



BERMUDA GOVERNMENT
MINISTRY OF ECONOMY & LABOUR

PATI Information Statement

Name of Public Authority: Department of Workforce Development

Introduction:

The Public Access to Information Act became law on the 10th of August 2010. It is intended to foster a culture of openness in the government. The Act establishes a right to access of all types of “recorded” information held by public authorities and imposes obligations on public authorities to disclose information, subject to a range of exemptions.

This is the Department of Workforce Development Information Statement as required by the Public Access to Information (Bermuda) Act 2010.

The purpose of this Act is to –

Give the public right to obtain access to information held by public authorities to the greatest extent possible, subject to exceptions that are in the public interest or for the protection of the rights of others.

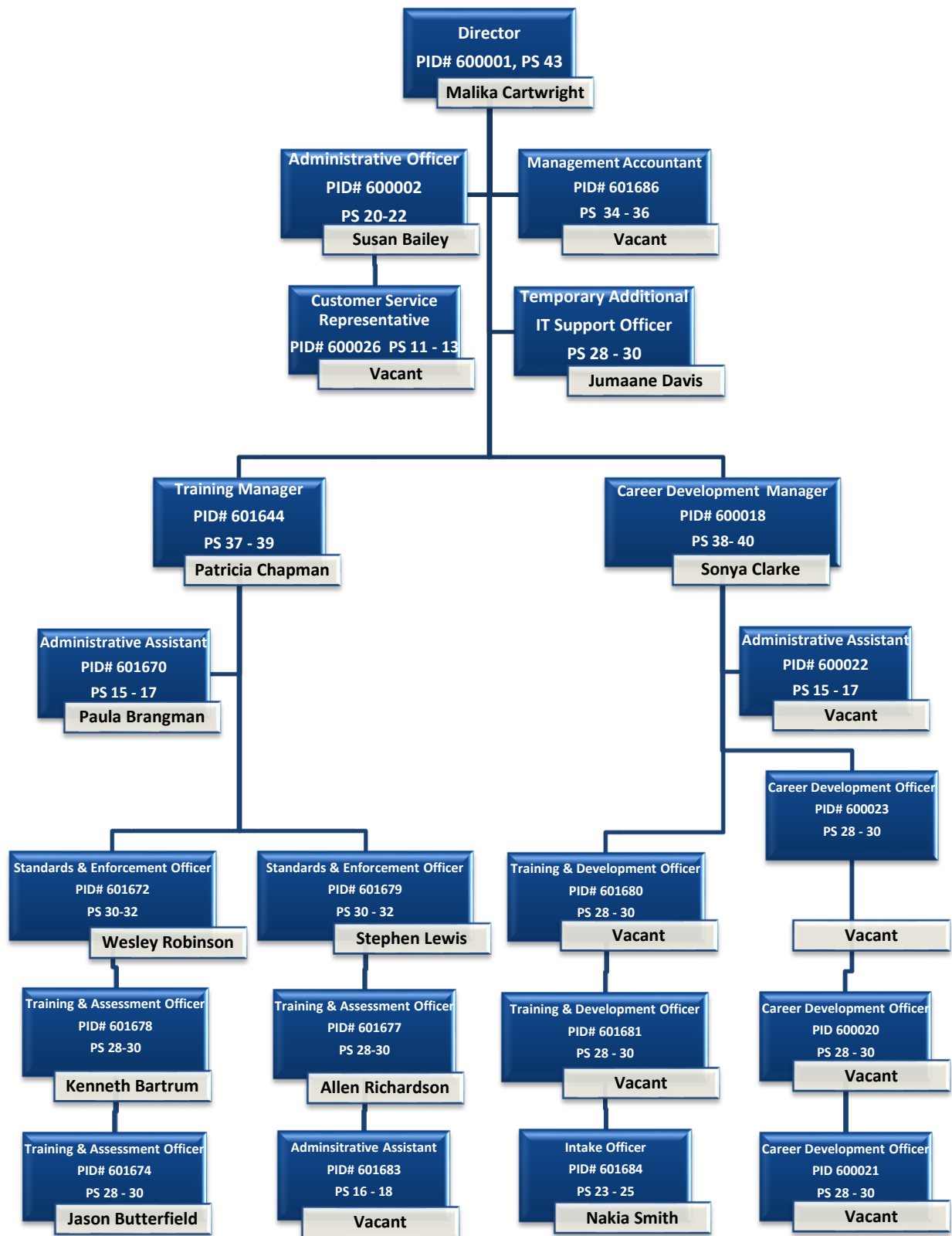
- Increase transparency and eliminate unnecessary secrecy, with regard to information held by public authorities;
- Increase the accountability of public authorities;
- Inform the public about the activities of public authorities, including the matter in which they make decisions; and
- Have more information placed in the public domain as a matter of routine

