



PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2016

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- 4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions under the Freedom of Information Act.

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Section 7 STATEMENTS

Section 7 (1) (a) (i)

Function and structure of the College of Science, Technology and Applied Arts of Trinidad and Tobago:

COSTAATT commenced operations as a body corporate in 2000, pursuant to Act No. 77 of 2000. However, it was only fully operationalized in October 2002 with the appointment of the Board of Trustees.

COSTAATT was established in order to:

1. Increase enrollment in tertiary education
2. Rationalise academic programmes, policies and procedures across the constituent campuses in order to contribute to the development of a seamless national system of tertiary education
3. Improve the quality of programmes and services
4. Increase the relevance of programmes to labour market needs
5. Broaden access to tertiary education for previously underserved groups
6. Improve the efficiency and effectiveness of college and campus operations
7. Diversify and increase revenue streams

COSTAATT'S VISION:

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1. ACADEMIC AND STUDENT AFFAIRS
2. AUDIT
3. HUMAN RESOURCES
4. TENDERS

At present, COSTAATT employs a workforce of approximately four hundred and seventy-eight full time staff and an average of 325 adjunct staff per trimester at all six of its programme delivery sites. The College is headed by a President.

COSTAATT falls under the Ministry of Education. It comprises six (6) major divisions which are further sub-divided into departments and units:

1. **OFFICE OF THE PRESIDENT**
 - a. **Quality Assurance and Institutional Research**



2. ACADEMIC AFFAIRS

a. School of Liberal Arts and Human Services

- i. Department of Languages, Literature and Caribbean Studies
- ii. Department of Mathematics
- iii. Department of Social and Behavioral Sciences
- iv. Department of Fine and Performing Arts
- v. Department of Criminal Justice and Legal Studies

b. School of Nursing, Health and Environmental Studies

- i. Department of Nursing
- ii. Department of Health Science Technologies
- iii. Department of Environmental Studies
- iv. Department of Natural and Life Sciences

c. School of Business and Information Technologies

- i. Department of Management and Entrepreneurship
- ii. Department of Information Science and Technology

d. School of Continuing Education and Lifelong Learning

- i. Department of Continuing and Professional Education
- ii. COMPASS Centre
- iii. Translation and Interpretation Unit

e. Ken Gordon School of Journalism and Communication Studies

- i. Department of Communication Studies
- ii. Department of Journalism and Media

3. STUDENT AFFAIRS

- a. Enrollment Management
- b. Office of the Registrar
- c. Career Management Services
- d. Health and Counseling Services
- e. Student Life and Athletics

4. FINANCE AND ADMINISTRATION

- a. Finance
- b. Procurement
- c. Public Safety and Security
- d. Facilities Management
- e. Technology Services

5. INSTITUTIONAL ADVANCEMENT

- a. Marketing and Public Relations
- b. Publications and Communications
- c. Alumni Affairs
- d. Foundation and Fundraising
- e. Community Outreach

6. HUMAN RESOURCE MANAGEMENT

- a. Planning and Employment
- b. Organizational Effectiveness

The College's programmes and services are variously delivered at the following sites:-

- Chaguanas Campus
- City Campus
- El Dorado Campus
- North Learning Centre
- Sangre Grande Campus
- South Campus
- Tobago Campus

Section 7(1) (a) (ii)

Statement of categories of documents maintained in the possession of COSTAATT:

1. Minutes of meetings of the Board of Trustees and its various sub-committees
2. Policy and Procedures Circulars and Manual
3. Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
4. Financial Records - including cheques, receipts, vouchers
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6. Student records including records of grades and attendance
7. Contracts, including contracts of employment and contracts of services and leases
8. Files dealing with matters related to the Academic Affairs such as curriculum documents, accreditation reports and programme evaluations
9. Files dealing with correspondence from the Ministry of STTE and other government agencies including the Ministry of Finance
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11. Brochures, pamphlets
12. Institutional data including tracer studies
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14. Tender documents
15. Internal circulars and reminders
16. Time sheets of adjunct staff
17. Legislation relating to the organization
18. Promotional videos
19. College catalogue

Section 7(1) (a) (iv)

Not applicable at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from COSTAATT:

How to Request Information:

General Procedure

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- (1) Obtain the 'Request for Access to Official Documents' which forms the back portion of the FOIA Act and is available at the Government Printery or from the FOIA web site @ www.foia.gov.tt



- (2) These forms should be addressed to the designated officer of the College (see section 7 (vi)).

