the performance of the Associate Professional and that duties performed are in accordance with acceptable standards;
- Permit the Associate professional to attend development programmes designed to build their competencies;
- Inform the MPA of any changes of the employment status of the AP.
- Inform the MPA of any disciplinary action taken or misbehavior on the part of the Associate Professional;
- Forward to the MPA, approvals of sick, casual, and vacation leave as guided in the Associate Professional contract;
- Offer long term employment to the Associate Professional where there is a vacant position for which the Associate Professional has been a favorable candidate.



Programme Administration

VACATION LEAVE

The Associate Professional is granted twenty (20) working days' Vacation Leave which must be taken within the term of the contract. Vacation leave must be taken after completing eleven (11) months of employment.

PERSONAL LEAVE

The Associate Professional may be granted up to five (5) working days Personal Leave which can be taken at any time during the term of engagement. Personal Leave granted is deducted from Vacation Leave entitlement.

SICK LEAVE

In cases where an Associate Professional is unwell he/she can apply for up to fourteen (14) working days Sick Leave. A medical certificate must be submitted from a registered medical practitioner for leave that exceeds two (2) consecutive days. If the Associate Professional is unwell for a period exceeding fourteen days, such leave will be granted as extended sick leave without pay.

COMPASSIONATE LEAVE

The Associate Professional may be granted up to three (3) working days compassionate leave, upon the death of a member of his / her immediate family.

Any days taken that is not in accordance with the specified leave allowances indicated above will not be approved and may lead to a deduction from the salary of the Associate Professional.

All requests for leave must be submitted to the HR Department of the Ministry in which the Associate Professional is assigned unless otherwise agreed and submitted with the monthly Return of Personnel to the HR Department of the MPA.

Associate Professional Salary

Associate Professionals receive a standard salary of nine thousand dollars (\$9000.00) during the one year placement. This is comprised of the basic salary of eight thousand dollars (\$8000.00) which is subject to normal statutory deductions and one thousand dollars (\$1000.00) transport allowance which is non-taxable.

All Associate Professionals must ensure that a Return of Personnel (ROP), indicating their attendance is submitted to the Ministry of Public Administration during the first five (5) days of the month to ensure that they are paid on a timely basis.

Job Letters may be requested from the Human Resource Department of the Ministry of Public Administration. Job Letters are normally provided within two (2) working days of the request.

Pay Slips can be collected at the Finance and Accounts Department, Ministry of Public Administration. (See contact details provided on the back cover).

You will be notified by the Ministry of Public Administration, Finance and Accounts Department when your TD4 slip is prepared and ready for collection.

Performance Management

The performance of all Associate Professionals must be assessed periodically. All Associate Professionals are required to have regular performance discussions with their supervisor to develop and assess performance targets and standards. Completed performance evaluation forms must be submitted to the SATD after the sixth and twelfth months of the placement.

Re-Assignments

While the Ministry continuously seeks to have the best fit between scholars competencies and the Ministry / Agency, we acknowledge that this is not always so for many reasons. In such instances, scholars are asked to be open and work with the relevant persons within the Ministry / Agency to obtain the best fit between duties assigned and their skills, competencies and qualifications.

If however, a scholar having made every effort to ensure that there is job fit, feels that he/she is not well placed, the scholar may request a reassignment to another agency in which he/she may be better suited.

Such request must be sent through the HR Department of the Ministry / Agency assigned and will be considered by the MPA.

The MPA having reviewed the information provided may agree to re-assign a scholar. Scholars must note that reassignments are based on availability of alternative placements and are therefore not guaranteed.

Job Offers While on the AP Programme

You are required to accept any job offered once it is within the Public Sector and in accordance with the Course of Study funded by the GoRTT (See Policy on Placement and Employment of Government Scholars).



Should you receive an offer of employment from a local private sector organization or an international organisation in which the GoRTT has membership, you may be allowed to accept such employment provided that the Ministry/Agency in which you are assigned or the SATD is unable to identify a vacant position to which you will be employed within the term of engagement as an AP and such employment is in accordance with your course of study. Such employment is subject to the approval of the Ministry and will be in accordance to the conditions specified in the Policy on Placement and Employment of Government Scholars.

The SATD must be officially informed of all job offers extended to you.

Where you have successfully obtained alternative employment and such employment is approved by the MPA, you are required to submit documents confirming your employment so that your service can be counted towards your obligation to the GoRTT.



Completion of the AP Programme

During or at the end of the one year duration of the AP Programme, the Ministry/Agency to which you are assigned, may, where possible, consider and offer you opportunities for long term employment.

