



**Samoa Qualifications  
Authority**

**Annual Report  
July 2018 – June 2019**



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GOVERNMENT OF SAMOA

**OFFICE OF THE MINISTER  
MINISTRY OF EDUCATION, SPORTS & CULTURE**

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31 October 2019

Afioga Leaupepe T. Toleafoa Fa'afisi  
Honourable Speaker of the House  
Legislative Assembly  
MULINU'U

In accordance with Section 28 of the Samoa Qualifications Authority Act 2010; Section 23 of the Public Bodies (Performance and Accountability) Act 2001; and Section 104 of the Public Finance Management Act 2001, I am pleased to present on behalf of the Board of Directors of the Samoa Qualifications Authority, the Annual Report for the Samoa Qualifications Authority for the financial year 2017-2018.

MINISTER  
MINISTRY OF EDUCATION, SPORTS AND CULTURE, SAMOA QUALIFICATIONS  
AUTHORITY AND NATIONAL UNIVERSITY OF SAMOA



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## Acronyms

<b>ACEO</b>	Assistant Chief Executive Officer
<b>ACG</b>	Accountable Cash Grant
<b>AEC</b>	Apia Employment Company
<b>AHCBC</b>	Apia Harvest Centre Bible College
<b>APTC</b>	Australian Pacific Technical College
<b>APQN</b>	Asia Pacific Quality Network
<b>ASPS</b>	Annual Strategic Planning Seminar
<b>AusAID</b>	Australian Agency for International Development
<b>BEN</b>	Beautiful Expression of Nature
<b>BTS</b>	The Body Therapy Spot
<b>CAS</b>	Career Advisory Service
<b>CDS</b>	Cabinet Development Committee
<b>CEO</b>	Chief Executive Officer
<b>CHEA</b>	Council for Higher Education Accreditation
<b>DBCUTC</b>	Don Bosco College and Vocational Technical Centre
<b>DBTC</b>	Don Bosco Technical Centre
<b>DFA</b>	Direct Funding Agreement
<b>DFAT</b>	Department of Foreign Affairs and Trade
<b>ECETTI</b>	Early Childhood Education Teachers Training Institute
<b>EPC</b>	Electric Power Corporation
<b>ESAC</b>	Education Sector Advisory Committee
<b>ESP</b>	Education Sector Plan
<b>FOAS</b>	Faculty of Applied Science
<b>FQRS</b>	Foreign Qualification Recognition Service
<b>FY</b>	Financial Year
<b>GoS</b>	Government of Samoa
<b>HBC</b>	Harvest Bible College
<b>HCHIT</b>	Hospitality and Community Health Institute of Training
<b>IFTI</b>	Ierusalem Fou Theological Institute
<b>KRA</b>	Key Result Area
<b>INQAAHE</b>	International Network of Quality Assurance Agencies in Higher Education
<b>LFSFA</b>	Leulumoega Fou School of Fine Arts
<b>LoP</b>	Laumua o Puna'oa
<b>MCIL</b>	Ministry of Commerce, Industry and Labour
<b>MAF</b>	Ministry of Agriculture and Fisheries
<b>MBS</b>	Malua Bible School
<b>METI</b>	Matualeo'o Environment Trust Inc
<b>MHIL</b>	Martin Hautus Institute of Learning
<b>MoF</b>	Ministry of Finance
<b>MaTC</b>	Malua Theological College
<b>NCSS</b>	National Competency Standards
<b>NFL</b>	Non-Formal Learning
<b>NUS</b>	National University of Samoa

<b>NZ</b>	New Zealand
<b>NZQA</b>	New Zealand Qualification Authority
<b>PAS</b>	Plumbers Association of Samoa
<b>PCC</b>	Programme Coordination Committee
<b>PIC</b>	Programme Implementation Committee
<b>PRIPD</b>	Planning, Research & Information Analysis, Policy & Development Projects
<b>PRQS</b>	Pacific Register of Qualification and Standards
<b>PSC</b>	Public Service Commission
<b>PSET</b>	Post School Education and Training
<b>PTC</b>	Piula Theological College
<b>QA</b>	Quality Assurance
<b>QAAs</b>	Quality Assurance Agencies
<b>QAD</b>	Quality Assurance Division
<b>QSD</b>	Qualifications Services Division
<b>RNFL</b>	Recognition of Non Formal Learning
<b>RPPD</b>	Research, Policy and Planning Division
<b>SBEC</b>	Small Business Enterprise Centre
<b>SDS</b>	Strategy for the Development of Samoa
<b>SIOD</b>	Samoa Institute of Directors
<b>SPNTC</b>	South Pacific Nazarene Theological College
<b>SQA</b>	Samoa Qualifications Authority
<b>SQF</b>	Samoa Qualifications Framework
<b>SQs</b>	Samoa Qualifications
<b>SSAB</b>	Samoa Stationery And Books
<b>SSMA</b>	Samoa School of Maritime Academy
<b>STA</b>	Samoa Tourism Authority
<b>SUNGO</b>	Samoa Umbrella for Non Government Organisation
<b>TIAS</b>	Tesese Institute of Administrative Studies
<b>TOR</b>	Terms of Reference
<b>TVET</b>	Technical and Vocational Education and Training
<b>T&amp;H</b>	Tourism and Hospitality
<b>USP</b>	University of the South Pacific
<b>UVC</b>	Uesiliana Vocational Centre
<b>VFTC</b>	Vailima Fou Theological College
<b>WIBDI</b>	Women in Business Development Incorporation



