

# **The Ministry of Education and Training's Publication Scheme**

## **Produced in accordance with the Deputy Governor's Code of Practice**

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### **1. About the publication scheme**

Every public authority covered by the Freedom of Information Act has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Ministry of Education and Training ("the Ministry") to making information available to the public as part of its normal business activities.

The Ministry will:

- specify the information held by the Ministry, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the Ministry and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;

- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

## **2. Information that may be withheld**

The Ministry will generally not publish:

- information in draft form;
- information that is not held by the Ministry, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Act, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted<sup>1</sup> form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Act expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Ministry's (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

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<sup>1</sup> A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

### **3. Methods of access**

Information available under our publication scheme will usually be accessible through the methods described below.

*Section 7: Categories of information* provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

#### Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <https://www.gov.ky/education/>. If you are still having trouble locating information listed under our scheme, please contact the Ministry's Information Manager at (345) 244-2483.

#### Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at [foi.meh@gov.ky](mailto:foi.meh@gov.ky) to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

#### Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 244-2483 to request information.

#### Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Data Protection, Information and Records Manager

Telephone number: (345) 244-2483

Email Address: [foi.meh@gov.ky](mailto:foi.meh@gov.ky)

Address: Government Administration Building, 133 Elgin Avenue, Box 108, Grand Cayman

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

#### Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

#### Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact the Ministry's Data Protection, Information and Records Manager.

The Ministry will adhere to its obligations under section 10 of the FOI Act, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Ministry is legally required to translate any information, it will do so.

#### Viewings

Where published documents are not available on the Ministry's website, you can make an appointment for a viewing by contacting the Ministry. Viewings will be arranged in the Ministry's Conference Room or at the George Town Library. To schedule an appointment, please contact:

Data Protection, Information and Records Manager

Telephone number: (345) 244-2483

Email Address: [foi.meh@gov.ky](mailto:foi.meh@gov.ky)

Address: Government Administration Building, 133 Elgin Avenue, Box 108, Grand Cayman

#### **4. Fees and charges**

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Ministry strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

#### Reproduction costs

Any fees applicable are subject to governing legislative framework including the Freedom of information Act and any subsequent revisions. Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

#### Postage costs

The Ministry will pass on to the requester the actual costs of postage or courier delivery.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Ministry has received your payment.

### **5. Requests for information outside the publication scheme**

Information held by the Ministry that is not published under this scheme can be requested in writing to [foi.meh@gov.ky](mailto:foi.meh@gov.ky). Your request will be considered in accordance with the provisions of the FOI Act.

### **6. Complaints**

The Ministry aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Ministry's Information Manager, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from the Ministry's website <https://www.gov.ky/education/complaints>

You have legal rights to access information under this scheme, and a right to complain to the Ombudsman if you are dissatisfied with our response.

Office of the Ombudsman  
5th Floor, Anderson Square, 64 Shedden Road  
George Town, Grand Cayman

PO Box 2252  
Grand Cayman KY1-1107  
CAYMAN ISLANDS

Email: [info@ombudsman.ky](mailto:info@ombudsman.ky)

Telephone: +1 345 946 6283

### **7. Categories of information**

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

## **ABOUT US**

### **Name of public authority**

Ministry of Education and Training <https://www.gov.ky/education/>

### **Key Personnel**

<b>Name</b>	<b>Position</b>	<b>Contact</b>
Hon. Rolston Anglin, J.P.	Minister of Education and Training	Government Administration Building Box 108 133 Elgin Avenue George Town Grand Cayman KY1-9000 Cayman Islands Tel:(345) 244-2299
Cetonya Cacho	Chief Officer	Government Administration Building Box 108 133 Elgin Avenue George Town Grand Cayman KY1-9000 Cayman Islands
Jerome McCoy	Deputy Chief Officer (Acting) Adult Education & Public Libraries	Government Administration Building Box 108 133 Elgin Avenue George Town Grand Cayman KY1-9000 Cayman Islands Tel:(345) 244-2468
Lyneth Monteith	Deputy Chief Officer Education Policy & Planning	Government Administration Building Box 108 133 Elgin Avenue George Town Grand Cayman KY1-9000 Cayman Islands Tel:(345) 244-2489

