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@sjpitechnology o 16



MISSION STATEMENT

The mission of the Samuel Jackman Prescod Institute of Technology is to produce skilled and innovative graduates, through competency-based, technical training and the promotion of lifelong learning.



VISION

The vision of the SJPI is to be a global centre of excellence for technological and vocational education and training.

The Samuel Jackman Prescod Institute of Technology appreciates and values diversity in all forms and does not discriminate on the basis of race; sexual orientation; nationality; religion; disability; ethnicity; political orientation; colour; social status or family background.

The Student Handbook

This handbook was designed to provide a general introduction to the Samuel Jackman Prescod Institute of Technology (SJPI). This introduction includes major regulations of which students need to be aware; information on facilities and services; places where information on campus happenings can be accessed; names and contact information for major academic and administrative offices; and support services.

Should you experience any difficulties contacting any division or office, or have an unresolved issue, contact the Registrar's Office at (246) 535-2231 or Email hydrotrews.org/hydrotrews.org/

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Welcome

The management and staff of the Samuel Jackman Prescod Institute of Technology extend a warm and heartfelt welcome to all new students. We are happy that you have chosen us as your preferred tertiary institution and are pleased to count you as a valued family member.

As a new student, you may experience different emotions, such as fear of the unknown and excitement about starting a new chapter. You are now largely responsible for your learning, but rest assured you are not alone. We pledge to provide all the necessary instruction and resources to prepare you to "enter the world of work with skills".

We also aim to ensure that you successfully gain the knowledge necessary for your chosen profession and the soft skills needed to become a well-rounded individual. We encourage you to participate in our extra-curricular activities and to take a leading role by adding your voice to the Students' Council and participating in the semesterly survey.

We look forward to a happy and healthy school year with you.

Principal's Welcome

Dear students

As principal of the Samuel Jackman Prescod Institute of Technology, it is always a pleasure to welcome new members into the family, and I am delighted that you have chosen to add your names to the numerous success stories that began exactly where you are today. Welcome!

The SJPI was created in 1969 to meet the demands in Barbados for technical and vocational education and training. To-date, we have continued to meet these needs, continuously reviewing and updating our course and programme offerings, and finding opportunities for you to gain experience in your chosen field or further your learning pursuits.

These are exciting times! The start of your journey here comes at a time when the institution is pursuing accreditation, and when the country is looking to TVET to fulfil its sustainable development goals. This may seem daunting, but as proven during the pandemic, when we band together as a family, we are unstoppable. Everyone has a part to play, and as long as we each play our parts to the best of our ability, we can conquer any challenge together. As expressed by Andrew Carnegie, "teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." To this end, we have support services, competent staff, and I am sure you will also discover valuable friendships to help you along the way.

I encourage you to be active in your learning, do not be afraid to ask questions, or express displeasure when you see an injustice occurring. You have a voice and can use it to create positive movements...use it!! By choosing SJPI, you have committed to gaining technical and vocational skills necessary to innovate, critically think and communicate novel ways to improve our way of life and drive the tides of change. On our part, we commit to providing you with an institution that is intellectually stimulating; provides opportunity for your personal and social development; and gives you all the tools needed so you may enter the world of work with skills.

Once more, I thank you for choosing us and welcome you to our family. I wish you the very best during your time here, and hope you find it exciting and challenging.

History of the Samuel Jackman Prescod Institute of Technology

The Samuel Jackman Prescod Institute of Technology (SJPI) as it was rebranded in 2017, was created in 1969 as the Samuel Jackman Prescod Polytechnic (SJPP). Named after National Hero, The Right Excellent Samuel Jackman Prescod, the institution had its humble beginnings at University Road, Deep Water Harbour Bridgetown Barbados, where it functioned as an independent Technical and Vocational Education and Training provider. In 1972 however, additional satellite locations at Richmond and Grazettes Industrial Park were added, when the institution was merged with the Barbados Technical Institute (BTI).

As the demand for TVET grew in Barbados, so did the institution, and in 1975 SJPI added a division of agriculture, a satellite location in Eckstein Village. With changes being made to the Barbados landscape, the commencement of the Harbour Expansion project prompted the resituating of the main location to "Melbourne", Belmont Road, St. Michael.

With the continued increase in interest, a building was erected to house the institution at its present Wildey location on eleven acres of land. By May 1982, the building was officially opened, providing the learners with not only new facilities, but allowed for the institution to increase its programme offerings; and close some of its satellites to house students in one location, where full-time course could be delivered.

To-date, the institution continues to work and partner with both public and private entities delivering TVET programmes and courses to over 1000 students annually. It has also kept in tune with the demands of industry, and the mandate of twenty-first century TVET institutions, to ensure it remains the premier TVET institution in Barbados.

Administrators:

Meet our senior managers:

Principal: Mr. Ian Drakes, Guidance Mrs. Shauna Carter

M.S. Ed., B.Ed. (Hons.),

Officer:

M.Sc., M.Ed., B.Sc.

Cert.Ed. (Hons), Dip.Ed.

MBA, BA., IFA, Dip.Ed.,
Dip.Ad., PSC.

MBA, BA., IFA, Dip.Ed.,
Administrator:

M.Sc., B.Sc., LCGI

Deputy Ms. Andrea Brathwaite Senior Mrs. Reva Martin-Moore

Principal:

M.Ed., BSc. (Hons.),

Dip.Ed., Cert.Ed.

Accountant:

B.Sc. (Hons.)

Registrar: Mrs. Hyacinth Collymore,

MBA., B.Sc. (Hons.)

Meet our middle managers:

Accountant: Ms. Kathy-Ann Brathwaite, Executive Ms. Debra Charles St. Hill,

B.Sc. Officer (Ag.):
B.Sc. (Hons)

C/NVQ Ms. Jenise Hurley, Computer Mr. Stevenson Gibbs,

Coordinator:

B.Sc. (Hons.), AAA

Network
Technician:

BSc. (Hons.)

Quality Ms. Kahdia Jordan, Librarian: Ms. Julia Ward,

Assurance
Officer (Ag.):

M.Sc. (Merit), M.Ed., BA.

M.Sc., BA.

Senior Clerk Mrs. Annette Cherry, Senior Clerk Ms. Katrina Williams,

(Personnel):

M.Sc., B.Sc. (Hons.)

(Student Services):

Assistant Ms. Patricia Baptiste, Instructional Mr. Michael Lewis,

Accountant: Designer: M.Ed., B.Sc.

Online Ms. Bianca Hamblin, Curriculum Ms. Sabrina N. Weekes,
Facilitator
ACS Development/
M.Ed., Dip.Ed. Leadership

(Ag.): Liaison Officer: M.Ed., Dip.Ed. Leadership
(Dist.), Dip.Ed. (Dist.), B.Ed.

Meet our heads of divisions:

Agriculture -Officer in charge: Mr. Roydon Richards, B.Sc. (Hons.), DEL., Dip.Ed., CVQ Assessment Level 4 Electrical Engineering -HOD: Mr. Edwin Gibson,
HND, Cert. Tech & Voc.
Ed.

Automotive and Welding Engineering - HOD:

Mr. Gregory Brewster, B.Sc., LCGI, DEL., Cert. Tech & Voc. Ed. Human Ecology - HOD:

Ms. Chandie, Carmichael-Alleyne,

MCGI, LCGI, DEL., Cert. Tech & Voc. Ed., Cert. IV.EV. CVQ Assessment Level 4

Building Studies - HOD (Ag.):

Mr. Ronald Boyce: LCGI, DEL.

Mechanical Engineering & Printing - HOD:

Mr. Andrew Gittens, B.Ed., LCGI, OTD, AAS, Cert.Ed.

