



*Your Gateway to Global Recognition*

## **Guidelines for the Certificate of Recognition of CARICOM Skills Qualification**

The Certificate allows any eligible **CARICOM** National to enter and seek work in any of the participating **CARICOM** Member States.



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**CSME**  
**Free Movement of Labour**

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## BACKGROUND

The Barbados Accreditation Council (BAC) is the sole government agency with responsibility for assuring the quality and integrity of post-secondary or tertiary education and training in Barbados. Its mandate includes:

1. The granting of ***Certificates of Recognition of CARICOM Skills Qualification*** in accordance with the provisions of the Caribbean Community (Movement of Skilled Nationals) Act, 2004 and related purposes; and
2. The examination and verification of ***Certificates of Recognition of CARICOM Skills Qualification*** granted to CARICOM nationals by a Member State for the purpose of giving effect to *Article 46 of the Revised Treaty of Chaguaramas*.

## INTRODUCTION

The free movement of skills/labour basically entails the right of a CARICOM National to seek work or engage in gainful employment in all CARICOM Member States whether as a wage earner or non-wage earner, without the need to obtain a work permit in the Member State in which he/she desires to work.

A CARICOM National is, according to Article 32.5:(A) of the Revised Treaty, a person who is regarded as a National of a Member State. This is the case if such person:

- is a citizen of that State
- has a connection with that State of a kind which entitles him/her to be regarded as belonging to or, if it be so expressed, as being a native or resident of the State for purpose of the laws thereof relating to immigration.

Persons who are eligible for the Free Movement of Skills/Labour must be engaged in a legitimate economic activity in the CARICOM Single Market and Economy. There are currently no rights regarding free movement solely for the purposes of residency or permanent naturalization or citizenship. If a person just wishes to migrate from one CARICOM state to live in another, he/she must still apply for residency or citizenship, in accordance with the laws of that country.

(Extracted from the publication "*CARICOM Single Market and Economy Free Movement – Travel and Work*", Caribbean Community Secretariat, 2005)

## GENERAL INFORMATION

### Wage Earners Entitled To Move And Work Freely In The Community

1. Graduates from all recognized universities in the world
2. Artistes
3. Musicians
4. Sportspersons
5. Media persons
6. Teachers
7. Professional Nurses
8. Artisans
9. Holders of Associate Degrees and comparable qualifications
10. Household Domestics

If any of the above wage earners wish to work in another Member State, he/she must first obtain a Certificate of Recognition of CARICOM Skills Qualification (CARICOM Skills Certificate) from the competent authority in either his/her home, host country or another CARICOM Member State.

**NB: *For Managers, Technical and Supervisory staff attached to a company or self-employed persons, eligibility to move is governed by Immigration Department and not by the BAC***

### Definitions of Categories for Free Movement of Skills

- **Graduates** are persons who have obtained at least a Bachelor's degree from a recognized university.
- **Media Persons** are persons whose primary source of income is drawn from media and media related work or persons who are qualified to enter this field.
- **Artistes** are persons who are active in or qualified to enter a particular field of art with the specific purpose of earning a living.
- **Musicians** are persons who are active in or qualified to enter a particular field of music with the specific purpose of earning a living.
- **Sportspersons** are persons who are active in or qualified to enter a particular field of sports with the specific purpose of earning a living as a professional or semi-professional.

