



**Government of the Republic of Trinidad and Tobago
Ministry of Public Administration**

**TITLE: POLICY ON THE PLACEMENT AND EMPLOYMENT OF GOVERNMENT
SCHOLARS**

**ADMINISTERED BY THE SCHOLARSHIPS AND ADVANCED TRAINING DIVISION ON
BEHALF OF THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**

Summary	This document outlines the policy on placement and employment of recipients of Government scholarships.
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1. Policy Statement

1.1. The Government of the Republic of Trinidad and Tobago (GoRTT) through its strategic priorities is committed to 'building the human resource capacity' within the country. Trained and qualified recipients of Government scholarships are required to fill the existing demand for human resources within the country. The Scholarships and Advanced Training Division (SATD) has created and continues to sustain partnerships with key stakeholders and agencies to ensure that recipients of Government scholarships, hereinafter referred to as the scholar, fill the national human resource gaps identified. The Policy covers the terms and conditions governing the placement and employment of scholars who have reported to fulfill their obligation to GoRTT.

2. Policy Objectives

2.1. This Policy aims to:

- 2.1.1. support the Government's strategic objective of building and enhancing the human resource capacity through a knowledge-based economy;
- 2.1.2. have scholars placed and employed in positions commensurate with their academic qualifications in fulfillment of their contractual obligations to the Government of the Republic of Trinidad and Tobago;
- 2.1.3. maximize the return on investment by ensuring that scholars' knowledge and skills are effectively utilized for the development of Trinidad and Tobago;
- 2.1.4. ensure that the critical Human Resource Capacity Needs of the public sector are filled;
- 2.1.5. provide guidelines to scholars fulfilling their obligation to the GoRTT.

3. Scope of Application

3.1. The Policy on the Placement and Employment of Government Scholars applies to all citizens of Trinidad and Tobago who are recipients of Government scholarships.

4. Target Audience

4.1. Citizens of Trinidad and Tobago who are recipients of scholarships offered by and through the GoRTT, Permanent Secretaries, Ministries and Departments, Tobago House of Assembly (THA), Statutory Bodies, State Enterprises and any other organisations where scholars are, or will be employed.

5. Conditions of the Scholarship Agreement

The scholarship recipient agrees:

- 5.1. to serve in the employ of the GoRTT in exchange for the value of the funds loaned to the scholar to facilitate the completion of a specified course of study.

- 5.2. that the GoRTT will seek to offer returning scholars employment, within three (3) months of reporting to the SATD. Such employment will be within the public sector and will be in accordance with the particulars of the scholar's course of study.
- 5.3. the three (3) month period required for the GoRTT to find employment for a scholar commences when the scholar has reported, in person, (unless otherwise permitted in writing by the SATD) and ALL the required documents for reporting have been submitted.
- 5.4. the GoRTT reserves the right to offer the scholar employment in a capacity and at the remuneration that the GoRTT deems suitable, provided that it is in accordance with the particulars of the scholar's course of study.
- 5.5. should the GoRTT be unable to offer the scholar employment within three (3) months of reporting, in person, the scholar must seek and remain in employment in Trinidad and Tobago for a period of not less than the applicable prescribed period. Such employment will be counted towards the obligatory service of the scholar, provided that it meets the conditions as detailed in this policy.

6. Reporting

- 6.1. All scholars are required to report in person to the SATD immediately upon the completion of their course of study for which the scholarship was awarded.
- 6.2. Scholars pursuing their course of study locally are required to report in person within two (2) weeks of completion of their course of study.
- 6.3. Scholars pursuing their course of study overseas must report in person to the SATD within one (1) month of completion of his/her course of study.
- 6.4. Scholars who are unable to report in person for any reason must inform the SATD at least one (1) month in advance of the date on which the scholar is due to report.
- 6.5. The Ministry will consider all requests to defer reporting and respond in writing within thirty (30) days of that request.
- 6.6. Scholars who fail to report to the SATD within the stipulated period, and have not obtained approval to report at a later date will be in breach of their Scholarship Agreement.

7. Tenure of Service

- 7.1. Service within the following will be considered towards the fulfilment of the agreed obligatory service:
 - 7.1.1. Government Ministries and Departments;
 - 7.1.2. The Tobago House of Assembly;
 - 7.1.3. Statutory Authorities/Public Organisations controlled by the Government;
 - 7.1.4. State Corporations;

- 7.1.5. Other organisations where the GoRTT owns shares;
- 7.1.6. Regional or international organisations (based locally or abroad) to which GoRTT has membership on the conditions as detailed in this Policy; and
- 7.1.7. Local private organisations on the conditions as detailed in this policy.