Business Studies - HOD:

Ms. Jane McCollin, B.Sc., Cert.Ed. Open and Flexible Learning Centre/ Distance and Continuing Education – HOD: Mr. Kevin Chapman, M.Sc., B.Eng. (Hons.), LCGI, Cert. Tech & Voc. Ed., CVQ Assessment

Level 4

Contact Information

Address Website	Samuel Jackman Prescod Institute of Technology, Wildey, St. Michael www.sjpi.edu.bb	
	www.sjpi.edu.i	
PBX/Receptionist		535-2200
Principal	Mr. Ian Drakes	535-2201
Principal's Secretary		535-2202
Deputy Principal	Ms. Brenda Osbourne	535-2203
Deputy Principal (Ag.)	Ms. Andrea Brathwaite	535-2204
Registrar	Mrs. Hyacinth Collymore	535-2231
Senior Clerk- Personnel	Ms. Annette Cherry	535-2306
Senior Clerk- Student Services	Ms. Katrina Williams	535-2310
Semor Clerk Student Services	1725 12401 1144 VV 111141115	200 2010
CVQ/NVQ Coordinator	Ms. Jenise Hurley	535-2281
Quality Assurance Officer (Ag.)	Ms. Kahdia Jordan	535-2255
Curriculum Development/Liaison Officer	Ms. Sabrina N. Weekes	535-2242
Librarian	Ms. Julia Ward	535-2253
Guidance Officer	Mrs. Shawna Carter	535-2241
Online Facilitator (Ag.)	Mrs. Bianca Hamblin	535-2307
Instructional Designer	Mr. Michael Lewis	535-2309
Executive Officer (Ag.)	Ms. Debra Charles St. Hill	535-2243
Senior Accountant	Mrs. Reva Martin-Moore	535-2211
Accountant	Ms. Kathy-Ann	535-2211
Accountant	Brathwaite	333-2212
Assistant Accountant	Ms. Patricia Baptiste	535-2213
Systems Database Administrator	Mr. Grantley Robinson	535-2261
Computer Network Technician	Mr. Stevenson Gibbs	535-2262
Agriculture Division		535-2336
Agriculture Division- H.O.D (Officer-in-charge)	Mr. Roydon Richards	535-2335
Automotive & Welding Engineering Division	WII. KOYUOII KICHAI US	535-2326
Automotive & Welding Engineering Division- H.O.D	Mr. Gregory Brewster	535-2325
Building Division	MI. Gregory Brewster	535-2323
	Mr. Donald Doyac	535-2331
Building Division- H.O.D (Ag.)	Mr. Ronald Boyce	
Business Division	Ma Jana MaCallin	535-2324
Business Division- H.O.D (Ag.) Distance & Continuing Education/OFI	Ms. Jane McCollin	535-2323
Distance & Continuing Education/OFL	Mr. Varia Charman	535-2301
Distance & Continuing Education/OFL- H.O.D	Mr. Kevin Chapman	535-2302
Electrical Engineering Division	M. Edud. Char	535-2328
Electrical Engineering Division- H.O.D	Mr. Edwin Gibson	535-2327
Human Ecology Division	M Cl P AP	535-2330
Human Ecology Division- H.O.D (Ag.)	Ms. Chandie Alleyne	535-2329
Printing & Mechanical Engineering Division		535-2334
Printing & Mechanical Engineering Division- H.O.D	Mr. Andrew Gittens	535-2333
Security		535-2289

Glossary

Advance Diploma An award given for the completion of an area of specialization with a

total of at least 75 credits.

Certificate An award given for the completion of an area of specialization with a

total of at least 30 credits.

Continuous Assessment A form of educational assessment which evaluates a student's progress

throughout the course, as opposed to at the end.

Core A compulsory course identified by the Institution as essential for the

educational development of all students in a given programme.

Course One subject area within a programme.

Credit Numerical award for the number of contact hours for a course per

semester.

15 contact hours = 1 credit for a theory course
30 contact hours = 1 credit for a practical course

Cumulative Grade Point Average This is the total number of grade points divided by the total number of

credits completed to date.

Diploma An award given for the completion of an area of specialization with a

total of at least 60 credits.

Grade Point Numerical value between 0 and 4 that expresses a student's level of

attainment per course.

Grade Point Average (GPA) A numerical value between 0 and 4 that expresses a student's level of

attainment at a given point. The grade point average is calculated by dividing the total number of grade points by the total number of credits.

The GPA is usually calculated at the end of each semester. The GPA

determines the academic standing of the student.

Major A course relating to the main content of programme of study/area of

specialization

Notional Hours The estimated expected number of hours which a student is expected

to spend to achieve a specific learning outcome.

Programme A set of courses required to complete a given area of specialization.

Related A secondary area of specialization that will provide content that will

enhance one's performance or product in the major.

Semester 15-18 consecutive weeks of instruction and assessments.

Unit Certificate An award given for courses passed to students who do not meet the full

requirements to receive a full certificate, diploma or advance diploma.

Student Charter

In keeping with its philosophy, the Samuel Jackman Prescod Institute of Technology provides a climate whereby students may:

- 1. Broaden their interests, develop their capabilities and achieve realistic and worthwhile goals;
- 2. Develop creative, disciplined thinking.
- 3. Develop the ability to communicate effectively.
- 4. Receive guidance in choosing a career and prepare themselves for their chosen vocation.
- 5. Develop trade skills and occupational competencies to fulfil their roles as responsible citizens.
- 6. Ensure labour market's need for skilled workers, craftsmen, and technicians is fulfilled.
- 7. Acquire an appreciation for the importance of distance & continuing education in a changing community.
- 8. Acquire an understanding of and an appreciation for their rights and obligations as citizens in a democratic society.
- 9. Cultivate a healthy respect for themselves as responsible individuals along with a mutual respect for society, including conformity to law and order; and
- 10. Become conscious of the need for moral, intellectual, and physical development.

Code of Conduct

The following types of activities are prohibited on campus:

- 1. Smoking, possession or use of alcoholic beverages or illegal drugs on the compound or at any institutional or student-sponsored event.
- 2. Carrying knives or other objects that can be considered weapons.
- 3. Gambling.
- 4. Harassing staff or students i.e.: verbal or physical conduct which creates an intimidating, hostile or offensive educational environment will not be tolerated. This includes unwelcomed sexual advances, unwelcomed physical contact of a sexual nature and making of repeated unsolicited gestures.
- 5. Using abusive or obscene language.
- 6. Endangering the health, safety, and welfare of other students or staff.

- 7. Using cellular phones in the classrooms, workshop, or during any supervised activity without being granted permission to do so.
- 8. Eating, drinking, or disposing of food in classrooms, workshops, or in the Hall.
- 9. Playing loud music.
- 10. Entering rooms or restricted areas without authorization.
- 11. Responding rudely to any staff member or supervisor during industrial/job attachment..
- 12. Riding bicycles or motorcycles along the corridors.

We will make every effort to ensure that the rights of each student are fully recognized. However, students are expected to fulfill their responsibilities to the institution. Any student who fails to adhere to the standards outlined in the Code of Conduct may face sanctions from academic staff, senior management, and, if necessary, the Board of Management.

The following sanctions can be instituted depending on the degree to which the offence departs from the Code of Conduct.

- 1. Warning Oral or written
- 2. **Restrictions** Exclusion from enjoying or participating in social activities, sports or from holding office in institutional clubs or organizations.
- 3. **Restitution** Reimbursement for damage or misappropriation of property; this may take the form of appropriate service or other compensation.
- 4. Suspension Temporary exclusion of a student from classes and all institutional activities. Students will not be allowed on campus during the period of suspension unless authorized. ID Cards will be withdrawn during the period of suspension. The SJPI is under no obligation to make up for lost time by students who are suspended.
- Expulsion Permanent severance of student's relationship with the Institution. Only the
 Principal shall exercise the option of expulsion of students and a recommendation for expulsion
 must be made to the Board of Management.

Administration reserves the right to conduct searches and to have offending students escorted off the premises. (See the Students' Discipline Policy for more information)

Students' Right to Appeal

If a student disagrees with any disciplinary action taken he/she may make an appeal to the Head of Division, Deputy Principal, or lodge a written appeal to the Principal (See the Students' Complaints Policy for more information).

General student guidelines

Every student is responsible for:

- Ensuring that all fees are paid
- Attending all timetabled classes
- Registering to repeat a course
- * Registering for transfer from one programme to another
- Completing the necessary forms on withdrawal
- Applying for exemptions for courses
- Obtaining grade reports online
- Accessing information on higher education
- Accessing information on student life
- Accessing counselling (guidance officer)
- Applying for financial aid (guidance officer)

All students are covered by public liability insurance while on campus. The coverage is also extended to students who are engaged in authorized activities off campus.

Every student is expected to:

- Attend all classes on time
- ❖ Acquire all books, equipment and materials required
- ❖ Be aware of scheduled times of all classes and exams
- Always wear ID card while on campus
- ❖ Adhere to dress code
- Utilize the online facilities provided [email, Trident Learning, SJPI website]

Students are not allowed to:

- Invite or bring non-students onto the campus without the consent of the Principal.
- Bring cigarettes, alcohol or illegal drugs onto the compound.
- ❖ Attend classes while under the influence of any substance.
- Instigate or participate in any act of violence on campus, while wearing the institution's uniform, or representing the institution for any reason.

