

Guidelines for the Certificate of Recognition of CARICOM Skills Qualification



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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 registration of institutions offering post-secondary or tertiary education and training programmes of study, the accreditation and re-accreditation of institutions and programmes of study and the recognition of institutions and their qualifications.
2. 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
 - b. 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 defined, according to Article 32.5:(A) of the Revised Treaty, as 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. Domestic Workers

11. Security Officers
12. Agricultural Workers

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 the 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. Persons under this category may be asked to submit previous work or to do an assessment as proof of skillset.
- **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.
- **Domestic Workers** are any persons engaged in domestic work within an employment relationship and includes a person who conducts functions such as sweeping vacuuming, cleaning, washing and polishing, taking care of household linen, purchasing supplies, preparing food, serving meals and various other domestic duties for the household within private residential homes; or provides routine personal care and assistance with activities of daily living to persons who are in need of such care due to effects of ageing, illness, injury or other physical conditions, in private residential homes; or provides routine care and supervision for children in private residential homes.
- **Security Officers** are persons who provide services for the protection of persons or property or to prevent the theft and/or destruction or the lawful taking of property.
- **Agricultural Workers** are persons engaged in crop farm production including growing/harvesting fields or trees and gathering fruits and

plants, or livestock farm production including breeding and tending of animals (including aquaculture).

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.

CATEGORY AGENCIES FOR THE ASSESSMENT OF COMPETENCIES

Applicants may be required to undergo an assessment to determine their eligibility for the Certificate of Recognition of CARICOM Skills Qualification. The **Samuel Jackman Prescod Institute of Technology** (SJPI) and the **Barbados Community College** (BCC) are **Category Agencies** for the assessment of the competencies of CARICOM nationals under specific areas as these relate to the category of “**Artiste**”.

Persons who possess a **Caribbean/National Vocational Qualification** (CVQ/NVQ) in these areas would **not** be required to undertake the assessment.

CERTIFYING AUTHORITIES

The BAC collaborates with the following competent authorities in order to certify that persons qualify for recognition as skilled CARICOM nationals:

- ❖ National Sports Council (NSC) – ***Sports Persons***
- ❖ National Cultural Foundation (NCF) – ***Musicians and Artistes***
- ❖ Government Information Service (GIS) – ***Media Persons***
- ❖ Nursing Council of Barbados – ***Professional Nurses***

Application forms can also be collected from these agencies and **MUST** be returned to the respective category agency for certification.

PROCESSING TIMELINE

Issuance of the Certificate by the BAC

- A minimum of 7 working days

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

- A minimum of 10 working days

NB: Delayed responses from nation states or requests for additional documentation may affect the timeline for processing.

Apply before you are offered a job opportunity to avoid disappointment. Be Proactive! Apply Now!

SPECIAL CONDITIONS

If a CARICOM national does not fall into any of the wage-earning categories 1-12 mentioned on pages 4-6, he/she still **requires a work permit if he/she wishes to work in another Member State.**

RECOGNITION SERVICES

As a part of its 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.

Persons that require a replacement Certificate 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 (or certified copy) of the Police Report of the lost/stolen/misplaced Certificate to the Council, and
- Pay BDS\$100 for the replacement Certificate.

SECTION 1

Application for the Certificate of Recognition of CARICOM Skills Qualification

General Documentation required for Certificate of Recognition of CARICOM Skills Qualification

Applicants must appear in person and bring originals, and copies to be certified, of the following documents. Incomplete applications will NOT be accepted:

1. Application form (complete, legible and signed by a Justice-of-the-Peace assigned by the Government of Barbados/Notary Public with official stamp/seal)
2. Birth Certificate
3. Marital Status Documentation (**Marriage Certificate, Divorce Decree etc.**)
4. **Qualification** (undergraduate/post-graduate/professional) *or* Qualifying Letter(s)
5. Two (2) Professional reference letters (as stated on application form) from an Employer, Lecturer/Tutor

Addressed Letters:

Executive Director, Barbados Accreditation Council, First Floor, The Phoenix Centre, George Street, St. Michael, BB11114

6. Passport (**copy of biodata page & date of issue**)
7. Two (2) passport size photos (**applicant's name in block letters at back**)
8. BDS\$100 application fee (**per application**)
Where applicable:
9. Proof of status as a CARICOM National (**Citizenship Document etc.**)
10. Proof of registration with professional agency
11. Letter from General Nursing Council of a CARICOM Member State (**Registered Nurse**)
12. Letter(s) from respective National Federation or Ministry (**Artistes, Media persons, Musicians, Sports persons**).