Section A: Structure, Organization and Legislation [s5(1)a]

Organizational Chart

The Department of Workforce Development is under the Ministry of Economy & Labour. The organizational chart sets out the structure showing the Director being directly accountable to the Permanent Secretary. The Director has responsibility for the day to day management and administration of the department. The Department consists of two sections each headed by a manager with a total of 21 staff.

Department of Workforce Development Organizational Chart – Head 60



Legislation

Copies can be found at www.bermudalaws.bm

- Employment Act 2000
- National Training Board Act 1997
- National Training Board Act (Apprenticeship and Training) Regulations 2009
- National Training Board Act (Designation of Occupations) Regulations 2008
- National Training Board Act (Electrician) Regulations 2008
- National Training Board Act (Automotive Service Technician) Regulations 2008
- National Training Board Act (Welder) Regulations 2008
- National Training Board Amendment Act 2002
- National Training Board Amendment Act 2009
- National Occupational Certification Regulations 2008
- National Training Board Amendment Act 2005 Commencement Day Notice 2010
- National Training Board Amendment Act 2011

Section B: I) Functions, powers, duties of the Authority [s5(1)b]

Mission:

To develop a resilient workforce, to provide a sustainable and stable community

Vision:

Future Forward Government for the People of Bermuda

Core Values:

1. Service of Excellence

To be customer focused and deliver positive experiences with every interaction. To seek to understand our customer needs. To be accessible, friendly, reliable and provide timely service to all customers. To be proactive in offering options and solutions to all stakeholders.

2. Professionalism

To ensure that our conduct is ethical, honest, consistent fair, equitable and transparent. To accept responsibility for our actions and to substantiate decisions made with respect to our management, employees, business partners and customers. To demonstrate best practice competence and skills required to attain our mission.

3. **Adaptability**

To integrate developmental solutions and opportunities as an approach to guide management, employees, business partners and customers towards achieving high performance in their professions. To strategically and positively alter the general course of a situation, particularly as it applies to the economic and environmental changes. With stakeholder input, continue to renew or enhance developmental requirements, solutions and services that will maintain customer confidence and ensure quality of assurance.

4. **Collaboration**

To create a culture that will promote management and employee involvement, open communication, teamwork and cooperation. Our employees are our most valued asset. We recognize that the quality, motivation and performance of our employees are key factors in achieving our success in our community.

5. **Commitment**

To provide a high standard of service to all of our stakeholders that will be in the best interests that maintaining a sustainable and healthy economic environment.

The Department of Workforce Development's mandate is to provide employment related services to the community. The Department of Workforce Development consists of two sections; the Career Development Section and the Training Section.

The Career Development Section is responsible for ensuring job readiness of the workforce through assessments, career development services, workshops and seminars. The Training Section's mandate is to take such measures as it considers necessary, for ensuring an adequate supply of training manpower in occupations in a branches of economic activity in Bermuda. All training activities are developed to meet approved local and international standards of 'best practice'.

Functions, Powers, Duties & Obligations

The Director is the Head of the Department and works under the general guidance and direction of the Permanent Secretary of the Ministry of Economic & Labour. The Director is responsible for the overall management and administration of the Department.

The Director oversees the National Workforce Advisory Board and the National Certification Board. Boards that are directly accountable to the Minister of Economic & Labour, and have identified as a priority growth of decent work in Bermuda by coordinating the essential expertise and resources.

The Minister if Economic & Labour may give the Boards such directions with the regards to the exercise of the duties of the Board.

Section B: 2) Obligations under PATI Act [s5(1)b]

To provide an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - General information, e.g. activities of the Authority

- Log of all information requests and their outcome
- Quarterly expenditure (upon request) [s6(5)]
- Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
 - **Fees** for Requests for information
 - Management and maintenance of **records**
 - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

Section C: Services and Programmes [s5(1)c]

Career Development Services:

- Provide assessments to help individuals identify interest and aptitude. And guide career development services to promote job readiness (includes soft skills).
- Referrals to training services
- Referrals to other intergovernmental departments and agencies for support services
- Provide career development services
- Support employers in their search for staff
- Provide vocational, career guidance and career resource services to help individuals with training and career paths
- Provide training programmes that meet the demands of the workforce
- Assist the public with resume writing and preparation for interviews
- Establish a job bank and an unemployment registry