## EXECUTIVE SUMMARY

- ❖ This is the thirteenth Annual Report for SQA (2018/19) since its initial establishment under the SQA Act 2006 which was repealed by the SQA Act 2010.
- ❖ Mandated under the SQA Act 2010 the Samoa Qualifications Authority is the principal organization which provides policy advice, regulates qualifications and quality standards, quality assures and coordinates Post School Education and Training (PSET) for Samoa.
- ❖ The Education Sector Budget Support Modality now at its third year, allocates a grant through the Education Sector Coordinating Unit for Approved Education Sector Activities carried out by the three Education Sector Implementing agencies (SQA, NUS and MESC) to achieve the Education Sector Plan (ESP).
- ❖ The total Grant from Government for SQA operations for this financial year is:

	<u>2018/19</u>	<u>2017/18</u>
Sub-Total Outputs Delivered by the Public Body	\$2,713,341	\$2,600,480
Transactions on Behalf of the State:		
Government Initiatives & Policies:		
-Education Sector Budget Support	\$1,772,852	\$2,370,485
-Rent & Leases (TATTE Building)	\$ 257,440	\$ 257,440
-VAGST Output Tax	\$ 93,854	\$ 87,437
TOTAL	\$4,837,487	\$5,315,840
LESS: Non-Tax Revenue	\$ 22,700	\$ 27,700
GOVERNMENT GRANT	<u>\$4,814,787</u>	<u>\$5,293,141</u>

- ❖ Details of the financial operations are provided in the Audited Financial Statement for the year ending 30 June 2019.
- ❖ The three main services provided by the SQA utilising the appropriated funds from Government are as follows:

### 1. Policy Advice to the Board and Minister

This appropriation is limited to the development of policies and provision of policy advice to the Board and the Minister.

OUTPUT NUMBER	DESCRIPTION	ACTUAL 2018/19 FY	BUDGET 2018/19 FY
1	Policy Advice to the Board and Minister		
	Personnel:	\$224,452	\$390,506
	Operating Expenses:	\$164,167	\$110,057
	Capital Costs:	-	-
	Overheads:	\$418,024	\$249,144
	Total Appropriation	\$806,643	\$749,707

	Baseline Data	2018-2019	
Performance Measure/Indicator	Baseline (Base Year)	Budget Standard or Target	Key Achievements 2018/19
Number of Memorandum of Agreements (MOAs) between the SQA and providers finalized and approved by the Board.	N/A	1	4 MOA monitoring reports approved for the National University of Samoa, Laumua o Punaoa, Uesiliana Vocational Centre and Vailima Fou Theological College
Number of SQA Board Meetings Updating SQA Board Register.	12(2011-12)	12	12
Attend to international quality assurance agencies conferences and meetings for Asia-Pacific Quality Network (APQN) and International Network for Quality Assurance Agencies in Higher Education (INQAAHE) and others.	2(2011-12)	4	6 (APQN and INQAAHE meeting in Sri Lanka, rep. ACEO QA, Commonwealth of Learning Meeting, Canada (fully funded), CEO; CEO & Chair of the Board of Directors to NZQA Study Tour; UNESCO Regional Convention Paris, ACEO RPPD; Pacific Skill Summit (fully funded) ACEO RPPD and FEMIS Education Sector Management Study Tour Fiji ACEO RPPD and ACEO CS)
Number of Newsletter editions published.	N/A	4	4
Number of Press Releases for the media.	N/A	8	5 press releases for PSET, Annual Conference 2019, National Career Day, Awareness workshop on Non-Formal Learning, SATVETI meeting and ITAC course by APTC
Number of awareness sessions for our PSET Providers on the SQA Act 2010.	N/A	1	Through the implementation of SQA functions in the SQA Act 2010
Number of Monitoring Reports on adherence to SQA Act 2010 and other relevant Legislations produced and submitted to the Board.	N/A	4	Approved SQA Annual Report 17/18, Annual Management Plan 18/19 Quarterly Reviews, Quarterly Financial & Progress Reports
Regulations prepared, finalised and approved by the Board for submission to	N/A	1	In progress with the finalization of the SQA