8. Duration of Obligatory Service

- 8.1. The duration of obligatory service will be based on the cost of the scholarship and will be in accordance with the Schedule in the Policy on Obligatory Service in respect of Scholarships and other Training Awards.
- 8.2. Obligatory service will commence from the date of the scholar's assumption of duty as an employee in approved employment as detailed in this policy.
- 8.3. In the instance that the scholar has already commenced obligatory service, this will continue to accumulate from the scholar's date of assumption in a subsequent position/s.
- 8.4. Breaks in employment will not contribute towards obligatory service.

9. Additional Service

- 9.1. Where a scholar has been awarded a subsequent scholarship, the scholar will be required to serve the prescribed period of obligatory service in the said Scholarship Agreement, in addition to any remaining service under any previous Scholarship Agreement(s). The scholar must serve the accumulated obligatory service under all scholarships received.

10. Applications for Employment and Interviews

- 10.1. In an effort to secure employment for the scholar, the GoRTT may:
 - 10.1.1. Request that the scholar submit applications to specific jobs as determined by the SATD and submit evidence of same to SATD.
 - 10.1.2. Have the scholar attend interviews to assess their suitability for employment in fulfillment of obligatory service to the GoRTT. SATD will request that the scholar ask the potential employer to confirm participation in any selection tests or interviews. This communication must be submitted from the potential employer directly to SATD.
 - 10.1.3. Submit resumes on behalf of scholars to agencies in which the scholar can fulfil their obligatory service.

11. Monitoring Obligatory Service

- 11.1. A scholar's obligatory service will be monitored by the SATD for the duration of the prescribed obligatory period to ensure compliance with the Scholarship Agreement.

- 11.2. Scholars are required to immediately inform the SATD of all offers of employment.
- 11.3. Scholars are required to provide the SATD with all documents as requested by the SATD.
- 11.4. Scholars are required to immediately inform the SATD of any and all changes to their employment status, during their prescribed period of obligatory service.
- 11.5. Scholars are required to provide employment and residency status updates every six (6) months.
- 11.6. Scholars must immediately advise the SATD of any changes/intended changes to their residency and employment status.
- 11.7. The GoRTT may contact the employer of the scholar at any time during their period of obligatory service to obtain information regarding the scholar's employment status.

12. Obligatory Service within the Public Sector

- 12.1. All scholars are first obligated to serve within the public sector of Trinidad and Tobago.
- 12.2. Once an offer of a job or an appointment to a position in the public sector is made, the scholar must accept the offer in fulfillment of his/her obligation to the GoRTT provided that:
 - 12.2.1. The offer of employment is made within three (3) months of the scholar having reported to the SATD; and
 - 12.2.2. The offer is in accordance with the particulars of the scholar's course of study.
- 12.3. Where the GoRTT has been unable to secure employment for a scholar within three (3) months of the scholar having reported, and the scholar remains unemployed, the scholar must accept any offer of employment made by the GoRTT during their period of obligation provided that the offer of employment is in accordance with the particulars of the scholar's course of study.
 - 12.3.1. Where a scholar has accepted such employment he/she will be allowed to accept alternative employment within Trinidad and Tobago provided that it is in accordance with the particulars of his/her course of study.
- 12.4. All scholars must receive permission in writing from the Ministry with responsibility for the SATD, for service in other sectors of the economy to be counted towards obligatory service, as detailed in this Policy.

13. Obligatory Service within Regional or International Organisations in which the GoRTT is a member or in Local Private Sector Organisations