Dress Code





The Samuel Jackman Prescod Institute of Technology updated its uniform in 2019, as part of a rebranding exercise intended to raise the profile of the institution. The new uniforms are tailored to fit and are consistent with the institute's position as the premier technical and vocational provider in the region.

- Male students now wear a buttoned-down, short-sleeved, pin cord weave, Oxford shirt in the
 Divisional colour with embroidered SJPI logo, and khaki drill corporate tailored fit pants, worn
 with brown shoes and brown belt.
- Female students are required to wear the buttoned-down, short-sleeved, pin cord weave, Oxford shirt in the Divisional colour with embroidered SJPI logo, and khaki drill corporate tailored fit pants or skirts, worn with brown shoes and brown belt.
- Designated work wear may also be required for individual programmes.
- Uniforms are available exclusively at Barbados Industries Limited, #4 Wildey Industrial Park, Wildey St. Michael, Tel. 538-7423, and must be ordered and paid for in advance.

Student Identification Cards

- 1. All students enrolled at the Samuel Jackman Prescod Institute of Technology are issued with a Student's Identification Card (ID) at registration.
- 2. Each student must wear his/her ID card when on the campus; ID cards must be worn in such a way that the pertinent information, i.e. name, student number and picture photograph is always visible.
- 3. The student identification card is the property of the Samuel Jackman Prescod Institute of Technology and must be returned to the Institution upon withdrawal or at the end of the programme.
- 4. Documentation requested by the student or on their behalf will not be released by the Institution if his/her identification card has not been returned.
- **5.** The loss of an ID card must be reported to the Department of Student Services. A replacement fee is charged. (Appendix 1)
- 6. The student ID card must be presented:
 - when seeking entry onto the Campus to security personnel
 - when accessing Library services
 - when taking internal/external examinations at the Institution
 - when requested by SJPI staff
 - when requested by Campus Security

Student Services

The Division of Student Services provides support to the Academic Divisions, ensuring that current students' needs and requests are met, overseeing the implementation of academic regulations, and managing student records. It also facilitates the easy enrolment and matriculation of prospective and new students.

Meet your Student Services Team

Hyacinth Collymore

Registrar hyacinth.collymore@sjpi.edu.bb Ext 52231

Katrina Williams

Senior Clerk / Officer in Charge of External Examinations kwilliams@sjpi.edu.bb Ext 52310

Suzette Cadogan

Clerk / Stenographer Typist
Division of Human Ecology, Diploma
Programmes – Division of Business Studies
scadogan@sjpi.edu.bb Ext 52233

Janice Clarke

Clerk / Stenographer Typist
Division of Agriculture, Division of Building
Studies and International Students
jclarke@ sjpi.edu.bb Ext 52234

Dionne Husbands

Clerk / Stenographer Typist
Division of Electrical Engineering, Certificate
Programmes – Division of Business Studies
dionne.husbands@sjpi.edu.bb Ext 52232

Lorraine Jones

Clerk / Stenographer Typist
Division of Automotive & Welding Engineering,
Division of Mechanical Engineering & Print
Technology Ijones@sjpi.edu.bb Ext 52235

Services Provided

Reference letters

Transcripts*

Testimonials

Visa letters

Attendance Statements

Repeat courses

Withdrawals

Exemptions

Transfers

Printed reports*

*These services carry a fee. All fees are listed in Appendix 1. Requests will be processed within five business days.

Academic Regulations

Grading System

The Samuel Jackman Prescod Institute of Technology's grading system is as follows:

MARK	GRADE	GRADE POINTS
90-100	A+	4.0
80-89	Α	4.0
75-79	A-	3.75
70-74	B+	3.5
65-69	В	3
60-64	B-	2.75
55-59	C+	2.5
50-54	С	2
40-49	D	0 (Fail/Sup)
0-39	F	0 (Fail)

Grade Points are used to calculate the Grade Point Average (GPA) and Cumulative Grade Point Average of students. A grade point of 0-4 is awarded for each course taken within a programme. The table below shows how GPA is calculated for a student who is pursuing a diploma programme in Mechanical Engineering.

COURSES COMPLETED	UNITS OF CREDIT	GRADE/GRADE POINTS	TOTAL GRADE POINTS
			[credits x grade points]
Mechanical	7	C+/2.5	17.5
Engineering Theory			
Mechanical	6	A / 4.0	24.0
Engineering			
Practical			
Preventative	0.5	B / 3.0	1.5
Maintenance			
Engineering Science	1	D / 0	0
Calculations			
TOTAL	14.5		43

Academic Excellence

On completion of a programme of study, a student will be awarded as follows:

• **Distinction-** a cumulative GPA of 3.76 – 4.00

• Merit- a cumulative GPA of 3.00 – 3.75

• Pass- a cumulative GPA of 2.0 – 2.99



Academic Warning

An Academic Warning will be issued at the end of a semester if the student:

- fails one or more courses <u>and</u>
- has a cumulative Grade Point Average between 1.50 1.99.

Academic Probation

A student will be placed on Academic Probation if he/she:

- receives an academic warning in two consecutive semesters or
- has a Cumulative Grade Point Average below 1.50 at the end of a semester.

Academic Withdrawal

A student may be required to withdraw from a programme at the end of a given semester if he/she:

- has a Cumulative Grade Point Average of less than 1.50 or
- fails three or more courses in that semester.

Attendance

Students are expected to attend all classes and complete all requirements for any programme for which they are registered.

Absence from Courses

- Students are required to apply in writing to the Registrar for permission to be absent from classes for any period exceeding two days.
- Students who are absent from a given course for more than two consecutive sessions must provide a medical certificate which should be handed to the Head of Division.
- Students who are absent from classes will be held responsible for materials or projects which
 are due.

Absence from Examinations

- Students who cannot write an End of Semester due to illness must submit a medical certificate from a registered medical practitioner within two working days of the examination date.
- If the absence is due to jury duty or national duty, he/she must provide evidence verifying his/her absence to the Registrar's Office at least one week before the examination date.
- Students who absent themselves from an examination without the approval of the Registrar will be assigned an 'F' grade for the course.

Repeats

A student who fails a course may apply to repeat the course by completing and submitting the appropriate form. The request must be approved by the Registrar and is granted subject to availability of space in the course, and on recommendation of the Head of Division.

Voluntary Withdrawal

- A student can withdraw from a given programme within 15 business days of the start of the
 academic year. Such a student must complete a withdrawal form and is eligible for a partial
 refund of fees paid.
- A student who withdraws from a programme after 15 business days is no longer eligible for a refund. Such a student may retain credits for any courses completed, provided the student reregisters within three years.

Withdrawal due to Pregnancy

• A student who is pregnant must complete a withdrawal form at the beginning of the third trimester. Earned credits will remain valid once the student re-registers within three years.

Unofficial Withdrawal

 A student who is absent from major courses for a minimum of four consecutive weeks without permission from the Registrar will be considered to have withdrawn and will receive "F" grades for all unfinished courses.

Deferrals

• Students who cannot attend SJPI in the year offered must apply to the Student Services Division for a deferral. Deferrals are valid for one academic year and applicants must indicate their intention to accept the place by June 30th of the following year.

Transfers

- Transfers are done within divisions only. Students wishing to transfer to another programme within the division must complete an online Internal Transfer Form by May 30th. Such students are not required to take the SJPI Entrance Examination but may be interviewed.
- Students wishing to proceed to the Diploma or Advanced Diploma in their current programme must complete the online Internal Transfer Form by May 30th. Approval for transfer is based on student performance, and a minimum GPA of 2.0 is required.
- A student who wishes to enrol in a programme in another division must visit the institution's
 website and complete the SS23A SJPI Application for Transfer Between Full-Time Programmes.
 Such students are not required to sit the SJPI Entrance Examination but are subject to the
 interview process.

Exemptions

Students may apply for an exemption from individual courses in a programme if they have previously taken the same course or a post-secondary course with similar learning outcomes. A student who wishes to be considered for exemption from a course must complete a 'Request for Exemption Form'. There are two types of exemptions:

Internal Exemptions

Students could receive exemptions for all courses completed at the SJPI within the last 3 years, if they received a minimum grade of C. The grades and credits from these exemptions will be factored into the calculation of GPA, and there is no limit to the number of exemptions a student can receive.

External Exemptions

- Students who request exemptions based CXC examinations or courses at other institutions will be assessed on a case-by-case basis.
- Where exemptions are granted, all credits will be assigned but will not contribute to calculation of GPA.
- The core course COSK 1111 Communication Skills is compulsory, and no exemptions will be

allowed.

