



ANNUAL REPORT FORM

Name of Organization: _____

Organization's Number: _____

Address: _____

Telephone Number: _____ **Fax Number:** _____

E-Mail Address: _____

I certify that the information attached hereto is correct.

Name: _____

Title: _____

Signature: _____ **Date:** _____

NB. The Annual Report must be submitted within thirty (30) days after the anniversary date of the organization's accreditation.

ATTACHMENTS

The Annual Report should be for a specified period and should include the following:

1. Financial Statement (*private organizations only*)
2. Audit Report and/or copy of Organization's budget (*public organizations only*)
3. Changes in staff complement
 - a) Resignation/Retirement
 - b) Staff Profile - New recruits and upgraded staff (Table A)
4. Staff upgrading and development plan (Table B)
5. Qualification Structure Changes
 - a) Addition of competencies
 - b) Discontinuation of competencies
 - c) Duration of competencies
6. Changes in inventory (i.e. tools/equipment)
7. Intake and completion information (Table C)
8. Summary of achievements and difficulties/limitations encountered over the last twelve (12) months, and actions that will be taken to correct these difficulties/limitations.

TABLE A
STAFF PROFILE

Name	Position	Occupational Experience	Qualification <i>(Academic, Technical, Professional)</i>	Remarks

This form is to be completed for members of staff who joined the Organization within the last twelve (12) months and for all staff who have upgraded their qualification within the last twelve(12) months.

TABLE B

STAFF DEVELOPMENT PLAN

Action Plan

Employee Name	Position	Purpose of Training	Course/Seminar/ Workshop/ Attachment	Duration	Cost	Status
(- example -) John Brown	Instructor	Developmental	Create Instructional Material Using Powerpoint - VTDI	June 30, 2003 –July 21, 2003	\$ 4000	Scheduled to start training