Cabinet.		Regulation to be finalized in FY19/20
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KEY ACHIEVEMENTS	IMPACT
Four Memorandum of Agreement monitoring reports approved for the National University of Samoa, Laumua o Punaoa, Uesiliana Vocational Centre and Vailima Fou Theological College	MoA as a strategic mechanism has resulted in regular provision of monitoring reports which confirm continued improvements of PSET providers in the implementation of the quality assurance processes.

## 2. Quality Assurance Services

This appropriation is limited to enhancing the quality and relevance of PSET learning and skills development.

OUTPUT NUMBER	DESCRIPTION	ACTUAL 2018/19 FY	BUDGET 2018/19 FY
2	Quality Assurance		
	Personnel:	\$481,828	\$488,622
	Operating Expenses:	\$96,998	\$17,677
	Capital Costs:	-	-
	Overheads:	\$209,012	\$124,572
	Total Appropriation	\$787,839	\$630,871

	Baseline Data	2018-2019	
Performance Measure/Indicator	Baseline (Base Year)	Budget Standard or Target	Achievements 2018/19
Number of new qualifications registered on Samoa Qualifications Framework (SQF)	1 (2010-2011)	At least 5 qualifications	21 new qualifications registered on the SQF (11 Samoa Qualifications and 10 Provider programmes)
Number of providers registered with SQA	11 (2010-2011)	1 Initial provider Registration 29 Annual Registration Renewal	1 Assemblies of God Samoa Theological College registered as formal PSET providers. 25 registered formal PSET providers were granted annual registration renewal
Number of potential panel members trained on the programme accreditation process	120 (2010-2011)	At least 20	10 trained potential panel members in this period



Number of accredited Post School Education and Training (PSET) programmes	N/A	At least 5	10 provider accredited in this FY and 1 Samoa Qualifications offered by 1 formal PSET provider
Number of PSET Providers supported on Quality Assurance processes	20 (2010-2011)	29 Providers assisted and monitored	All formal PSET providers submitted their applications for accreditation and registration as well as non-formal education providers submitted their non-formal learning activities for recognition
Number of applications evaluated for recognition of Non Formal Learning	1 (2010-2011)	10	5 non-formal learning activities were recognition in this period

KEY ACHIEVEMENTS	IMPACT
<p>All 25 providers with Annual Renewal Registration (ARR) due in 2019 were granted ARR status after fulfilling the ARR requirements. These providers continue to comply with all the registration criteria and quality standards of being a formal PSET provider and will be reviewed annually.</p> <ol style="list-style-type: none"> <li>1) Apia Harvest Centre Bible College (AHCBC)</li> <li>2) Australia Pacific Training Coalition (APTC)</li> <li>3) Congregational Christian Church of Samoa School of Fine Arts and Museum (CCCSFAM)</li> <li>4) Congregational Christian Church of Samoa Vocational School (CCCSVC)</li> <li>5) Don Bosco College &amp; Vocational Technical Centre (DBCVC)</li> <li>6) Don Bosco Technical Centre (DBTC)</li> <li>7) Early Childhood Education Teachers Training Institute (ECETTI)</li> <li>8) Laumua o Punaola Methodist Creative Technical Centre</li> <li>9) Malua Bible School (MBS)</li> <li>10) Malua Theological College (MTC)</li> <li>11) Martin Hautus Institute of Learning - Samoa (MHIL)</li> <li>12) Moamoa Theological College</li> <li>13) National University of Samoa (NUS)</li> <li>14) Oceania University of Medicine (OUM)</li> <li>15) Piula Theological College (PTC)</li> <li>16) RHEMA Bible Training Centre South Pacific</li> </ol>	<ul style="list-style-type: none"> <li>- Providers hold a legitimate status as a quality institution</li> <li>- Providers are assured of their capability to deliver quality education and training programmes to meet national and international standards, priorities and employment demands.</li> <li>- Affirmed Quality Management System gives assurance of secure management and administration of institution</li> <li>- Assured quality of learning programmes</li> <li>- Confirming that programmes registered on the Samoa Qualifications Framework are quality assured and meeting industry standards, needs and expectations</li> </ul>