- Request for exemptions must be based on courses completed by the student within the last three
 years.
- Students will only be granted exemptions equivalent to a maximum of one third of the total number of credits required for a programme.

Student performance reports

• Student grades are posted online at the end of every semester. Students may request a printed report which is available for a fee.

Transcripts

- The Institution will forward official transcripts to institutions when requested on a student's behalf. A student who requires a transcript should complete and return the transcript request form which is available on the institution's website www.sjpi.edu.bb
- A student may request an unofficial transcript that will not bear the institution's official seal and is not signed by the Registrar.
- The fees for official and unofficial transcripts are listed in Appendix I.

Assessments

Assessment Procedures

In 2022 after the COVID-19 pandemic ended the Samuel Jackman Prescod Institute of Technology decided to utilize continuous assessment to evaluate student success.

Continuous assessment, also known as formative assessment, is an educational approach where a student's progress is assessed over time through various methods rather than relying solely on end-of-term exams. It involves ongoing evaluation of a student's learning, understanding, and skills throughout a course or academic programme.

At the SJPI a student's progress is evaluated continually, usually through smaller, periodic assessments such as quizzes, homework assignments, projects, individual and group presentations, and class participation. This process is beneficial to students and instructors alike by offering:

- Timely feedback to students to help them better understand their strengths and weaknesses and guidance on how to improve their learning outcomes.
- Opportunities and encouragement for active participation. Students are motivated to stay
 engaged and excited as they receive regular feedback and direction for improvement.
- Remember the following text: "There is a reduction in nerves and exam stress since the
 assessment is spread out throughout the course, and no single examination can result in a failing
 grade. Therefore, students can concentrate on learning instead of cramming for exams."
- Opportunities to incorporate various assessment methods and to accommodate different learning styles and preferences allow students to demonstrate their understanding in ways that suit them best.

Supplemental Assessment

- A student whose cumulative grade at the end of a semester is between 40 and 49% (Grade D) in any course is entitled to a supplemental assessment. Supplemental assessments for courses done in Semester 1, should be completed during the first four weeks of Semester 2.
- Supplemental assessments for Semester 2 should be completed no later than June 30 of any given year.
- The course instructor together with the divisional head will determine the type of assessment to be conducted to best assess the area to be tested and while incorporating the leaning style of the student.

Failure to Submit Required Assessments

- The cumulative results of the assignments given during the semester will determine the final grade to be awarded. Students who fail to complete all assignments given or a series of assignments given, resulting in a cumulative grade which falls below 40% of the final grade would be assessed as not successfully completing the course.

- Any students with a disability must provide written proof from a certified medical practitioner to the office of the Registrar at the beginning of his or her academic career at the institution so that provisions may be made to better support their success.
- Recommendations regarding how students with disabilities can be best supported will be made
 to the relevant Heads of Divisions and instructors after the Guidance Officer and Registrar has
 consulted with the student in question and/or his or her representative.

Grade Appeal Procedure

Each student will have the right to appeal an assessment decision, providing the correct procedure is followed as outlined below:

Step	Responsibility	Actions
1	Student	Consults with the course instructor within one week from the date that the grade was awarded.
2	Instructor	Reviews the assessment and communicates decision to the student within one week from the date of consultation.
3	Student (if not satisfied)	Completes grade appeal form and submits to Head of Division.
4	Head of Division	Investigates the appeal and resolves the matter. If there is no resolution at this stage, it is referred to the Examinations Committee of the SJPI Academic Board.
5	Examinations Committee	Reviews and investigates the appeal and reaches a resolution which is communicated to all stakeholders.

• A cost of fifty (BDS\$ 50.00) Barbados dollars must be paid before the appeal is processed. The full cost will be refunded if the appeal results in a change of grade.

Cheating and Plagiarism

The Samuel Jackman Prescod Institute of Technology does not condone academic cheating or plagiarism of any sort. The penalties for these are as follows:

(i) First offence: A score of zero for the assignment/ examination

(ii) Second offence: A failing grade will be assigned, for the course

(iii) Third offence: Further disciplinary action, which may include suspension and/or disqualification from all exams for a specified period.

Industrial/Job Attachment

- All full-time students are required to undergo a period of Industrial/Job Attachment in order to graduate from a given programme.
- The main aim of the attachment is to provide on-the-job experience for the student. During the attachment period, the student is expected to display the values fostered at the Institution by practicing a good work ethic, which requires punctuality, co-operation, productivity and the development of good working relations with colleagues, supervisors and management.
- Job attachment is usually scheduled for any six-week period during the summer, beginning from the second week in May until the second week in August.

Graduation



Graduation Ceremony

- The Graduation Ceremony is usually held annually, during November or December.
- Successful students will be given timely notification of arrangements for the ceremony including dress, photographs, procedures, and any other pertinent information.

Graduation Requirements

To be awarded a Certificate a student must:

- attain a minimum grade of C for all courses within the programme of study;
- achieve a cumulative grade point average of 2.0;
- accumulate a minimum of 30 credits; and
- satisfactorily complete a period of industrial attachment.

To be awarded a Diploma a student must:

- attain a minimum grade of C for all courses within the programme of study;
- achieve a cumulative grade point average of 2.0;
- accumulate a minimum of 60 credits; and
- complete a period of industrial attachment.

To be awarded a Unit Certificate a student must:

attain a grade C or above in any given course(s)

SJPI Online

STAFF



Grantley RobinsonSystems Database
Administrator

Stevenson Gibbs - *Computer Network Technician* **Dwayne Williams -** *Computer Technician* **Julius Weekes -** *Computer Technician*

OPENING HOURS

Monday – Thursday: 8:30 AM -8:00 PM Friday: 8:30 AM - 4:30PM Saturday: 8:30AM - 12:00PM Sunday: Closed

> CONTACT INFORMATION Telephone: 535-2262 Fax: 426-0843

A wide range of information technology services are available at the Institute. Services include:

- Student Computer Accounts
- 8 Computer Labs
- Campus-wide Wi-Fi Internet Service
- Library Laptop Services
- SJPI Student Email Account
- Moodle Trident Learning Course Management System
- Grading System Portal
- Website (http://www.sjpi.edu.bb)
- Print Services (Papercut Cards)
- EBSCO online library
- Social Media Platforms (Facebook, Instagram, YouTube Channel).

PaperCut Print Services

• Students must purchase pre-paid printing cards from the Accounts cashier for computer lab printing. Cards are available in denominations of \$2, \$5, and \$10.



Login into computers on campus

• All students are provided with computer credentials to securely access computers in the student labs.

Username: Student ID # (Seven digits including leading zeros)

Password: Password#1 (NB the P is capitalized)

Accessing your SJPI student email

- 1. Visit the SJPI website: http://www.sjpi.edu.bb.
- 2. Mouse over the menu option "Current Students"
- 3. Select "Students Email"
- 4. Select "click here to access your MYSJPI email.



Email Address

Username - Student ID#@mysjppemail.edu.bb

Password: Password#1 (Capitalized P) or same as computer account

Accessing Moodle Trident Learning

- Trident Learning allows you to access your online course information such as notes, quizzes and assignments.
- To access your online courses:
 - 1. Visit http://www.tridentlearning.org.
 - 2. Enter the following credentials:

Username: Student ID# Password: Password#1



The Quality Assurance Office

The Samuel Jackman Prescod Institute of Technology is a registered provider of tertiary education in Barbados. Additionally, as of September 2022, the institution embarked on the rigorous process of attaining accreditation in Barbados, through the Barbados Accreditation Council. The Quality Assurance Office is responsible for ensuring the institution is successful in achieving its strategic goals related to quality, excellence, and continuous improvement.

Location

The Quality Assurance Office is located on the ground floor of the Main Campus' Administrative Block and is the first glass door on the right.

What is Accreditation?

Accreditation is a continuous review process that examines the institution's policies, processes, procedures, programme and course offerings against standards of quality. These standards of quality are defined by the Barbados Accreditation Council (BAC), and best practices as it relates to Technical and Vocational Education and Training (TVET).



Figure 1 Principal of SJPI, Mr. Ian Drakes receives letter of registration from Mrs. Valda Alleyne, Executive Director, Barbados Accreditation Council.

Benefits of Accreditation

The ultimate benefit of the institution's successful completion of the self-evaluation report is gaining institutional accreditation. A breakdown of this benefit portrays advantages to students, the institution, the employer (industry), and the nation. The following benefits were outline by the Barbados Accreditation Council (BAC):

1. Students

- I. Highlights the capabilities/competencies of the institution;
- II. Assures recognition of qualifications and transferability locally, regionally and internationally;
- III. Improves education/training and learning achievement as the quality of the institution's provision is assured;
- IV. Provides assurance that an individual is getting value for money for time spent on a programme of study;
- V. Facilitates the transfer of learner credits from one institution to another;
- VI. Provides recognition for entry into higher education, a profession or business.