- 13.1. Service within regional or international organisations situated locally or abroad in which the GoRTT is a member or service in the local private sector will be considered towards a scholar's obligation to the GoRTT provided that **ALL** of the following conditions are met:
- 13.1.1. The scholar has satisfied all the requirements for reporting
 - 13.1.2. The GoRTT has been unable to offer employment to the scholar within three (3) months of the date the scholar reported to the SATD;
 - 13.1.3. The scholar has been unable to secure employment on his/her own accord and/or is not currently employed within the public sector.
 - 13.1.4. The scholar has a valid offer of employment from the international/regional organisation in which the GoRTT is a member, or from a local private organisation.
 - 13.1.5. The offer of employment is in accordance to the particulars of the scholar's course of study.
- 13.2. Where a request for approval to serve within a regional or international organisation situated locally or abroad in which the GoRTT is a member or service in the local private sector **is declined** the scholar must continue to seek and remain in employment within Trinidad and Tobago.
- 13.3. Notwithstanding section 13.2 above, scholars who are employed through a Temporary Job Placement Programme (e.g. Associate Professional Programme, On the Job Trainee Programme) or employed on short term contracts for a period of twelve (12) months or less; will be allowed to accept such employment, provided that:
- 13.3.1. The Ministry/Agency in which they are placed or the SATD is unable to identify a proposed or vacant position in which the scholar **will** be transitioned.
- 13.4. Where a scholar is not transitioned within the first twelve (12) months of engagement in temporary employment, the scholar shall be allowed to continue to serve their obligatory service within a regional or international organisation situated locally or abroad in which the GoRTT is a member or in the local private sector, provided that they obtain employment that is in accordance to the particulars of the scholar's course of study.
- 13.5. The Ministry will only consider a request to serve within a regional or international organisation or agency of which the GoRTT is a member or at a local private sector organisation provided that the three (3) month period within which the Ministry is obligated to offer employment has expired.

13.6. A scholar who has received approval in writing for such employment, will be allowed to change or switch jobs within regional or international organisations situated locally or abroad in which the GoRTT is a member or in the local private sector provided that:

13.6.1. The employment is in line within the particulars of the scholar's course of study; and

13.6.2. The SATD is informed in writing and in advance of any such change; and

13.6.3. The scholar is provided with approval in writing to accept employment in another regional or international organisation situated locally or abroad in which the GoRTT is a member or in the local private sector.

13.7. The Ministry will respond in writing within thirty (30) days of the submission of the request for service to be counted under this section. If such approval is not received within thirty (30) days, such request will be considered approved.

14. Specific Scholarships Identified to Develop the Human Resource Capacity within Trinidad and Tobago

14.1. Scholars who receive scholarships under specific scholarship programmes (including those offered by donor countries/organisations) for the purpose of developing the human resource capacity within a specific sector or a specific agency, as the case may be, are required to complete their obligatory service in the said sector or state agency.

14.2. Once a scholar under this section has received employment in the specific public sector Agency for which the scholarship was intended, the scholar will be required to serve within that Agency for the duration of their obligatory service or such period as the Agency has provided such employment, provided always that:

14.2.1. Such employment is in accordance to the particulars of the scholar's course of study; and

14.2.2. The offer of employment is given within three (3) months of the scholar reporting to the SATD

14.3. Where the GoRTT fails to offer employment to the scholar in the Agency for which the scholarship was intended and the scholar fails to secure such employment of their own volition, but is in receipt of an offer of employment from another Ministry/Agency within the public sector, the scholar must accept such employment in fulfilment of their obligation to the GoRTT provided always that:

14.3.1. The offer of employment is in accordance to the particulars of the scholar's course of study

14.4. A scholar who has accepted employment within the public sector may accept subsequent offers within the public sector provided always that:

14.4.1. The subsequent offer of employment is in accordance with the particulars of the scholar's course of study; and

14.4.2. The scholar has informed the SATD of the impending change to his/her employment status.

15. Public Officers

- 15.1. Public officers are required to resume duties in their substantive posts until promoted/appointed by the Service Commissions Department to a position commensurate with their course of study.
- 15.2. Service within a public officer's substantive post or any subsequent post will be counted towards their obligatory service.
- 15.3. Public officers may accept offers of employment from other public sector agencies in fulfillment of their obligatory service provided that all of the following conditions are met:
 - 15.3.1. The scholar has not been offered employment, in accordance with the particulars of their course of study, from the agency in which the scholarship was intended.
 - 15.3.2. The scholar has an offer of employment from another public sector agency.
 - 15.3.3. Such offer of employment is in accordance with the particulars of the scholar's course of study.
- 15.4. Scholars must notify the SATD of any offer of employment from a Ministry/Agency within the public sector.

16. Break in Employment

- 16.1. A scholar who has commenced service in the employ of the GoRTT, may continue his/her service within a regional or international organisation/agency of which the GoRTT is a member or at a local private sector organisation provided that:
 - 16.1.1. The employment contract of the scholar comes to an end prior to them fulfilling their full period of obligatory service and the GoRTT is unable to immediately continue the employment of the scholar; and
 - 16.1.2. The scholar is in receipt of an offer of employment and such offer is in accordance to the particulars of the scholar's course of study.