Details in the Request:

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If an applicant is unsure of how to write a request or what details to include, he should communicate with the Designated Officer.

Requests Not Handled under the FOIA:

A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from this Ministry or from another public authority, for example brochures, pamphlets, reports etc.

Responding to Requests for Information:

Retrieving Documents

- The College is required to furnish copies of documents only when they are in its possession or they can be retrieved from storage.

Furnishing Documents

- An applicant is entitled to copies of information we have in our possession, custody or power. The College is required to furnish only one copy of a document. If a legible copy of a document to be released cannot be made, the College may not be able to reconstruct it. Instead, the best copy possible will be furnished and person making the request will be so notified.

Please note that the College is not compelled to do the following:

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- b) Perform research at the request of an applicant under the FOIA.

Time Limits

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Section 7 (1) (a) (vi)

Officers in COSTAATT are responsible for:

- (1) Initial receipt of, and action upon notices under Section 10
- (2) Requests for access to documents under Section 13 and
- (3) Applications under Section 36 of the Freedom of Information Act

The designated Officer for the College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT) is:

- Ms. Lisa Solomon**
Corporate Secretary

Officer can be located at:
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Pierre Road Connector
Charlottesville, Chaguanas
Tel No: 625-5030

Section 7 (1) (a) (vii)

Committees/Boards/Meetings that are Open to the Public

- Opening of public tenders

Section 7 (1) (a) (viii)

Library Reading Room Facilities
COSTAATT Chaguanas Campus
Pierre Road Connector
Charlottesville, Chaguanas

- Reading and reference facilities are subject to availability of space

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

- Copies of legislation, laws, regulations
- Financial regulations and instructions
- Freedom of Information Act No 26 of 1999
- Some copies of the Trinidad and Tobago Gazette

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- Medium Term Planning Framework
- Public Sector Investment Programme

SECTION 9 - STATEMENTS

This section is not applicable at this time.





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2. AUDIT
3. HUMAN RESOURCES
4. TENDERS

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a. School of Liberal Arts and Human Services

- i. Department of Languages, Literature and Caribbean Studies
- ii. Department of Mathematics
- iii. Department of Social and Behavioral Sciences
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- v. Department of Criminal Justice and Legal Studies

b. School of Nursing, Health and Environmental Studies

- i. Department of Nursing
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- i. Department of Continuing and Professional Education
- ii. COMPASS Centre
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e. Ken Gordon School of Journalism and Communication Studies

- i. Department of Communication Studies
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3. STUDENT AFFAIRS

- a. Enrollment Management
- b. Office of the Registrar
- c. Career Management Services
- d. Health and Counseling Services
- e. Student Life and Athletics

4. FINANCE AND ADMINISTRATION

- a. Finance
- b. Procurement
- c. Public Safety and Security
- d. Facilities Management
- e. Technology Services

5. INSTITUTIONAL ADVANCEMENT

- a. Marketing and Public Relations
- b. Publications and Communications
- c. Alumni Affairs
- d. Foundation and Fundraising
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6. HUMAN RESOURCE MANAGEMENT

- a. Planning and Employment
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The College's programmes and services are variously delivered at the following sites:-

- Chaguanas Campus
- City Campus
- El Dorado Campus
- North Learning Centre
- Sangre Grande Campus
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- Tobago Campus

Section 7(1) (a) (ii)

Statement of categories of documents maintained in the possession of COSTAATT:

1. Minutes of meetings of the Board of Trustees and its various sub-committees
2. Policy and Procedures Circulars and Manual
3. Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
4. Financial Records - including cheques, receipts, vouchers
5. Un-audited financial statements
6. Student records including records of grades and attendance
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17. Legislation relating to the organization
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Section 7(1) (a) (iv)

Not applicable at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from COSTAATT:

How to Request Information:

General Procedure

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- (2) These forms should be addressed to the designated officer of the College (see section 7 (vi)).

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Requests Not Handled under the FOIA:

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Responding to Requests for Information:

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that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the College has received the request and to determine its status.

Section 7 (1) (a) (vi)

Officers in COSTAATT are responsible for:

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The designated Officer for the College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT) is:

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Tel No: 625-5030

Section 7 (1) (a) (vii)

Committees/Boards/Meetings that are Open to the Public

- Opening of public tenders

Section 7 (1) (a) (viii)

Library Reading Room Facilities
COSTAATT Chaguanas Campus
Pierre Road Connector
Charlieville, Chaguanas

- Reading and reference facilities are subject to availability of space

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

- Copies of legislation, laws, regulations
- Financial regulations and instructions
- Freedom of Information Act No 26 of 1999
- Some copies of the Trinidad and Tobago Gazette

Section 8 (1) (a) (ii)

- Medium Term Planning Framework
- Public Sector Investment Programme

SECTION 9 - STATEMENTS

This section is not applicable at this time.





PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2020

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Section 7 STATEMENTS

Section 7 (1) (a) (i)

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Section 7(1) (a) (iv)

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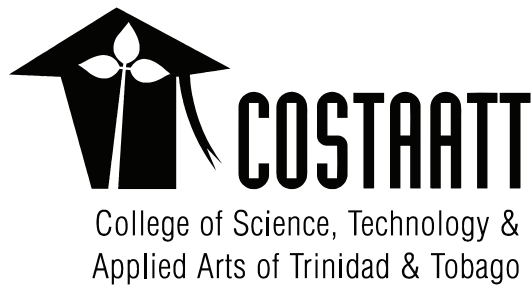
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At present, COSTAATT employs a workforce of approximately four hundred and seventy-eight full time staff and an average of 325 adjunct staff per trimester at all six of its programme delivery sites. The College is headed by a President.

COSTAATT falls under the Ministry of Education. It comprises six (6) major divisions which are further sub-divided into departments and units:

1. **OFFICE OF THE PRESIDENT**
 - a. **Quality Assurance and Institutional Research**



2. ACADEMIC AFFAIRS

a. School of Liberal Arts and Human Services

- i. Department of Languages, Literature and Caribbean Studies
- ii. Department of Mathematics
- iii. Department of Social and Behavioral Sciences
- iv. Department of Fine and Performing Arts
- v. Department of Criminal Justice and Legal Studies

b. School of Nursing, Health and Environmental Studies

- i. Department of Nursing
- ii. Department of Health Science Technologies
- iii. Department of Environmental Studies
- iv. Department of Natural and Life Sciences

c. School of Business and Information Technologies

- i. Department of Management and Entrepreneurship
- ii. Department of Information Science and Technology

d. School of Continuing Education and Lifelong Learning

- i. Department of Continuing and Professional Education
- ii. COMPASS Centre
- iii. Translation and Interpretation Unit

e. Ken Gordon School of Journalism and Communication Studies

- i. Department of Communication Studies
- ii. Department of Journalism and Media

3. STUDENT AFFAIRS

- a. Enrollment Management
- b. Office of the Registrar
- c. Career Management Services
- d. Health and Counseling Services
- e. Student Life and Athletics

4. FINANCE AND ADMINISTRATION

- a. Finance
- b. Procurement
- c. Public Safety and Security
- d. Facilities Management
- e. Technology Services

5. INSTITUTIONAL ADVANCEMENT

- a. Marketing and Public Relations
- b. Publications and Communications
- c. Alumni Affairs
- d. Foundation and Fundraising
- e. Community Outreach

6. HUMAN RESOURCE MANAGEMENT

- a. Planning and Employment
- b. Organizational Effectiveness

The College's programmes and services are variously delivered at the following sites:-

- Chaguanas Campus
- City Campus
- North Learning Centre
- Sangre Grande Campus
- South Campus
- Tobago Campus

Section 7(1) (a) (ii)

Statement of categories of documents maintained in the possession of COSTAATT:

1. Minutes of meetings of the Board of Trustees and its various sub-committees
2. Policy and Procedures Circulars and Manual
3. Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
4. Financial Records - including cheques, receipts, vouchers
5. Un-audited financial statements
6. Student records including records of grades and attendance
7. Contracts, including contracts of employment and contracts of services and leases
8. Files dealing with matters related to the Academic Affairs such as curriculum documents, accreditation reports and programme evaluations
9. Files dealing with correspondence from the Ministry of STTE and other government agencies including the Ministry of Finance
10. Books
11. Brochures, pamphlets
12. Institutional data including tracer studies
13. Reports of consultants
14. Tender documents
15. Internal circulars and reminders
16. Time sheets of adjunct staff
17. Legislation relating to the organization
18. Promotional videos
19. College catalogue

Section 7(1) (a) (iv)

Not applicable at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from COSTAATT:

How to Request Information:

General Procedure

COSTAATT's policy is to answer all requests, both oral and written. To access a document that is not readily available to the public, the applicant must make a request in writing by the following procedures:

- (1) Obtain the 'Request for Access to Official Documents' which forms the back portion of the FOIA Act and is available at the Government Printery or from the FOIA web site @ www.foia.gov.tt
- (2) These forms should be addressed to the designated officer of



the College (see section 7 (vi)).