The institution

- Provides national, regional and international recognition of quality, accountability, and public trust;
- II. Verifies the quality of the educational provision to potential students, businesses and governments;
- III. Facilitates access to support and services designed to continually improve the quality of education and training;
- IV. Lends prestige to the institution;
- V. Highlights strengths and capabilities of the institution;
- VI. Aids with student recruitment efforts;
- VII. Provides credibility by enhancing the image of the institution.

XIMA

3. La E The employer (industry)

- I. Assures the quality of human capital;
- II. Assures the quality of qualifications and credentials presented;
- III. Increases productivity and performance which may lead to increased profitability;
- IV. Provides benchmarks against which educational provision can be measured against employment requirements.



4. The nation

- I. Assures a highly skilled workforce, which should enhance international competitiveness;
- II. Increases the global competitiveness of local institutions;
- III. Provides assurance to taxpayers of the quality of educational provision;
- IV. Assures government of positive returns on investment in the educational sector.

What is the student's role?

- Provide feedback to let us know what we are doing right or wrong where you are concerned.
 This usually takes the form of End of Semester Course Evaluation sheets.
- 2. Join the Student Council and inform on decisions relating to student matters.
- 3. Help the institution meet its mission and satisfy its strategic goals as it relates to student engagement and performance.
- 4. Participate in student activities.
- 5. Cooperate with the Barbados Accreditation Council and its affiliates during the site visits.

N/CVQ Centre

Services of the N/CVQ Centre

- Registration of candidates for all N/CVQs.
- Prior Learning Assessment & Recognition (PLAR).
- Coordination of all assessment and verification activities.
- Arrangement of staff training for CVQ Assessment Level 4.
- Support to candidates throughout the assessment process.

What are N/CVQs?

The acronym N/CVQ stands for National/Caribbean Vocational Qualifications. These are work-related certifications based on occupational standards developed by industry experts. Candidates' skill and knowledge needed to perform their respective jobs effectively are assessed. Candidates who have successfully demonstrated their competence against the occupational standard for their chosen career path are awarded N/CVQs.

What are Occupational Standards?

Occupational standards are detailed statements that define the knowledge and skills an individual should possess to function effectively within the work environment. They are the benchmarks used to measure performance through assessment. National Occupational Standards lead to the award of the NVQ and Regional Occupational Standards lead to the award of the CVQ.

N/CVQ Levels

Level 1	Entry level/Direct supervision needed
Level 2	Skilled occupation
Level 3	Technical and supervisory occupations
Level 4	Technical specialists and middle management occupations
Level 5	Chartered professional and senior management occupations

The Benefits of Acquiring N/CVQs

- Students can graduate with dual certification.
- Provides a flexible route to becoming qualified.
- Improved employability and transferability.

- Allows for the mobility of skilled persons with CARICOM territories.
- Recognized regionally and internationally.
- Increased job satisfaction and career progression.

The Assessment Chain

The Assessment Centre Approved by the TVET Council to deliver training and conduct

assessments for N/CVQs.

The Candidate Individual seeking certification for their competence in an

occupational area.

The Assessor Appointed by the Centre to assess a candidate's competence.

The Internal Verifier Appointed by the Centre and responsible for internal quality

assurance.

The External Verifier Appointed by the TVET Council to verify the internal quality

assurance procedures within the centre and recommend

candidates for certification after conducting portfolio reviews.

The TVET Council Monitors the assessment process and awards certification.

The Assessment Process

- I. Candidate Induction Meeting
- II. Registration & Payment
- III. Assessment Planning Meetings
- IV. Evidence Gathering & Portfolio Assembly
- V. Assessments & Feedback
- VI. Documentation Sign-Off
- VII. External Verification of Portfolio
- VIII. Awarding of Certification

Media Resource Centre (MRC)

Membership

Membership is open to all enrolled students and all staff. Students are automatically registered with the SJPI Media Resource Centre (MRC) and are eligible to use the services offered. Students who wish to borrow books must produce a valid student identification card.

Location

The MRC is on the first floor of the Main Campus' Administrative Block, adjacent to the Guidance and Curriculum Development/Liaison Offices.

Services

Bookbinding* Book Loans

Desktop & Laptop Access Device charging stations

Laminating* Photocopying*

Printing* Scanning*

Spiral Binding* White Board & Smart Board

Wi-Fi & Internet Access

NB: A cost is attached to the highlighted (*) services. Please check with the MRC Staff for further information.

Resources

Patrons using the MRC have access to the following resources:

Audio Visual Digital Books & Journals

Government Documents

Periodicals

Photographs

Printed Books

Opening Hours

Opening hours are:

- ❖ Mondays, Tuesdays and Fridays 8:30 a.m. − 4:30 p.m.
- ❖ Wednesdays and Thursdays 8:30 a.m. 6:00 p.m.
- Saturdays, Sundays and Public Holidays the Media Resource Centre is closed.
- ❖ The hours during the vacation are Mondays to Fridays 8:30 a.m. 4:30 p.m.

Spaces

The Media Resource Centre aims to promote learning in a comfortable environment.

- The Circulation Desk is centrally located in the Main Seating area. Library Assistants supervise all areas and respond to patron queries.
- Users can study in our Main Seating section, which is equipped with mobile device and laptop capabilities as well as internet access. Additionally, there is a Lounge with access to a smart board, projector, and seating.
- ❖ The West Indian/Reference section features Barbadian and Caribbean literature, along with reference resources. There is seating for patrons to conduct research. The Internet Lab has been renovated and can accommodate twenty-three patrons at desktops. It also offers printing, scanning, and copying services.

Borrowing a book

- Selected books should be taken to MRC staff at the Circulation Desk where they will be stamped for fourteen (14) days for students and one (1) month for staff.
- ❖ Books can be renewed on or before the due date. Books can be renewed twice. However, if the renewal is by phone, books can be renewed only once.
- Items from the Vertical File, Reference, and West Indian Collections must only be used in the MRC designated area. Patrons should request help from Circulation Desk staff to access these items.
- ❖ Borrowers must ensure that all books in their possession are stamped for the correct date at the circulation desk before leaving the MRC.
- ❖ A fine of ten (10) cents per day will be charged on books loaned for two weeks which are overdue.
- Borrowing rights will be suspended for users who have outstanding fines or overdue books.
- Any loss or damage to MRC property should be reported to the MRC staff as soon as possible.

- Graduating students must ensure that all MRC material borrowed is returned, and all fines paid by the end of their course/programme.
- Patrons will be asked to pay the full cost of any MRC material in their possession that is lost, stolen or damaged.
- Students are responsible for any books checked out to them.
- Marking and defacing of books or any other MRC property is prohibited.
- All books, etc. MUST BE placed on the trolley provided after use to avoid any misfiling of material.

Conduct

- ❖ Students must adhere to the Conduct and Disciplinary Code for the campus and any other rules and regulations set by the MRC. To this end, **ALL STUDENTS** must wear the institution's uniform to enter the MRC. ANY student not dressed in the correct uniform **WILL NOT** be allowed to enter.
- ❖ THE MEDIA RESOURCE CENTRE IS TO BE USED FOR STUDY AND RESEARCH. LOUD CONVERSATIONS, ROWDY OR DISRUPTIVE BEHAVIOUR WILL NOT BE TOLERATED. ANYONE ENGAGING IN SUCH BEHAVIOUR WILL BE DENIED ACCESS.
- Smoking, use of food and drink and playing games is strictly forbidden in the MRC.
- Patrons are advised to secure their personal items while they are in the MRC.
- Bags must be kept in the lockers provided for patron use.
- MRC staff and/or security officers reserve the right to examine ALL users' folders etc. before they leave the MRC.
- Patrons should not take photographs or record videos of staff or other patrons in the MRC without their explicit consent.
- ❖ Patrons must switch their cell phones to silent mode upon entering the MRC. They are required to leave the MRC to make or receive calls. Patrons attending online classes must use headphones.
- Patrons SHALL NOT assault, harass or annoy others. This includes noisy or boisterous activities or playing audio equipment so that others can hear it. Singing or talking loudly to others, displaying material of an offensive nature to others or behaving in a manner that can disturb others.
- ❖ Patrons **MUST NOT** reposition any of the MRC's equipment or furniture.
- ❖ Patrons **MUST NOT** adjust the air condition systems within the MRC.