Denise Hutchinson	Chief Financial Officer	Government Administration Building Box 108 133 Elgin Avenue George Town Grand Cayman KY1-9000 Cayman Islands Tel:(345) 244-3548
Kimari Fletcher-Barrett	HR Director	Government Administration Building Box 108 133 Elgin Avenue George Town Grand Cayman KY1-9000 Cayman Islands Tel:(345) 244-1822
Lancelott Barnes	Head of ICT	Government Administration Building Box 108 133 Elgin Avenue George Town Grand Cayman KY1-9000 Cayman Islands Tel:(345) 244-2293

### **Information Manager**

Tele: 244-2417 | Email: [foi.meh@gov.ky](mailto:foi.meh@gov.ky)  
Government Administration Building  
Box 108  
133 Elgin Avenue  
George Town  
Grand Cayman KY1-9000  
Cayman Islands  
Further information: <https://www.gov.ky/education/foi>

### **Organization and functions**

The Ministry of Education and Training is responsible for providing policy advice, administrative and governance support and the delivery of a range of programmes and services to the public that enable the Minister to achieve the strategic goals for Education.

The programmes, policies and legislation of the Ministry of Education and Training are aimed at supporting the best education opportunities for all our children. This includes the enhancement of teaching and learning, strengthened core curriculum in government schools and scholarship funding for tertiary education.

### **Our Contact Information**

Government Administration Building  
Box 108  
133 Elgin Avenue  
George Town  
Grand Cayman KY1-9000  
Cayman Islands

Telephone: [\(345\) 244-2417](tel:3452442417)

Email: [moe@gov.ky](mailto:moe@gov.ky)

Web Address: <https://www.gov.ky/education>

### **Departments and Units**

The mandate of the Ministry is carried out through several Departments and Units, each tasked with undertaking specific functions and listed below.

#### Department of Education Services

The Department of Education Services (DES) is the Cayman Islands' Ministry of Education and Training's operational arm for government schools, and is aimed at empowering every child to become responsible, productive, lifelong learners who are engaged citizens within the global community. It consists of the following sections/units: Data and Testing, Registration/Communication Services, School Improvement, Facilities, and Business Services. The Department's responsibilities include:

- Support school improvement and raising standards through the implementation of Ministerial policies.
- Development and implementation of operational level policies and the effective management of the day to day operation of government schools.

The Department is located at 130 Thomas Russell Avenue, George Town, Grand Cayman KY-1103 | Telephone: 345-1199.

#### Cayman Islands Public Library Service

The Cayman Islands Public Library Service provides access to information in various formats, ranging from books to computers to literacy programmes and technology training. Additionally, the Library advances a free and informed society by assembling, creating, preserving and providing access to resources



for human creativity, wisdom and achievement. The Cayman Islands Library Services is committed to the promotion of an informed, aware and literate society that fosters our national development and unique cultural heritage.

Address: 68 Edward Street, George Town

Telephone: 949-5159

#### Scholarship Secretariat

The Scholarship Secretariat provides administrative services for the delivery of the scholarships programmes for the Ministry of Education and Training. The functions of the Unit include:

- Management, review and processing of applications;
- Provision of students who possess the Right to be Caymanian with scholarships and grants to support their tertiary education either locally or overseas;
- Monitoring the scholarship process to ensure recipients are compliant with scholarship guidelines
- Facilitation of promotional and educational activities for current and future awardees.
- Disbursement of funds and provision of career guidance/counselling to students as required.

Address: Government Administration Building, 133 Elgin Avenue, George Town

Telephone: 244-2482.

#### Early Childhood Care and Education Unit

The Ministry of Education and Training established the Early Childhood Care and Education Unit to support its goal "to ensure that all children, regardless of income, special education need or background, have access to high quality early childhood care and education" (Stabilization Plan, January 2011). The Unit serves the Cayman Islands through the:

- Review and redevelopment of early childhood regulations and laws.
- Provision of curriculum guidance, professional development and training for early years care and education settings and practitioners.
- Support of centre owners to ensure they are providing best practice.
- Empowerment of parents with knowledge about child development and in identifying best practice for their child.
- Encouragement and support of Caymanians to train and work in the field of early childhood education.
- The management of the Early Childhood Assistance Programme (ECAP).