- Maintain an active Employment Registry that matches employees to jobs commensurate with their skills, experience and abilities
- Coordinate the Summer Employment Programme for college students

Training Services:

- Providing funding, administration and training to prepare people for the workforce;

- Administer skills assessments, testing and develop training action plans;
- Provide educational upgrading and employment skills training;
- Oversee training and funding for training by other service providers;
- Develop and manage National Apprenticeship Programme;
- Develop and manage National Certification Programme;
- Provide services and advice to the National Training Board
- Assist non-traditional learners to obtain qualifications and certifications
- Conduct investigations and administer enforcement related to National Certifications;
- Coordinates and facilitates workshops and outreach programs within the community
- Provides mentorships and counselling services to young adults
- Proctors examinations
- Create programs to address skill gaps in the local workforce.

Section D: Records and documents held [s5(1)d]

Minutes of Meetings:

- National Certification & Apprenticeship Board and Committees
- National Workforce Advisory Board
- Staff Meetings
- Individual Section Meetings
- Social Committee
- Health & Safety Committee
- Administrators Meeting

Records:

- Client personal records
- Vendor Information, training facilitators and institutions

Financial Performance:

- Annual Budget Brief
- Annual Budget
- Budget vs. actual monthly and quarterly reports (budgets, expenditure variance)
- List of current tenders, contracts or quotations and recently-awarded contracts

Information that may be withheld:

- Any information that contains personal information
- The names of employers and employees involved in a Tribunal and Arbitration decisions

Section E: Administration (all public access) manuals [s5(1)e]

Strategies, Plans, Performance & Reports:

- Strategic Plan
- Annual Business Plan
- Youth Employment Strategy
- Policies and Procedures for Career Development
- Policies and Procedures for Training
- Report on success of the National Certification, Student Funding and Apprenticeship

Section F: Decision-making documents [s5(1)f]

Policies, Rules & Guidelines:

- Financial Instructions
- Government of Bermuda Conditions of Employment and Code of Conduct
- Government of Bermuda Public Service Regulations
- Government of Bermuda Collective Bargaining Agreement
- Department's Operations Policies & Procedures

Section G: The Information officer [s5(1)g]

Malika Cartwright
23 Parliament Street
Hamilton HM12
Tel: 297-7714
Email: mdcartwright@gov.bm

Section H: Any Other Information [s5(1)h]

Boards And Committees

The Department of Workforce Development oversees the following:

- National Certification & Apprenticeship Board
- National Workforce Advisory Board
- Occupational Advisory Committee

Section I: Any Other Information To be Provided? [s5(1)i]

The Department of Workforce Development undertakes to:

- Pro-actively publish and release information. We will review what we publish and take into account of the demands for information. We will publish electronically and in other cost effective ways appropriate to fit the needs of the community. In order to make it as easy as possible to find information, we will continue to improve our website, regularly update the Jobs Board and make regularly updates to this Information Statement to enable people to find the information they want quickly and easily.

It is important to know that (subject to the Public Access to Information Act 2020), any person who is Bermudian or a resident of Bermuda may apply for, and receive information held by the Department of Workforce Development.

- Encourage better information management. As budgets permit, we will continue to create and store records in manual and digital formats.
- Consult openly and widely wherever appropriate and practical. We will inform stakeholders as quickly as possible the reasons for our actions, keep them fully informed of progress, seek feedback, consult and involve them where it is needed.
- Strive to answer requests that are reasonable and specific. We will treat all request fairly and without prejudice, taking into account the public interest in making information available wherever possible.

As legislatively required to do under the Public Access to Information Act 2020, we will:

- a) Acknowledge receipt of a request within five (5) working days. After receipt of the request, inform the requester of the process and their rights in dealing with the request under the Act;
- b) No later than six (6) weeks after receipt of the request, decide whether to grant or refuse the request in whole or in part;
- c) Notify the requester of any extensions if responding within the origination six (6) week period is not practical;
- d) Give a clear explanation of our decision if information cannot be published or released then advised as to the next steps that may be available.

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

Date Information Statement was updated: December 2023

Locations of Information Statement:

- Your principal office: Department of Workforce Development Y
- The Bermuda National Library; N
- The Bermuda Archives; N
- Available electronically; Y
- Website for public authority www.dwd.bm Y
- With the Information Commissioner; Y
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

Sign and Date:



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