Patrons MUST NOT tamper with monitors, or the smart board housed in the MRC.

❖ ANY VIOLATION OF THE RULES AND REGULATIONS OF THE MRC MAY RESULT IN

ACCESS/PRIVILEGES BEING WITHDRAWN OR DENIED.

Rules for Use of the Internet Lab

1. Patrons using the Internet Lab **MUST NOT** tamper with equipment in any way.

2. Persons other than the technical staff **MUST NOT** install software on the computer systems.

3. Patrons **MUST NOT** change any configuration on the computer systems.

4. The computer facilities should not be used by any person for computer hacking, development or

distribution of computer viruses, Trojan horses, worms, Denial of Service attacks or any other

malicious action. These actions contravene the Laws of Barbados, and these laws shall be applied

in the event of such breaches.

5. Access to any pornographic material is expressly forbidden. Users caught trying to circumvent

anti-pornography measures implemented by the IT Section will be banned from using the

computer facilities.

6. Patrons **MUST NOT** copy software that has been installed on any system.

7. Patrons using the Internet Lab shall be allowed to use the computers for one-hour sessions.

Patrons should inform the Media Resource Centre staff if a longer period is required to complete

their assignments.

8. Under no circumstance should a patron allow any other user to log on using his/her user

credentials. Passwords SHOULD be kept confidential.

9. Patrons should inform MRC staff of any issues encountered while using the equipment or devices

in the Internet Lab.

10. Patrons who are found guilty of damaging any equipment in the Internet Lab will be required to

repair or replace the equipment or damaged part.

Contact Information

Librarian: 535-2253

Circulation Desk: 535-2252

Website: www. sjpi.edu.bb Email: library@sjpi.edu.bb

Instagram: Instagram.com/sipitechnology/

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The Guidance Office

The Guidance Officer's role encompasses three primary responsibilities: student support, promotions, and administration. Students can access various support services, including:

- 1. Short-term personal counselling sessions
- 2. Referrals to external agencies for additional intervention
- 3. Career guidance services
- 4. Financial assistance programmes
- 5. Information on scholarships
- 6. Facilitation of student workshops and presentations
- 7. Engagement with the Students' Council
- 8. Coordination of special emphasis days, such as Orientation and Health Fairs.

Scholarships

The Guidance Office continues to seek scholarship opportunities for the students at the institution, through partnerships with various public and private sector entities. The scholarships listed below are available exclusively to SJPI students. Contact the Guidance Office for more information.

Scholarship	Amount Available	Value
Affinity Plus Credit Union Limited	3	\$500.00
The Barbados National Oil Company Limited Scholarship	11	\$1000.00
 The COB CARES Maxine McClean Scholarship 	Undisclosed	Undisclosed
 The Derrick Garrett Memorial Scholarship 	Undisclosed	\$500.00
 The Dorset Hurdle Memorial Scholarship 	Undisclosed	\$1500.00
 HIPAC Limited Scholarship in Agriculture 	1	\$1500.00
 The Kregg Nurse Memorial Scholarship 	Undisclosed	Undisclosed
Scholarship	Amount Available	Value

The Markonia Award	2	\$900.00
 National Ozone Depleting Substances Phase-out Support Scholarship 	3	\$1100.00
The Patrick Rowe Memorial Scholarship	Undisclosed	Undisclosed
The Timothy Gittens Scholarship	5	\$1000.00
 Verta Coppin Memorial Scholarship 	4	Undisclosed

Contact Information

To access the Guidance Officer, students may:

- 1. Visit the Guidance Office (located on your right just before the Media Resource Centre).
- 2. Call the landline 535-2241.
- 3. Call or WhatsApp 836-7687.
- 4. Email: shawna.carter@sjpi.edu.bb

Health and Safety

Personal Protective Equipment (PPE)

The Samuel Jackman Prescod Institute of Technology promotes a healthy working, teaching and learning environment for its staff and students. As such, every workshop, laboratory, kitchen, and farm require the correct use of suitable Personal Protective Equipment (PPE) while in these spaces. Permission to alter this requirement will not be granted under any circumstances if doing so will put the health and safety of the individual at risk. Failure to comply with this requirement will result in denial of access to the workshop, laboratory, kitchen or farm.

Health Services

Each workshop, laboratory, and kitchen are equipped with a First Aid Cabinet. In some areas, there are also Eyewash Stations available. If students need medical assistance while in these areas, they should notify their instructor for prompt action.

For students who become ill or injured on campus and require medical attention, they should go to the Student Services Section. From there, they will be referred to either the Edgar Cochrane Polyclinic in Wildey or to the Queen Elizabeth Hospital (QEH). Individuals listed as emergency contacts will be immediately informed.

Students who are under 18 years of age must be accompanied by an adult when seeking medical attention.

Fire

In case of a fire, there are hoses, extinguishers, and blankets located throughout the campus. These fire safety tools should only be used if there is an actual fire.

If a fire is discovered, the individual should immediately alert others nearby and contact the Barbados Fire Service at 311. The appropriate fire safety tools should then be used, if possible, to control the fire until the Fire Personnel arrives. **Students and staff should not compromise their safety during this time.**

Fire Hoses

Fire hoses are situated along the corridor walkways. These hoses are mounted on the walls. If a fire starts, they should be pulled from their drums, which will automatically release water to extinguish the fire. To use the hoses:

- 1. BREAK the anti-tamper seal if it's fitted.
- 2. **OPEN** the main stop valve.
- 3. **PULL** out the hose to 4m from the fire.
- 4. **TURN** the nozzle into the open position to discharge water.
- 5. **KEEP TURNING** the nozzle valve to adjust the water flow, If necessary.
- 6. **DIRECT** the hose at the base of the fire.
- 7. **TURN** off the nozzle.
- 8. **MOUNT** the hose to the reel in even layers.
- 9. **CLOSE** the stop valve.

Fire Extinguishers

Hand-held extinguishers are in each classroom, staffroom, lab, workshop, and kitchen across campus. To use the extinguishers, follow these steps:

- 1. **PULL** the pin to break the tamper seal and prepare the extinguisher.
- 2. **AIM** low and point the extinguisher nozzle at the base of the fire. (The nozzle of CO2 extinguishers should not touch bare human skin, as it becomes cold and could damage the skin.)
- 3. **SQUEEZE** the handle to release the extinguishing agent.
- 4. **SWEEP** from side to side at the base of the fire until it appears to be extinguished. Monitor the area; if it re-ignites, repeat steps 2-4.

Fire Blankets

Fire blankets are typically found in kitchens and certain workshops on campus. They should be used solely for containing small fires. To use the fire blanket:

- 1. **TURN** the heat source off if it is safe to do so.
- 2. **PULL** the tapes to release the fire blanket from its box.
- HOLD the blanket in a shield position and, if possible, wrap the blanket around your hands for protection.
- 4. **PLACE** the fire blanket over the fire to smother the blaze.
- LEAVE it to cool completely and ensure the fire is fully extinguished, with no chance of it reigniting.

Bomb Threats

If a bomb threat occurs, law enforcement and emergency services will respond to the scene. When law enforcement arrives, it's crucial to follow the instructions of the Incident Commander and cooperate with them. The school will be treated as a crime scene and will undergo a thorough search and processing.

Procedure

Staff Who Received a Message That a Bomb Has Been Placed in School:

- 1. Make a record of the exact wording of the threat.
- 2. In a clear, calm voice ask the following:
 - Where is the bomb located?
 - What does it look like?
 - What type of bomb is it?
 - How is it activated?
 - When will the bomb explode?
 - Who is calling, name and address?
 - Did you place the bomb?
 - Why are you doing this?
- 3. If the threat is made via telephone, listen closely to the caller's voice, speech patterns and background noises. Record this information.
- 4. If the threat is made by phone and the caller hangs up, immediately dial 211.
- 5. Notify the Principal/Incident Commander or designee.

Principal/School Incident Commander:

- 1. Notify law enforcement, fire and emergency services by calling 211 if not already notified.
- 2. Assign staff to meet and brief emergency responder agencies.
- 3. Notify staff through the Public Address system:
 - YOUR ATTENTION PLEASE. A BUILDING EMERGENCY IS IN EFFECT. ALL STAFF AND STUDENTS SHOULD REMAIN IN THEIR ROOMS UNTIL ADVISED OTHERWISE. TWO-WAY RADIOS AND CELL PHONES SHOULD BE TURNED OFF.
- 4. If a suspicious item is located, determine if evacuation procedures should be activated, selecting routes and assembly areas away from the suspicious item. DO NOT ACTIVATE THE FIRE ALARM. Alternatively, you may determine if further response should await the arrival of law enforcement and other emergency services.