- **Professional Nurses** are persons who have successfully completed basic or higher-level training for nurses and who are registered with the General Nursing Council of a CARICOM Member State and are designated Registered Nurses.
- **Teachers** are persons who have successfully completed an approved pre-service or in-service teacher preparation programme from an accredited/recognized institution offering teacher education.
- **Artisans** are persons skilled as workmen or craftsmen. Craft and related workers apply their specific knowledge and skills in the fields of mining and construction, form metal, erect metal structures, set machine tools, or make, fit, maintain and repair machinery, equipment or tools, carry out printing work as well as produce or process foodstuffs, textiles, or wooden, metal and other articles, including handicraft goods. The work is carried out by hand or by hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. The tasks call for an understanding of all stages of the production process, the materials and tools used, and the nature and purpose of the final product. Tasks performed by craft and related trades workers usually include: extracting and working solid minerals; constructing, maintaining and repairing buildings and other structures; casting, welding and shaping metal; installing and erecting heavy metal structures, tackle and related equipment; making machinery, tools, equipment, and other metal articles; setting for operators, or setting and operating various machine tools; and vehicles; as well as electrical and electronic instruments and other equipment; making precision instruments, jewellery, household and other handicraft; executing printing work; producing and processing foodstuffs and various articles made of wood, textiles, leather and related materials. Supervision of other workers may be included.
- **Holders of Associate Degrees** are persons who have obtained an Associate Degree from an accredited/recognised university or college or have obtained a professional, technical or vocational qualification from a duly accredited body which is comparable to an Associate Degree.
- **Household Domestics** are persons who possess a Caribbean Vocational Qualification (CVQ) or equivalent qualifications in related subject areas. Equivalent qualifications include the National Vocational

Qualifications (NVQ) and the Scottish Vocational Qualifications (SVQ) certification as it relates to a hotel setting.

***NB: ANTIGUA AND BARBUDA IS NOT CURRENTLY ALLOWING THE FREE MOVEMENT OF THE CATEGORIES OF PROFESSIONAL NURSES AND TEACHERS***

#### **Qualifying Caribbean Community States:**

- Antigua and Barbuda
- Barbados
- Belize
- Dominica
- Grenada
- Guyana
- Haiti
- Jamaica
- St. Kitts and Nevis
- St. Lucia
- St. Vincent and the Grenadines
- Suriname
- Trinidad and Tobago

**NB: Barbados is facilitating all nationals of Montserrat**

#### **PROCESSING TIMELINE**

##### **Issuance of the Certificate by the BAC**

- A maximum of 7 working days

##### **Verification of the Certificate of Recognition issued by other CARICOM Member States**

- A maximum of 10 working days

**Please do not wait until you are offered a job opportunity to apply for the Certificate. Be Proactive! Apply Now!**

## **SPECIAL CONDITIONS**

If a CARICOM national does not fall into any of the wage earning categories 1-10, mentioned on pages 4-6, he/she still **requires a work permit if he/she wishes to work in another Member State.**

## **EQUIVALENCY OF QUALIFICATIONS**

As a part of its Recognition Services, the BAC offers advice on the equivalency of foreign-based qualifications to local awards. A fee is charged for this service.

## **LOST, STOLEN OR MISPLACED CERTIFICATES**

**NB: Only those certificates issued by the BAC will be reissued to nationals and non-nationals.**

Nationals of Barbados who need their Certificate replaced must:

- Report the lost/stolen/misplaced Certificate of Recognition of CARICOM Skills Qualification to the Commissioner of Police and the Immigration Department, in the country where the certificate was lost, stolen or misplaced,
- Submit an original (and copy to be certified) of the Police Report of the lost/stolen/misplaced Certificate, and
- Pay BDS\$100 for the new Certificate.

# *SECTION 1*

## *Application for the Certificate of Recognition of CARICOM Skills Qualification*

### **SUBMISSION OF DOCUMENTATION**

Applicants must appear in person either to submit the documentation or collect the Certificate of Recognition. In the situation where an agent/individual is submitting on the behalf of the applicant, written correspondence must be submitted by the applicant which states that the documentation is being submitted on his/her behalf. The agent/individual is required to present some form of valid identification e.g. National Identification card, Driver's Licence or Passport. An employer may submit an application on behalf of an employee, however the employee will be required to collect the Certificate or Verification of Recognition. E-commerce facilities will be available soon via the Council's website to facilitate the submission of documentation and payment for Recognition Services.