Address: Government Administration Building, 133 Elgin Avenue, George Town

Telephone: 244-2417

#### Information, Communications & Technology (ICT) Unit

The Ministry ICT Unit provides oversight and management of Information, Communications Technology (ICT) throughout the Ministry of Education and Training, including management of the education ICT network (approximately 600 teachers and 5000 students,) and provision of ICT support for end-users; procurement; systems integration and ICT policy.

Fifteen staff members, under the direction of the ICT Manager, provide management and daily support for the education ICT network which is the largest network in the Cayman Islands in terms of number of users and the second largest network in terms of number of PC's and servers.

Address: Government Administration Building, 133 Elgin Avenue, George Town

Telephone: 244-2417

#### Education Council

The Education Council advises the Minister for Education on matters relating to education. It is also responsible for registering educational institutions, teachers in schools, early childhood education and care centres, and regulating the teaching profession in accordance with the standards set by the Ministry of Education and Training.

### **STRATEGIC MANAGEMENT**

There are several documents that inform and direct the functions and activities of the Ministry. These documents include legislation and regulations, CIG Policies and internal Policies and Procedures. The governing documents are highlighted below.

#### **Governance**

High-level documents:

- The Cayman Islands Constitution Order
- Education Act (2024 Revision)
- Education Regulations
- The Public Service Management Act (2018 Revision)
- The Personnel Regulations (2022 Revision)
- The National Archive and Public Records Act (2015 Revision) & Regulations (2007)

- The Freedom of Information Act (2021 Revision) & the Freedom of Information Regulations (2021 Revision)
- The Cayman Islands Data Protection Act, (2021 Revision) & Data Protection regulations (2019)
- The Procurement Act, 2016
- Procurement (Amendment) Act 2022 and the Procurement Regulations (2022 Revision)

The foregoing documents can be accessed through the Government's website at [www.gov.ky](http://www.gov.ky). Additionally, a purchase can also be made from the Legislative Department at cost. The Department can be contacted at: PO Box 890

33 Fort Street, George Town

Grand Cayman KY1-1103

Website: [www.legislativeassembly.ky](http://www.legislativeassembly.ky)

FOI Email: [foi.lgl@gov.ky](mailto:foi.lgl@gov.ky)

### **Corporate management**

The following are high-level documents that plan and evaluate the work of the Ministry:

- Annual Report 2022
- Continuity of Operations Plan 2023
- CIG Procurement Policies and Procedures
- The Procurement Code of Conduct

### **FINANCE & ADMINISTRATION**

Administering the Ministry's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

### **Financial management**

The administration of the Ministry's monetary resources – including projected and actual income and expenditure; tendering; procurement; and contracts is mainly guided by the wider Government Policies and Procedures. Those documents are below:

- Annual Budget 2024-2025
- CIG Procurement Policies & Policies

## **Administration**

The following relates to other administrative functions carried out within the Ministry – including buildings, equipment & vehicles; communications; human resources; information & technology management.

- Vacancies/Career Opportunities:  
<https://www.careers.gov.ky/application/login/login.aspx?ReturnUrl=%2>

## **POLICIES & PROCEDURES**

The Ministry has in place, the following written protocols used for carrying out functions, activities and delivering services:

- Public Servant's Code of Conduct
- Anti-Bullying, Harassment & Discrimination Policy
- Data Protection Policy
- CIG Credit Card Policy and Procedures

## **LISTS & REGISTERS**

Information held in registers required by law and other lists or registers relating to the functions of the Ministry are listed below.

- FOI Disclosure Log

## **OUR SERVICES**

This category provides detailed information about the services offered and activities carried out by the Ministry, to fulfil its high-level functions and responsibilities.

- Applying for a Scholarship: <https://moescholarships.gov.ky/>
- Information on local and overseas scholarships:  
<https://www.gov.ky/education/scholarships#Local%20and%20Overseas%20Scholarship>
- Local TVET Grant:  
<https://www.gov.ky/education/scholarships#Local%20TVET%20Grant>
- Government High Schools Scholar Award:  
<https://www.gov.ky/education/scholarships#High%20Schools>
- Early Childhood Assistance Programme (ECAP) Funding.