- 5. If an evacuation occurs, students and staff must be moved a safe distance away from the campus and consult with fire and police officials.
- Arrange for the individual who discovered a suspicious item to speak with a law enforcement officer.
- 7. Notify the Chief Education Officer.
- 8. Activate a communications plan to inform parents, media, and the community of the incident as determined in consultation with law enforcement.

Instructors and Staff:

- 1. Check classrooms, offices and work areas for suspicious items and report any findings to the School Incident Commander/Principal.
- 2. If a suspicious item is found, DO NOT TOUCH IT. Secure the area where the item is located.
- 3. Account for students and be prepared to EVACUATE if ordered.
- 4. EVACUATE using standard procedures and exit routes to an assembly area.
- 5. Open classroom windows and leave classroom doors open when exiting.
- 6. Take attendance after being EVACUATED. Be prepared to report the names of any missing persons to the school administration.
- 7. Keep students together at the assembly area until further instructions and be prepared to go to off-site relocation if ordered.
- 8. If given the "All Clear" signal, return to the building and resume normal operations.

Incident Commander/Law Enforcement, Fire & Emergency Agencies:

- 1. Once emergency responders are on the scene, they are responsible for all decisions made.
- 2. EVACUATE immediately, if this has not already occurred and if warranted, select routes and assembly areas away from the suspicious item. DO NOT ACTIVATE THE FIRE ALARM.
- 3. Speak to staff who received the threat and obtain information.
- 4. Search the building.
- 5. If a search is to be conducted, assemble and brief a search team at the interior command post.

 Assign search areas within the building, the emergency exit routes and the outside assembly areas.
- 6. If a suspicious item is located, order an EVACUATION, if that has not already occurred.
- 7. No one may re-enter the building(s) until permission is given by fire or police personnel.

- 8. After consulting with the Chief Education Officer and School Incident Commander / Principal determine if staff and students should be relocated to an alternative safe site.
- 9. If danger is over, notify staff and students of the termination of the emergency and resume normal operations.

Emergency Drills

Emergency drills are held each semester to raise awareness of campus emergency procedures and to ensure that systems put in place are functioning at full capacity.

Procedure

- 1. Upon hearing the alarm, all students must promptly exit the building (classroom/workshop/cafeteria/kitchen/lab) via the nearest route, following the instructor's guidance, and proceed to the designated safe area.
- 2. Students must not stop to collect personal belongings, nor return to a previously evacuated building to retrieve any personal item during a drill.
- 3. Safety Wardens will be deployed along the route to be used for evacuation. The Safety Wardens should be clearly recognisable, as they will be outfitted with reflective vests and helmets. Students should follow the instructions provided by the warden.
- 4. Upon reaching the designated assembly area, students are expected to wait calmly until their instructor checks those physically present against the attendance register.
- 5. Students MUST NOT leave the assembly area until the all-clear is given.
- 6. When the all-clear is given, students should remain on campus unless they have no further classes.

 Students with other classes should proceed from the assembly area to their next scheduled class.

Student Vehicle Parking

Due to limited parking space on the main campus, students are not allowed to park their vehicles on campus. However, they may park in two designated areas: the BIDC pasture across from the campus or the parking lot near the classroom Annex entrance. They may also use on-street parking. Please note that parking is at your own risk and be careful when moving between the parking areas and the campus.

Security Service and CCTV

The Samuel Jackman Prescod Institute of Technology offers 24/7 security services for its faculty, students, and visitors. Moreover, the institute is equipped with a network of CCTV cameras along the corridors.

CCTV

For the safety, security, and quality of life on campus, the Samuel Jackman Prescod Institute of Technology has installed a network of cameras throughout the campus to monitor critical areas. It is important to note that the institution respects the privacy of its occupants, so cameras are not placed in areas that would violate a reasonable expectation of privacy, such as bathrooms and dressing areas. The cameras will not be used for any malicious purpose, and access to the footage is not available to everyone (refer to the Closed-Circuit Television System Policy for more information). Footage from the camera network will be used as evidence in incidents related to theft, harassment, damage to personal or government property, and any violation of the county's laws and institutional policies.

Security Service

To ensure the safety and security of the Samuel Jackman Prescod Institute of Technology community, the institution has hired a security firm to provide 24-hour security. Students are expected to treat the security personnel with respect and courtesy. Failure to do so will result in disciplinary action (refer to the Student's Disciplinary Policy). The security personnel on campus are unarmed and do not have police powers.

Security outposts are situated at the main gate and the entrance to the classroom village, with 24-hour security presence at the main gate. The campus is open to the public during business hours and while classes are in session. However, access is not permitted to students or the public after 10:00 p.m. unless permission is granted by the principal or any of his designates. Buildings are secured, checked and monitored by security personnel when closed to the public.

Academic Divisions

The Samuel Jackman Prescod Institute has eight Academic Divisions, seven of which cater to full-time students and one catering to part time students. Each Division is led by a senior instructor who holds the title of Head of Division.

AGRICULTURE

- Mr. Roydon Richards (Divisional Colour: Navy Blue)

The Agriculture Division provides training in the areas pertinent to the nation's food security. It currently offers five (5) programmes:

- Certificate in Agriculture
- Certificate in Animal Husbandry
- Certificate in Crop Husbandry
- Certificate in Horticulture & Landscape
 Maintenance
- Diploma in Agriculture

AUTOMOTIVE AND WELDING ENGINEERING

- Mr. Gregory Brewster (Divisional Colour: Sand)

The division currently offers eight (8) programmes related to land and sea vehicle and small machine repairs, and includes:

- Certificate in Maritime Operations
- Certificate in Motor Vehicle Engineering Technology
- Certificate in Small Engine Repairs
- Diploma in Marine diesel Engineering
- Diploma in Motor Vehicle Engineering Technology
- Diploma in Vehicle Body Repairs Technology
- Diploma in Welding Engineering Technology
- Advance Diploma in Motor Vehicle Engineering Technology

BUILDING STUDIES

- Mr. Ronald Boyce (Divisional Colour: Blue)

The Building Studies Division was designed to offer training in areas related to construction. To date, the division offers twelve (12) programmes, inclusive of:

- Certificate in Architectural Drafting 1
- Certificate in Cabinet 1
- Certificate in Carpentry 1
- Certificate in Civil & Structural Drafting 1
- Certificate in Masonry 1
- Certificate in Plumbing 1
- Diploma in Architectural Drafting 2
- Diploma in Cabinet 2
- Diploma in Carpentry 2
- Diploma in Civil & Structural Drafting 2
- Diploma in Masonry 2
- Diploma in Plumbing 2

BUSINESS STUDIES

- Ms. Jane McCollin
(Divisional Colour: Eggplant/Navy blue and white)

The Business Studies offers programmes that train students in navigating the world of office personnel.

The division currently offer four (4) programmes:

- Certificate Accounts Technology
- Certificate Office Administration
- Diploma Accounts Technology
- Diploma Office Administration

ELECTRICAL ENGINEERING

-Mr. Edwin Gibson

(Divisional Colour: Dark Green)

The Electrical Engineering Division was designed to prepare students to shape and manipulate the technology that powers the nation. The division offers twelve (12) programmes, which include:

- Certificate in Computer Maintenance and Repair
- Certificate in Electrical Installation
- Certificate in Electronic Servicing Technology
- Certificate in Electrical Wiring
- Certificate in Microcomputer Technology
- Certificate in Networking Technologies
- Certificate in Refrigeration & Air Conditioning
- Diploma in Electrical Installation
- Diploma in Electronic Servicing Technology
- Diploma in Microcomputer Technology
- Diploma in Networking Technologies
- Diploma in Refrigeration & Air Conditioning

HUMAN ECOLOGY

-Ms. Chandie Alleyne

(Divisional Colour: Red)

The Human Ecology Division teaches students to function within the service industry, creating products and delivering services to enhance people's quality of life. The division offers programmes:

- Certificate in Beauty Therapy
- Certificate in Catering
- Certificate in Garment Technology
- Certificate in Hair Dressing skills
- Certificate in Home Economics
- Certificate in Massage
- Certificate Nursing Auxiliary Studies
- Diploma in Garment Technology
- Diploma in Home Economics

MECHANICAL ENGINEERING AND PRINTING

-Mr. Andrew Gittens

(Divisional Colours: Mauve)

The Mechanical Engineering and Printing Division provides students the opportunity to build, design and utilize technology to beautify the world.

