APPENDIX A
INFORMED CONSENT LETTER

To Whom It May Concern:

Presently, I am a student pursuing my graduate degree in International Workforce Education and Development at National Taiwan Normal University (NTNU). In light of the latter, I am required to submit a research study in partial fulfillment of attaining my degree.

The purpose of my research is to study the Training Needs Assessment (TNA) process that is used to aid in the development of vocational training programs in Belize. To achieve the goals of my research I have developed the following questionnaire which has been designed to collect information from individuals who have participated in the TNA process.

I believe that in your position, you can be a valuable contributor to my research. I am; therefore, asking for your kind participation in answering the following questionnaire which will only take about fifteen (15) minutes of your time.

Belize can certainly benefit from this study because TNA is a vital step for the development of appropriate Technical Vocational Education Training (T.V.E.T) programs. Currently, there is a lot of work being done in the area of T.V.E.T in Belize as the goal of the Ministry of Education Youth and Sports (MOEYS) is to have Centers for Employment Training (CETs) in each of the six districts including one on Belize City’s Southside. CET is the major hub of vocational training in Belize and therefore this study will have its main focus on these training centers.

Please complete the form below to indicate that you have consented to be a participant in this research.

Thanks in advanced for your cooperation.

Sincerely;

Lisa Alvarez (Ms.)

I ______________ hereby agree to be a participant in this research with the understanding that whatever I say will be strictly confidential and that at no time will I be treated unfairly or come to any harm. Also, if at any time these principles are not maintained, I will be free to withdraw from the study.

____________________
Signature of Participant

____________________
Signature of Researcher
### Appendix B

**TNA Questionnaire:**

Please complete this section by using the scale from 1-5 below and placing a tick in the respective circle for each item:

<table>
<thead>
<tr>
<th>Laying the foundation for the TNA process.</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Was the sponsor informed about:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. What the needs assessment will provide:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>2. What the needs assessment does not entail:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>3. How long it is likely to take:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>4. Approximate cost of project:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>5. How funding will be generated:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>6. The needs assessment process to be used:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>7. Who will be involved:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>8. Approximate schedule for project:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Were cost estimates for the following done?</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Staffing:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>2. Stakeholder group support:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>3. Conducting the review of the economy:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>4. Information collection activities:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>5. Analysis activities:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>6. Communication activities:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>7. Dissemination of the needs assessment results:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>
### III. TNA process involved the following individuals:

<table>
<thead>
<tr>
<th>Role</th>
<th>Never</th>
<th>Seldom</th>
<th>Don't Know</th>
<th>Often</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project leader:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>2. Analyst:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>3. Information collection staff:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>4. Administrative support staff:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>5. Curriculum Developers:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>6. Training Specialists:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>7. <strong>Stakeholders</strong>: Employers:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Leaders of Industry:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Parents:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Education groups and leaders:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>

### IV. Who were considered the audience for communication activities?

<table>
<thead>
<tr>
<th>Audience</th>
<th>Never</th>
<th>Seldom</th>
<th>Don't Know</th>
<th>Often</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sponsor</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>2. Key employer groups:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>3. Key education groups and leaders:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>4. Political leaders:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>5. The economics statistics agency:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>6. Other stakeholders:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>7. General public:</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>

### V. The content of the TNA process:

1. Vocational education and training goals were reviewed:  
2. The scope for vocational education and training was determined:  
3. The target geographical area was determined:
Section II: Demand Drivers and Data Collection Indicators

Which one of the following drivers was identified as key for developing the training program? (please tick only one)

☐ 1. Meeting student demand for training.
☐ 3. Meeting long-term strategic goals for human resource development and/or economic development.

Which of the following tools were used to gather data during the TNA process? (Tick one(1) or more)

☐ 1. Administrative records
☐ 2. Surveys
☐ 3. Group processes
☐ 4. Questionnaires
☐ 5. Other

If other is selected please specify: ________________________________

Please place a tick in the box representing the indicators that were identified and used during the TNA process to collect data.

☐ 2. Labor force trends and forecasts by age and gender.
☐ 3. Unemployment rates by gender and education level.
Section III: Demographics and Background Information

Occupation: Organization:

Position: District:

How many years have you been working at this current job?

_____ 1-5, _____ 6–10, 11-15, ____ 16 years and over

How many times have you participated in a Training Needs Assessment (TNA) process?

_____ 1-3, _____ 4-6, 7-9, ____ 10 times or more

Thanks very much for your patience and kind cooperation in completing this questionnaire.
Appendix C

Business Sector Questionnaire

This brief questionnaire aims at deciphering your role in the needs assessment process for the modification/development of training programs in Belize:

Please answer the following questions putting as much details as possible.

Occupation: _____________________  Position: ___________________
Organization: ____________________    District: ____________________

How many years have you been working at this current job?

_____ 1-5 years    _____ 6 – 10 years    _____ 11- 15 years   ____ 16 years and over

Have you ever been asked to participate in studies related to training programs in Belize?

_____ YES    ______ NO

If yes, then please continue with the questionnaire:

How many times have you been consulted by persons developing training programs for information related to the industry that you are in ?

_____ 1-3    _____ 4-6  ____ 7-9   ____ 10 and over

Which of the following tool(s) were used to gather data from you about the industry?(Tick one(1) or more)

☐ 1. Administrative records
☐ 2. Surveys
☐ 3. Group processes
☐ 4. Questionnaires
☐ 5. Other; Please specify __________________________

On a scale of 1-5 with 1 being the least and 5 being the highest please rate the following:

1. Your level of involvement in the efforts to modify/develop training programs:_____
2. What you believe should be your role in helping to develop training programs: ____
3. In general, students’ competencies after they complete a training program: ____

Please can you give a synopsis of what type of information was asked of you to provide:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

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Thanks very much for your patience and kind cooperation in completing this questionnaire.
Appendix D

INTERVIEW SHEET

Interview with the directors of Centers for Employment Training (CETs) and other persons involved in T.V.E.T in Belize:

** Please note that the ones that #s 1, 6, 7, and 9 were questions asked of both directors as well as others; while #s 13-16 are only questions for others.

1. Can you please give a brief introduction of yourself?

2. How long have you served in the capacity of director at CET?
   a. How many instructors do you have on staff?
   b. What are their levels of qualifications?

3. What training programs are in place at this center?

4. What are the criteria set out for students to become a student of this training center?

5. What is the current student population?

6. What level of training is being taught?

7. Do you think that the level being taught is adequate preparation for the students to enter the workforce?

8. Are follow-ups done with students after they graduate from training programs?

9. How are training programs developed?

10. Was a needs assessment conducted? If so, what role did you play in the TNA process?

11. Is there any link between the school and industry? If so, please elaborate.

12. In your opinion, do you believe that the current training programs are effective in suiting the needs of the District?

13. What do you know about Training Needs Assessment?

14. Have you ever participated in a TNA process? If yes, then what was your role?

15. Do you think that the TNA conducted to formulate training programs is effectively done?

16. What future improvements/development would you like to happen with training programs in Belize?