- 17) Samoa Shipping Maritime Academy (SSMA)
- 18) Small Business Enterprise Centre (SBEC)
- 19) South Pacific Nazarene Theological College (SPNTC)
- 20) Tesese Institute (TI)
- 21) Uesiliana Vocational Centre (UTVC)
- 22) University of the South Pacific (USP)
- 23) Vailima Fou Theological College (VFTC)
- 24) Worldwide Mission Training Centre (WMTC)
- 25) Youth with a Mission (YWAM)

The Board approved the accreditation of eleven programmes from eight formal PSET Providers;:

- 1) NUS Diploma V in Business
- 2) NUS Diploma V in Office Management
- 3) NUS Certificate IV in Computer Operating
- 4) NUS Certificate IV in Tropical Horticulture
- 5) Vailima Fou Theological College Certificate I in Biblical Studies & Theological Studies
- 6) Don Bosco Technical Centre Certificate I in Basic Trades Skills Programme
- 7) Moamoa Theological College Certificate IV in Theology
- 8) Rhema Bible Training Centre South Pacific Diploma V in Ministry
- 9) Worldwide Mission Training Centre Certificate I in Christian Mission
- 10) Samoa Shipping Maritime Academy Certificate III in Marine Engineering (Able Bodied Seafarer)
- 11) Samoa Certificate I in Basic Foundation Skills delivered by Congregational Christian Church of Samoa Vocational School

The Board approved the registration of 21 Qualifications and 85 National Competency Standards for Generic Skills on the Samoa Qualifications Framework (SQF) as follows:

***Provider Qualifications:***

- 1) NUS Diploma V in Business
- 2) NUS Diploma V in Office Management
- 3) NUS Certificate IV in Computer Operating
- 4) NUS Certificate IV in Tropical Horticulture
- 5) Vailima Fou Theological College Certificate I in Biblical Studies & Theological Studies
- 6) Don Bosco Technical Centre Certificate I in Basic Trades Skills Programme
- 7) Moamoa Theological College Certificate IV in Theology



8) Rhema Bible Training Centre South Pacific Diploma V in Ministry 9) Worldwide Mission Training Centre Certificate I in Christian Mission 10) Samoa Shipping Maritime Academy Certificate III in Marine Engineering (Able-bodied Seafarer) <b>Samoa Qualifications:</b> 1) Tusi Pasi a Samoa IV i le Gaosiga o le 'Ie Samoa 2) Tusi Pasi a Samoa IV o le Gaosiga o le Siapo 3) Samoa Cert II Site Safety Operation, 4) Samoa Certificates I in Sustainable Energy 5) Samoa Certificates II in Sustainable Energy 6) Samoa Certificates III in Sustainable Energy 7) Samoa Certificates IV in Sustainable Energy 8) Samoa Certificate I in Climate Change & Disaster Risk Management 9) Samoa Certificate II in Climate Change & Disaster Risk Management 10) Samoa Certificate III in Climate Change & Disaster Risk Management 11) Samoa Certificate IV in Climate Change & Disaster Risk Management  <b>National Competency Standards</b> 85 National Competency Standards for Generic Skills Set 1 & 2	
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### 3. Research, Policy and Planning

This appropriation is limited to enhancing research, policy and planning development capability to provide sound PSET policy advice

OUTPUT NUMBER	DESCRIPTION	ACTUAL 2018/19 FY	BUDGET 2018/19 FY
3	<b>Research, Policy &amp; Planning</b>		
	Personnel:	\$281,589	\$386,030
	Operating Expenses:	\$ 71,754	\$ 53,560
	Capital Costs:		-
	Overheads:	\$209,012	\$124,572
	Total Appropriation	\$562,355	\$564,162

Performance Measure/Indicator	Baseline Data	2018-2019	
	Baseline (Base Year)	Budget Standard	Achievements 2018/19

		or Target	
Mid Term Review of the SQA Corporate Plan 2017-2020 produced and approved by the Board	5	1	Report approved by the Board in October 2018
PSET Annual Conference	3(2014, 2015, 2016)	1	Conducted in April 2019 on the theme "Continuous improvement in partnerships between Post School Education & Training and the Workplace"
Date by which PSET Statistical Bulletin 2017 is published	7 PSET Statistical Bulletins published (2010, 2012, 2013, 2014, 2015 & 2016)	By March 2019	Published in PSET Statistical Bulletin 2019
SQA Annual Strategic Planning Seminar to monitor and evaluate SQA's performance as well as to identify activities for the new FY	9 ( 2008, 2009, 2011,2012,2013 ,2014, 2015, 2016)	1	Conducted in December 2018
Number of Memorandum of Agreements with PSET Providers established	20	1	Approved 4 MOA monitoring reports for the National University of Samoa, Laumua o Puna'oa, Uesiliana Vocational Centre and Vailima Fou Theological College
One research report produced and approved by the Board	2 (2011/2012, 2013/2014)	1	Launched and distributed report on Tracer Study of PSET Graduates 2015, 2016, 2017 to stakeholders
One strategic policy produced and approved by the Board - Learning Pathways	N/A	1	Policy for Record of Achievement endorsed by Cabinet
Mid Term Review of the PSET Strategic Plan 2016-2020 produced and approved by the Board	1		Report approved by the Board in October 2018