17. Part Time Employment

- 17.1. Employment on a part time basis will not be counted towards obligatory service.

18. Un-paid Employment

- 18.1. Where a scholar has not been provided with employment by the GoRTT within three (3) months of reporting, and volunteers his/her service on a full time basis, with a Non-Governmental or Community Based Organisation within Trinidad & Tobago, such service will be counted towards the scholar's obligation, provided that it is in accordance with the scholar's course of study.

19. Employment while on scholarship within Trinidad and Tobago

- 19.1. Scholars are not permitted to accept full time employment during their course of study except where written permission has been granted by the Ministry.
- 19.2. Scholars, who have obtained approval to accept employment, within Trinidad and Tobago during their course of study, may remain in such employment upon completion of their course of study until such time that GoRTT offers the scholar employment in accordance with their Scholarship Agreement.
- 19.3. Such scholars must report to the SATD upon completion of their course of study.
- 19.4. Where the scholar is already employed within the public sector such employment will count towards their obligatory service, from their date of reporting, provided that the employment is in accordance with the particulars of the scholar's course of study.
- 19.5. Where the Government has offered the scholar employment, the scholar must accept such employment provided that:
 - 19.5.1. The scholar is offered employment within three (3) months of the scholar having reported to the SATD;
 - 19.5.2. The employment is in accordance with the particulars of the scholars course of study; and
 - 19.5.3. The scholar is not substantively employed within the public service.

20. Scholars who remain unemployed

- 20.1. The GoRTT may offer employment to scholars who remain unemployed after the three (3) month period. Where such employment is offered;
 - 20.1.1. A scholar who is unemployed will be required to accept such employment, provided that it is in accordance with the particulars of their course of study.
 - 20.1.2. Notwithstanding 20.1.1, scholars will be allowed to accept subsequent employment within Trinidad and Tobago provided that such employment is in accordance with the particulars of their course of study.

- 20.2. Should a scholar refuse such employment the scholar will be liable to repay the GoRTT the total amount loaned during the period of the scholarship including all interest accrued.

21. Release from Obligatory Service

- 21.1. A scholar may be fully released from their obligation to serve the GoRTT and their obligation to seek and remain in employment in Trinidad and Tobago provided that:
- 21.1.1. the scholar has completed their prescribed period of obligatory service as detailed in this policy; or
 - 21.1.2. the scholar or his/her guarantor has repaid the full cost of their scholarship loan or any part thereof owed to the GoRTT, including all interest accrued; or
 - 21.1.3. approval has been conveyed to the scholar, in writing, by the Ministry with responsibility for SATD.
- 21.2. After 18 months, a scholar may apply to be fully released from their obligation to serve the GoRTT and their obligation to seek and remain in employment in Trinidad and Tobago. Such application will be favorably considered, provided that all of the following conditions are met:
- 21.2.1. the Ministry responsible for SATD is unable to offer employment in accordance with the particulars of the course of study in which the Scholar was engaged.
 - 21.2.2. the scholar has been unable to secure employment locally, in accordance with the particulars of their course of study for a period of eighteen (18) consecutive months or more.
 - 21.2.3. the scholar of his/her own volition can demonstrate, to the satisfaction of the Ministry with responsibility for SATD, that he/she has unsuccessfully conducted a reasonable search for employment, in accordance with the particulars of their course of study, or other opportunities in Trinidad and Tobago.
- 21.3. All information submitted by the scholar in support of his / her application for release, will be subject to a verification process by the Ministry responsible for the SATD.
- 21.4. All applications for release from obligatory service must be approved by the Cabinet of the Government of the Republic of Trinidad and Tobago.

22. Compliance and Review of Policy

- 22.1. This Policy will be periodically reviewed and revised where necessary to ensure adherence to the GoRTT's policy objectives. Any deviation from this Policy will require the approval of the Cabinet.
- 22.2. The Ministry will also provide quarterly reports on the status of all applications covered by this Policy, including justifications for all determinations to the Cabinet for noting.
- 22.3. The Ministry of Public Administration (Scholarships and Advanced Training Division) will seek to ensure that there is strict compliance to this Policy and will continue to review and update Scholarship policies in order to meet the expanding needs of scholars and the GoRTT.
- 22.4. Scholars and other stakeholder will be encouraged to provide feedback on this Policy by clicking [here](#). Such feedback will be considered in the Policy Review Process.