Supporting Documentation for All Persons Applying for a Certificate of Recognition of CARICOM Skills Qualification (Applicants must appear in person and bring originals, and copies to be certified, of the following documents):

1. At least a Bachelor's Degree or equivalent qualifications (**Graduates**)

Special Notes:

Applicants seeking recognition under the category “**Graduate**” in respect of the Certificate of Recognition of CARICOM Skills Qualification, please note that **only** the “**highest**” level of qualification as it pertains to “**degree**” level (that is, Bachelor’s or Master’s or Doctoral degree) will be accepted by the BAC for processing.

As it relates to qualifications, if you neither have the original or notarized copies, an official transcript is required to be sent directly from the awarding institution to the BAC accompanied by a letter detailing the award given. Please note, there may be an additional fee for the verification of qualifications based on the institution. This fee is paid to the institution and NOT the BAC.

It is important to note that Honorary Degrees are not accepted in this category.

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; or
3. Copies of relevant qualifications (**Media persons, Sportspersons, Artistes, Musicians**);
4. Letters from previous employers, which clearly state the functions performed by the applicant (**Media persons, Sportspersons, 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, Certificated Accounting Technician Qualifications, 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), National Vocational Qualification (NVQ), or practical experience evidenced by letters from two persons for whom the domestic worker has provided services as a domestic worker (**Domestic Workers**).
11. A letter/declaration from a previous employer confirming that the national possesses the ability to perform the relevant tasks related to the sector. The letter would have to include the number of years of employment (at least one year), relevant experience, and training provided; or relevant experience, and training provided; or relevant qualification in the field, such as a Caribbean Vocational Qualification or professional licence; or relevant qualification in the field, such as a Caribbean Vocational Qualification or a professional licence and; a letter from the relevant body responsible for maintaining the register/roster of security officers or Estate/Island/District Constable or equivalent in the Member State in which the Community national is registered as a security officer or recognised as an Estate/Island/District Constable (**Security Officers**).
12. A Caribbean Vocational Qualification or National Vocational Qualification or qualification from the Caribbean Examinations Council or certificate from an agency which a Member State permits to issue certificates which confirms that the person possessed practical experience in the field of agriculture (**Agricultural Workers**).

NOTE: All applications must be signed by a Justice-of-the-Peace as assigned by the Government of Barbados or a notary.

In lieu of an official document, the copies of the documents must be notarized by a notary.

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) 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

When collecting your Certificate of Recognition of CARICOM Skills Qualification, please bring a valid form of photo identification (National Identification Card, Driver's Licence or Passport)

SECTION 2

Examination and Verification of a Certificate of Recognition of CARICOM Skills Qualification

General Documentation required for examination and verification of Certificate of Recognition of CARICOM Skills Qualification

Applicants must appear in person and bring originals, and copies to be certified, of the following documents:

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



BARBADOS ACCREDITATION COUNCIL
 "Your Gateway to Global Recognition"

123 A&B, "Plaza Centrale"
 Roebuck Street, Bridgetown
 St. Michael BB 11080
 BARBADOS, W.I.



Ref No:
 Please reply to the
 Executive Director

Tel: (246) 436-9094
 Fax: (246) 429-9233
 Email: info@bac.gov.bb
 Website: <http://www.bac.gov.bb>

[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 Verification Letter

COLLECTION OF VERIFICATION LETTER

When collecting your Verification Letter, please bring a valid form of photo identification (National Identification Card, Driver's Licence or Passport)

SECTION 3

Procedures for Entry of Non-Nationals into Barbados

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 person 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 person is advised to bring a valid form of photo identification (National Identification Card **or** Passport).
4. The person will be required 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. **The certificate must not be laminated or otherwise covered.**

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 is advised to bring a valid form of photo identification (e.g. National Identification Card **or** Passport).
4. The person will be required 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. **The verification certificate must not be laminated or otherwise covered.**

Notes



First Floor, The Phoenix Centre,
George Street,
St Michael, BB11114
BARBADOS

Tel: (246) 535-6740

Fax: (246) 622-1089

Email: info@bac.gov.bb

Website: www.bac.gov.bb

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