### **INCOMPLETE DOCUMENTATION WILL NOT BE ACCEPTED.**

#### **General Documentation required for Certificate of Recognition of CARICOM Skills Qualification**

1. Application form (complete, legible, signed by a Justice of Peace and with official stamp/seal of the Justice-of-the-Peace)
2. Birth Certificate
3. Proof of status as a CARICOM national
4. Marriage Certificate (**where applicable**)
5. Qualifications (**undergraduate/post-graduate/professional**) - ***Certified translation of the credential/qualification in English or translation provided by the University of the West Indies Cave Hill Campus or***



*the Barbados Community College; or from Embassies and/or Consulates, if the original document is not in English*

6. Proof of registration with professional agency (**where applicable**)
7. Passport (**copy of bio-data page & date of issue and expiry date**)
8. Two (2) passport size photos (**applicant's name in block letters at back**)
9. BDS\$100 application fee (**per application**)

### **Supporting Documentation for All Persons Applying for a Certificate of Recognition of CARICOM Skills Qualification**

**Copies of all supporting documentation provided to the BAC must be certified by the Justice of Peace.**

1. Bachelor's Degree or equivalent qualification from a recognised educational institution. (**Graduates**)

#### **Special Note:**

Applicants seeking recognition under the category "**Graduate**" in respect of the Certificate of Recognition of CARICOM Skills Qualification, please note that **only one (1) qualification at the 'degree' level will be accepted**. As such, applicants should submit either a **qualification at the level of Bachelor's or Master's or Doctoral**) for placement on the Certificate of Recognition.

2. Letters from the respective National Federation or Ministry, which clearly state that the applicant was registered in a particular field of art, music, sports, as a media worker (**Media persons, Sportpersons, Artistes, Musicians**); or
3. Copies of relevant qualifications (**Media persons, Sportpersons, Artistes, Musicians**);
4. Letters from previous employers, which clearly state the functions performed by the applicant (**Media persons, Sportpersons, Artistes, Musicians**);
5. A letter from a General Nursing Council of a CARICOM Member State indicating that the applicant is a nurse and stating the level of nursing for which the person is registered (**Professional Nurses**);
6. A Degree/Diploma/Certificate from an accredited/recognized institution offering teacher education (**Teachers**);
7. Caribbean Vocational Qualification (CVQ) at all levels in areas for which regional standards have been approved (**Artisans**);

8. National Vocational Qualification (NVQ) issued since January, 2004, in areas for which regional standards have been approved (**Artisans**); and
9. Associate Degree and comparable qualifications such as 2 CAPE/"A" Levels, Certified Accounting Technician Qualification (CAT), National Technician Certificates requiring two (2) years of study at post-secondary level (**Holders of Associate Degrees and comparable qualifications**).
10. A Caribbean Vocational Qualification (CVQ) or equivalent qualifications in related subject areas. Equivalent qualifications include the National Vocational Qualifications (NVQ) and the Scottish Vocational Qualifications (SVQ) certification as it relates to a hotel setting (**Household Domestics**)

WHEREAS \_\_\_\_\_ has applied to the Minister for a Certificate of Recognition of Caribbean Community Skills Qualification, in reliance on the requirements set out hereto and has satisfied the Minister that the conditions laid down in the Caribbean Community (Movement of Skilled Nationals) Act, 2004, for the grant of a Certificate of Recognition of Caribbean Community Skills Qualification have been fulfilled in respect of the qualification of \_\_\_\_\_

NOW THEREFORE the Barbados Accreditation Council in exercise of the powers conferred on it by section 3(3) of the Barbados Accreditation Council Act, 2004, hereby issues to \_\_\_\_\_ the Certificate of Recognition of Caribbean Community Skills Qualification in respect of the qualification of \_\_\_\_\_

Issued at **Bridgetown** by the Council this \_\_\_\_\_ day of \_\_\_\_\_ 2007.