23. References

Scholarship Agreement.
Policy on the Deferral of Obligatory Service
Policy on the Duration of Obligatory Service
Policy of the Extension of Scholarships
Interim National Development Human Resource Needs of Trinidad and Tobago

24. Effective date of the policy

This policy will come into effect on February 28, 2014.

25. Definitions and Terms

'Advanced Level Scholarship' is a scholarship granted to citizens of Trinidad and Tobago based on their academic performance at the Advanced Level Examinations each year.

'Associate Professional Programme' is an employment programme designed specifically to employ scholars who have completed their course of study, for a maximum period of one (1) year, pending their transition into a permanent position or contract employment.

'Breach' a violation of any term and or condition as indicated in the scholarship agreement.

'Completion of Course of Study' a scholar is considered to have complete their course of study upon the submission of the scholars' final examination or paper or at the end of the scholars last academic semester as stipulated in the scholarship agreement, whichever is later.

'Employment' means employed in a temporary or permanent position or contract employment.

'Substantive Employment' means employment for a period of more than twelve consecutive months.

'Suitable Employment' is determined by the particulars of the scholar's course of study as reflected in the scholar's job description or job specification.

'Temporary Employment' means continuous employment for a period of twelve (12) months or less except where such appointments are Temporary Appointments in the Public Service.

'Full Time Employment' means employment for an average of thirty five (35) hours a week or more.

'Part Time Employment' means employment for a period of less than thirty four (34) hours per week.

'Un- Paid Employment' means full time employment, for which the person is not in receipt of a salary within a registered Non Government Organisation (NGO) or a Community Based Organisation (CBO)

'Government' means the Government of the Republic of Trinidad and Tobago (GORTT).

'Particulars of the Course of Study' refers to the level and field of the programme pursued.

'Job Description/Job Specifications' sets out the purpose of a job, where the job fits into the organisation structure, the main accountabilities and responsibilities of the job and the key tasks to be performed.

'Ministry' refers to the Government Ministry / Agency under whose portfolio responsibility for the Scholarships and Advanced Training Division is placed.

'Obligatory Service' means service to the Government of the Republic of Trinidad and Tobago (the Lender) or within Trinidad and Tobago as the case may be, in fulfilment of the scholar's agreed obligation as stated in the Scholarship Agreement.

‘Permanent Secretary’ means the designated Accounting Officer in the Ministry, under whose portfolio responsibility for the Scholarships and Advanced Training Division is placed.

‘Public Sector’ – any state company, agency, entity or statutory body that is publicly funded.

‘Public Officer’ means any person holding a permanent/temporary appointment in the:-

- (a) Civil Service;
- (b) Teaching Service;
- (d) Fire Service;
- (e) Prison Service;
- (f) Judicial and Legal Service;
- (g) Statutory Authorities which fall under the Statutory Authorities Act, Chapter 24:01; and the
- (h) Tobago House of Assembly.

‘Release/ Released’ means the scholar is no longer obligated to the GoRTT and the GoRTT shall have no claim against the scholar.

‘Report’ means to present yourself, in person, forthwith, but in any event no later than **fourteen (14) days (Local Scholars) or one (1) months (Foreign Scholars)** after the conclusion or termination of the Course of Study, unless otherwise permitted by the written approval of the Permanent Secretary, being first had and obtained, to the SATD, Ministry of Public Administration and providing all reporting documents. Reporting documents include: Updated Resume & Cover Letter, Two Professional References, Academic Certificate or Completion Letter (if available), Current Transcript.

‘Reasonable search for employment’ means the scholar can provide evidence (responses from organisations) that they have applied for at least 75% of all the jobs publicly advertised, that are in accordance to the particulars of the scholars course of study.

‘SATD’ means the Scholarships and Advanced Training Division (SATD) or such other Department/Division which is assigned responsibility for the management or administration of scholarships.

A **Scholarship** is defined as an award granted by the Government to citizens of Trinidad and Tobago for the purpose of pursuing a stated course of study for a specified duration at an academic institution locally or abroad.

A **Scholar** is defined as a recipient of a scholarship offered by or through the Government of Trinidad and Tobago.

A **Scholarship Agreement** is a legally binding agreement between the Government of Trinidad and Tobago and the recipient of a scholarship offered by and through the Government of Trinidad and Tobago.

‘Specific Scholarship Programmes’ refers to scholarship programmes which are designed by Government to meet the human resource development needs of a specific public sector or state agency. These include scholarships and other sponsored training offered by donor agencies and foreign countries aimed and supporting the human resource development needs identified by the Government of Trinidad and Tobago.