Details in the Request:

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If an applicant is unsure of how to write a request or what details to include, he should communicate with the Designated Officer.

Requests Not Handled under the FOIA:

A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from this Ministry or from another public authority, for example brochures, pamphlets, reports etc.

Responding to Requests for Information:

Retrieving Documents

- The College is required to furnish copies of documents only when they are in its possession or they can be retrieved from storage.

Furnishing Documents

- An applicant is entitled to copies of information we have in our possession, custody or power. The College is required to furnish only one copy of a document. If a legible copy of a document to be released cannot be made, the College may not be able to reconstruct it. Instead, the best copy possible will be furnished and person making the request will be so notified.

Please note that the College is not compelled to do the following:

- a) Create new documents or re-format documents to meet the specifications of the applicant.
- b) Perform research at the request of an applicant under the FOIA.

Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If the College fails to meet this deadline, the FOIA gives the applicant the right to proceed as though the request has been denied. The College will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, COSTAATT will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the

applicant may wish to call or write to confirm that the College has received the request and to determine its status.

Section 7 (1) (a) (vi)

Officers in COSTAATT are responsible for:

- (1) Initial receipt of, and action upon notices under Section 10
- (2) Requests for access to documents under Section 13 and
- (3) Applications under Section 36 of the Freedom of Information Act

The designated Officer for the College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT) is:

- **Ms. Lisa Solomon**
Corporate Secretary

Officer can be located at:
COSTAATT Chaguanas Campus
Pierre Road Connector
Charlottesville, Chaguanas
Tel No: 625-5030

Section 7 (1) (a) (vii)

Committees/Boards/Meetings that are Open to the Public

- Opening of public tenders

Section 7 (1) (a) (viii)

Library Reading Room Facilities
COSTAATT Chaguanas Campus
Pierre Road Connector
Charlottesville, Chaguanas

- Reading and reference facilities are subject to availability of space

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

- Copies of legislation, laws, regulations
- Financial regulations and instructions
- Freedom of Information Act No 26 of 1999
- Some copies of the Trinidad and Tobago Gazette

Section 8 (1) (a) (ii)

- Medium Term Planning Framework
- Public Sector Investment Programme

SECTION 9 - STATEMENTS

This section is not applicable at this time.





PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT) - AS AT JANUARY 2023

In accordance with Sections **7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA)**, the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) is required by law to publish the following statements that list the documents and information generally available to the public.

The Act gives members of the public:

- 1) A legal right for each person to access information held by COSTAATT.
- 2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- 3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- 4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions under the Freedom of Information Act.

The College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) publishes the following statement as approved by the Ministry of Education and the Board of Trustees of the College.

Section 7 STATEMENTS

Section 7 (1) (a) (i)

Function and structure of the College of Science, Technology and Applied Arts of Trinidad and Tobago:

COSTAATT commenced operations as a body corporate in 2000, pursuant to Act No. 77 of 2000. However, it was only fully operationalized in October 2002 with the appointment of the Board of Trustees.

COSTAATT was established in order to:

1. Increase enrollment in tertiary education
2. Rationalise academic programmes, policies and procedures across the constituent campuses in order to contribute to the development of a seamless national system of tertiary education
3. Improve the quality of programmes and services
4. Increase the relevance of programmes to labour market needs
5. Broaden access to tertiary education for previously underserved groups
6. Improve the efficiency and effectiveness of college and campus operations
7. Diversify and increase revenue streams

COSTAATT'S VISION:

To be a student-centred, dynamic, and innovative, world-class, multi-campus college, promoting excellence in teaching and learning, serving diverse communities and producing lifelong learners who can compete globally.

COSTAATT'S MISSION:

To be the premier educational institution in providing high quality, affordable and accessible educational programmes serving the needs of business, industry and the diverse campus communities, and facilitating the personal and professional development of its students, faculty and staff.

COSTAATT'S BOARD OF TRUSTEES

The Board of Trustees is appointed by the President of the Republic of Trinidad and Tobago and has responsibility for the policy direction of the College. There are four (4) sub-committees of the Board of Trustees which make recommendations to the board on matters relating to:

1. ACADEMIC AND STUDENT AFFAIRS
2. AUDIT
3. HUMAN RESOURCES
4. FINANCE AND TENDERS

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