- Certificate in Graphic Design and Animation
- Certificate in Mechanical Engineering Maintenance
- Diploma in Mechanical Engineering Maintenance

DISTANCE AND CONTINUOUS EDUCATION/ OPEN AND FLEXIBLE LEARNING CENTRE -Mr. Kevin Chapman

The DCE/OFL Division is the institution's lone parttime division. It offers an array of courses culled from the institution's full-time programme offerings, and run outside the semester system as courses are offered on a short-term basis.

Student Facilities

Auditorium

The auditorium is situated upstairs in the Administration block and is available for use by students and staff from Monday to Friday. To use the auditorium, you need to request and obtain approval from the Executive Officer. However, on weekends, the facility is used by other tenants, so availability is subject to their schedule.

Jeffrey Yarde Wellness Centre

Named in honour of a dedicated member of the institution who passed away in 2003. The centre includes a fully equipped gym and well-maintained grounds. The facility is open for use by current and former students. Anyone caught causing damage to the building or surrounding areas will have all privileges revoked for a period not exceeding one year. The wellness centre is the current home of Banks Sports Club.

Student Lounge

The Student Lounge was opened in 2022 to provide students with a designated area to rest between classes or to sit and have a meal. The facility is outfitted with both banquet and single seating and boasts a large television screen. Anyone caught defacing the area will have their privileges revoked and will be reprimanded according to the Students' Disciplinary Policy. The opening hours are Monday to Friday from 10:00 a.m. to 1:30 p.m.

Media Resource Centre

The Media Resource Centre (MRC), located on the top floor of the Administration Block, was opened in February 2022. It was designed to enhance the teaching and learning environment to support a digitally literate workforce, provide further digital and technological support for instructional practices in the classroom, and promote continued collaboration between the Institute and its post-secondary partners. Additionally, it provides a space for students to relax in air-conditioned comfort between classes and socialize with their peers.

Gazebo

Situated in the picturesque classroom village area, this spot offers a shaded area with a beautiful view of Barbados. Students are welcomed to use the space, but because it is in the middle of the classroom village, excessive noise and loud music are not allowed.

Variety Shop

The variety shop is located directly opposite the administrative office. It's tucked away to the right of the staircase leading to the auditorium and is designed to cater to your needs. The store provides pastries, snacks, beverages, all types of stationery, sanitary wear, and some of the items needed for you to get through the school day. The store is open Monday to Friday from 8:30 a.m. to 5:30 p.m.

Parking

Parking for students is available on the open field to the right of the main campus and the Classroom Annex.

Extra-Curricular Activities

The institution's philosophy revolves around the importance of nurturing well-rounded students. To achieve this goal, we offer a variety of extracurricular activities to cater to our students' diverse interests. It's important to mention that students who are under suspension, have academic warnings, or have incomplete fee payments will be unable to participate in any of these activities until the respective restriction is lifted.

SJPI Christian Fellowship

The Samuel Jackman Prescod Institute of Technology Christian Fellowship (SJPICF) has been an active part of this institution since its inception. We are an inter-denominational organisation, governed by the Inter-School/Inter-Varsity Christian Fellowship of Barbados. We encourage all staff and students to participate in our activities, as leaders and as committed members, to partner in "Making Christ Known" across campus and intentionally impact the lives of students, staff, and their families. We host an Annual Football Match and Jesus Week and provide regular opportunities for members to interact during Passion Talks, Morning Devotions, and Connect Groups. These gatherings facilitate formal and informal discussions, bible study, and social interaction. Furthermore, our members are encouraged to join the Graduates Fellowship Ministry to continue their ministry potential.

For further information contact:

Mrs. Kelly St. Hill - Division of General Studies

Mrs. Kellie Herbert – Distance & Continuing Studies

Ms. Paula Williams – Division of Mechanical Engineering & Printing

Football

The football program at SJPI has a long and decorated history. Currently, the team, led by Mr. Nicholas Gibson, holds the title of reigning Under 19 Football Knockout champions for 2024. Although any student is welcome to join the team, students will be removed from the team for serious violations as outlined in the Student Disciplinary Policy.

Student Council

The student council is a student-led committee comprising elected and appointed student representatives. It is established to be the voice of the students on campus, especially in matters that

directly affect them. The Guidance Officer oversees the organization of the council and serves as the liaison between the council and senior managers.

APPENDIX

APPENDIX I: Fees Payable

Student Document Charges

Printed reports	\$5
Unofficial Transcripts	\$10
Transcripts to local institutions	\$10
Transcripts to regional institutions	\$15
Transcripts to international institutions	\$20
Replacement certificates (local)	\$50
Replacement certificates (overseas)	\$75
Replacement ID card	\$15
Postage of certificates	\$25

Print Charges

	Teaching Labs	<u>Internet Lab</u>
Black & white single	\$0.25	\$0.25
Black & white duplex	\$0.40	\$0.40
Colour	\$0.45	\$0.45
Colour duplex	\$0.80	\$0.80

APPENDIX II. EXTRACTS FROM EDUCATION ACT, CAP 41

Education Act, CAP 41, Section 64, 64A, 64B, and 64C apply. Section 64 states: (1)

- (1) A person is guilty of an offence who
- (a) causes a disturbance in an educational institution:
- (b) insults or abuse a teacher or other person engaged in the instruction of pupils in the presence or hearing of the pupil:
- (c) uses threatening, abusive or insulting words in an educational institution; and
- (d) assaults a teacher or assaults, insults or abuses a pupil.
- (2) A person guilty of an offence under subsection (1) is liable on summary conviction to a fine of \$500.00, or imprisonment for 6 months, or both.
- (3)A prosecution for an offence under this section in relation to a public educational institution maybe brought in the name of the Chief Educational Officer.

Section 64A states:

- 1) This section applies to all schools.
- 2) Where a teacher at a school has reasonable grounds for believing that a student has in section 3 of the Drug Abuse (Prevention and Control) Act, gun within the meanings of the control of Offensive Weapon Act, or any article that has been reported stolen, the teacher may search the pupil's person and the pupil's property.
- 3) Where upon a search carried out pursuant to subsection (1), the teacher finds intoxicating liquor, controlled drug, gun, offensive weapon or any article that has been reported stolen on the person or in the possession of a pupil; the teacher shall report forthwith the finding to
- (a) The police
- (b) The Disciplinary committee as the case may be.
- (c) The principal.
- 4) The search of:
- (a) The pupil's person shall be conducted in the presence of an adult, other than the adult conducting the search; and

- (b) A pupil's property shall be conducted in the presence of the pupil and another adult, other than the adult conducting the search.
- (c) A female pupil may only be searched by a female in the presence of another female.
- (d) A male pupil may be searched by an adult of either sex in the presence of another adult of either sex.
- 5) A search under this section shall be carried out in a private place whether on the school premises or elsewhere during school related activities, and no pupil, other than the pupil searched, shall be present during the search.
- 6) The instructor who carries out a search under the authority of this section may exercise the same powers, and has the same privileges and immunities as are conferred on a constable by law.
- 7) Where a search is carried out by an instructor other than the principal, that instructor shall forthwith forward a report in writing to the principal stating the facts and circumstances relating to the search.
- 8) Whenever a search is carried out pursuant to this section by an instructor other than the principal, the principal shall, forthwith after the search, institute an inquiry into the circumstances relating to the search.
- 9) Any pupil who
- (a) assaults, obstructs or uses insulting, abusive or indecent language to a teacher carrying out or attempting to carry out a search under this section.

or

- (b) is found in possession of any intoxicating liquor, controlled drug, gun, offensive weapon or any article that has been reported stolen.
- is guilty of an offence and is liable on summary conviction, if he is under the age of 16 years, to a fine of \$1,000 or if the pupil is 16 years of age or older to such a fine or to imprisonment for 6 months or both.
- 10) Any person, other than a pupil, who assaults, obstructs or uses insulting, abusive or indecent language to a principal, deputy principal or teacher carrying out a search under

APPENDIX

this section or any adult assisting the principal, deputy principal or teacher is guilty of an offence and is liable, on summary conviction, to a fine of \$2,500 or imprisonment for one year or both.

Section 64B (1) states;

A pupil who wilfully damages or destroys school property or the property of any person lawfully on the school premises is guilty of an offence and is liable on summary conviction to a fine of \$500, if he is under the age of 16 years, or, if he is 16 years or older, to such fine or to imprisonment for 3 months or both.