Should you not be employed within the Public Sector upon the expiration of your AP tenure and still have outstanding obligatory service to complete, you will not be permitted any additional time on the programme and are required to continue to seek and remain in employment within Trinidad and Tobago in fulfilment of your obligatory service to the GoRTT. **Such employment may be within the Public or Private Sectors.**

Once you have accepted an offer of employment within Trinidad and Tobago, and such employment is in accordance with the course of study funded by the GoRTT, you must inform the SATD, so that your service can be counted towards your obligation to the GoRTT.

You will be required to notify the SATD of any offers of employment and any change of employment status during your period of obligatory service.

Your employment as an Associate Professional is counted towards your obligatory service to the GoRTT. It is deducted from your period of obligation.

Resigning from the AP Programme

Associate Professionals are permitted to resign from the programme at any time during the one year engagement provided that they are offered employment with a Ministry, Public Sector Agency, or where they have obtained approval to work in another organization.

A written notification of resignation must be submitted through the Ministry to which the Associate Professional is assigned and copied to the Permanent Secretary, Ministry of Public Administration. In the letter, the Associate Professional must inform of the reason for resignation and all relevant documents must be attached. One month's notice is required. Where a scholar is unable to give one month's notice, they must pay one month's salary in lieu of notice.

The SATD may request any other document/s relevant to this process.

Please refer to the Placement and Employment Policy (available at www.scholarships.gov.tt) for more information regarding the guidelines and requirements for all Placement and Employment activities for scholars.

Where you have successfully obtained alternative employment and such employment is approved by the MPA, you are required to submit documents confirming your employment so that your service can be counted towards your obligation to the GoRTT.

Professional Development Programme

The MPA is committed to ensuring that our returning national scholars are well equipped to assume leadership roles within Trinidad and Tobago. To this end, the Ministry has developed the Professional Development Programme which seeks to ensure that scholars:

- Become more self-aware by identifying personal competency strengths and areas of improvement, which have a direct impact on current and future work performance;
- Develop Individual Development Plans (IDPs) to manage areas for improvement while leveraging strengths;
- Function effectively within the rules and regulations of the Public Service (applicable to those employed within the public sector);
- Quickly apply to their jobs the competencies they have developed and strengthened.

The Ministry facilitates this programme through the Government Human Resource Services Company Limited (GHRSC).

In this programme, scholars are engaged in a series of activities designed to assist in assessing competency levels for a pre-determined group of competencies that are important for workplace success and leadership. All participants then prepare Individual Development Plans (IDPs) that are based on the assessments and are provided with Coaching and Mentorship as they work to the development of specific competencies. The programme is usually facilitated over a period of six months (6 mths).

Further Studies

During or after the completion of the AP Programme, you may wish to pursue further studies.

If you have started working as an Associate Professional and have subsequently applied and was accepted to pursue further studies on a full-time basis and you wish to resign from the AP Programme, you must request a deferral of your obligatory service which is subject to the approval of the Permanent Secretary, Ministry of Public Administration.

Your request must be in accordance with the grounds for deferrals as stated in the Policy on Deferral of Obligatory Service [which is available on the SATD's website at www.scholarships.gov.tt](http://www.scholarships.gov.tt). Once this deferral is approved, you will be required to resign from the AP programme. You will be required to report to the SATD upon the expiration of your period of deferral.

AP PROGRAMME AFTER RESIGNING TO PURSUE FURTHER STUDIES

If you were previously employed on the AP programme and resigned to pursue further studies but had time remaining on your initial one (1) year contract, the SATD will place you back onto the programme for the remaining period upon completion of your course of study, provided that you are not already employed within the Public Sector.

Where such further studies were funded by the GoRTT through another scholarship, you will be allowed an additional one (1) year contract on the AP programme.

Feedback and Support

Notes

The MPA (SATD) is currently on a drive to improve its service to all our customers and clients. We are committed to continuous improvement of our services. In light of this we welcome your suggestions, comments and feedback. We encourage you to contact us should you require any clarification or wish to provide feedback to the Ministry on the service provided. We look forward to hearing from you.

Tel - 625-6724/623-4724

Placement Unit	-	Ext.: 2030, 2047 or 2010
Scholar Support Units	-	Ext.: 2026, 2027 or 2046
Human Resource Unit	-	Ext.: 2113 or 2114
Pay slips & TD4 Slips	-	Ext.: 2124

Or

Visit us at:

Levels 5- 7, National Library Building,
Corner Hart and Abercromby Streets,
Port-of-Spain.

Web: www.scholarships.gov.tt

Or

Email us at

scholarshipenquiries@mpa.gov.tt

Resources

All policies referred to in this document can be accessed at:

<http://www.scholarships.gov.tt>





GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF PUBLIC ADMINISTRATION

www.scholarships.gov.tt

Visit us at:
Levels 5- 7, National Library Building,
Corner Hart and Abercromby Streets,
Port-of-Spain.

Or

Email us at:
scholarshipenquiries@mpa.gov.tt