\_\_\_\_\_  
Chairman

Photo

Full Name:  
Address:  
Date of Birth:  
Nationality:  
Passport No.:  
Marital Status:  
Occupation/Profession:  
Qualifications:  
Names and Ages of Accompanying Dependents:  
Passport No. of Dependents:

**SAMPLE**

Fig. 1 – Sample Certificate of Recognition of CARICOM Skills Qualification

## COLLECTION OF CARICOM CERTIFICATE

**The applicant or agent acting on behalf of the applicant must present a valid form of photo identification (e.g. National Identification Card, Driver's Licence or Passport)**

## SECTION 2

# *Verification of a Certificate of Recognition of CARICOM Skills Qualification*

### SUBMISSION OF DOCUMENTATION

Applicants must appear in person either to submit the documentation or collect the Letter of Verification of the Certificate of Recognition. In the situation where an agent/individual is submitting on the behalf of the applicant, written correspondence must be submitted by the applicant which states that the documentation is being submitted on his/her behalf. The agent/individual is required to present some form of valid identification e.g. National Identification card, Driver's Licence or Passport. An employer may submit an application on behalf of an employee, however the employee will be required to collect the Letter of Verification. E-commerce facilities will be available soon via the Council's website to facilitate the submission of documentation and payment for Recognition Services.

#### **General Documentation required for the Verification of a Certificate of Recognition of CARICOM Skills Qualification**

1. Certificate of Recognition of CARICOM Skills Qualification issued by another Member State (**Certified copy of the Certificate**)
2. Two (2) passport size photos (**applicant's name in block letters at back**)
3. BDS\$100 verification fee (**per verification**)



BARBADOS ACCREDITATION COUNCIL  
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[Click here to enter a date.](#)

[Click here to enter Address block1](#)

[Click here to enter Address block2](#)

[Click here to enter Address block3](#)

[Click here to enter Address block4](#)

[CLICK HERE TO ENTER ADDRESS BLOCK5](#)

Dear [Click here to enter text.](#)

**Caribbean Community (Movement of Skilled Nationals) Act, 2004**

Reference is made to your application for the verification of your Certificate of Recognition of Caribbean Community Skills Qualification. Forwarded herewith is verification letter No. [Click here to enter text.](#) which is issued in accordance with Section 7 (1) of the above-named Act.

The enclosed verification letter should be presented to the Chief Immigration Officer, Immigration Department, Careenage House, Wharf Road, Bridgetown.

Yours faithfully

[Click here to enter Name.](#)  
 for Executive Director

**Fig. 2 – Sample Letter of Verification of Recognition**

**COLLECTION OF LETTER OF VERIFICATION OF THE CERTIFICATE**

***The applicant or agent acting on behalf of the applicant must present a valid form of photo identification (e.g. National Identification Card, Driver's Licence or Passport)***

## *SECTION 3*

### *Procedures for Entry of Non-Nationals seeking Recognition as a Skilled CARICOM Nationals*

#### **At the Port of Entry (Without a Certificate of Recognition of CARICOM Skills Qualification)**

1. If a non-national expresses an interest in being recognised as a skilled CARICOM national – he/she will be advised by the Immigration Department to appear in person at the BAC.
2. If approval is granted, the applicant will be issued the Certificate of Recognition of CARICOM Skills Qualification along with a letter indicating the next steps.
3. When collecting the Certificate of Recognition of CARICOM Skills Qualification, the applicant or agent acting on behalf of the applicant will need to bring a valid form of photo identification (National Identification Card, Driver's Licence **or** Passport)
4. The applicant is advised to return to the Immigration Department and present the Certificate **along with the relevant Immigration forms** in order to be granted indefinite entry into Barbados.

**At Port of Entry (With a Certificate of Recognition of CARICOM Skills Qualification)**

1. If a non-national indicates that he/she possesses a Certificate of Recognition of CARICOM Skills Qualification – he/she will be advised by the Immigration Department to appear in person at the BAC.
2. Should the BAC verify the Certificate of Recognition of CARICOM Skills Qualification, Letter(s) of Verification will be issued to the individual and the Immigration Department.
3. When collecting the Letter(s) of Verification, the person will need to bring a valid form of photo identification (National Identification Card, Driver's Licence or Passport)
4. The person is advised to return to the Immigration Department and present the Certificate **along with the relevant Immigration forms** in order to be granted indefinite entry into Barbados.

Produced by



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