KEY ACHIEVEMENTS	IMPACT
<ul style="list-style-type: none"> <li>- PSET Annual Conference conducted in April 2019 on the theme "Continuous improvement in partnerships between Post School Education &amp; Training and the Workplace"</li> <li>- More than 170 stakeholders participated in the 2 day conference</li> </ul>	Strengthened relations between SQA, PSET Providers, Employers and wider community. Consolidation of stakeholder commitment towards supporting SQA for a well-coordinated regulated and quality assured post school and education training sub-sector in Samoa which is relevant to the work place.
Conducted SQA Annual Strategic Planning Seminar in December 2018	Strengthened staff motivation and commitment resulting from inclusive in-house review of



	<p>opportunities, challenges and constraints of SQA work and subsequent identification of strategies to implement key priorities</p> <p>Broadened staff awareness, boosted morale with formulation of new approaches to strategic planning and activities.</p>
Launched and distributed report on Tracer Study of PSET Graduates 2015, 2016, 2017 to stakeholders	Dissemination of information and data to stakeholders on results of PSET Tracer Study of graduates every three years

#### 4. Qualification Services

This appropriation is limited to the appropriation of Qualification Services

OUTPUT NUMBER	DESCRIPTION	ACTUAL 2018/19 FY	BUDGET 2018/19 FY
4	<b>Qualification Services</b>		
	Personnel:	\$347,056	\$626,955
	Operating Expenses:	\$72,913	\$17,072
	Capital Costs:	-	-
	Overheads:	\$209,012	\$124,572
	<b>Total Appropriation</b>	<b>\$628,981</b>	<b>\$768,599</b>

	Baseline Data	2017-2018	
Performance Measure/Indicator	Baseline (Base Year)	Budget Standard or Target	Achievements 2018/19
National Competency Standards and Samoa Qualifications developed for priority sectors	2 sectors (2010-11)	1 Field	No new area develop in this FY as priority was given to the quality check of Samoa Qualifications already developed for registration on the Samoa Qualifications Framework. Completed & registered: 1 qual in TKS, Tusi Pasi a Samoa IV, O le Gaosiga o le Siapo; 2 sets of NCSs on GS; 8 quals on CC;
Percentage of PSET Providers benefiting from support activities	5% (2010-11)	30%	18 formal PSET providers including one non-formal PSET providers were supported under the PSET support fund or 80%.
Percentage of National Competency Standards offered by PSET	10% (2013-2014)	30%	80%
Percentage of Samoa Qualifications offered by PSET Providers	10% (2013-	40%	45%

	2014)		
Percentage of applications for recognition of foreign qualifications processed within timeline	85% (2010-11)	95%	95%
Increased number of students assisted through the Career Advisory Service	2768 students (2013-2014)	20%	70%
Learning Pathway established in 1 subfield of study/occupation/sector, extending from Level 1-Level 4 of Samoa Qualifications Framework	4 subfields (2010-11)	1 subfield	6 subfields
Percentage of Secondary Schools with information on PSET learning options	50% (2013-2014)	95%	100%
<b>KEY ACHIVEMENTS</b>		<b>IMPACT</b>	
This FY, 27 applications were processed and approved by the Board bringing the total number of assessment cases to 65 since 2010.		Increased use of services for validation of qualifications by employers; a protective measure for public safety.	
In this FY, 4 qualifications from Levels I – IV were close to being approved and listed on the SQF. They are now registered on the SQF in first quarter of the 2019/2020 FY.		Education and training programmes integrating Water Sanitation NCS will improve quality of graduates working in water sanitation with required national standards related to public health.	
<p>SQA has this year achieved :</p> <p><b><i>Samoa Qualifications:</i></b></p> <ol style="list-style-type: none"> <li>1) Tusi Pasi a Samoa IV i le Gaosiga o le 'Ie Samoa</li> <li>2) Tusi Pasi a Samoa IV o le Gaosiga o le Siapo</li> <li>3) Samoa Cert II Site Safety Operation,</li> <li>4) Samoa Certificates I in Sustainable Energy</li> <li>5) Samoa Certificates II in Sustainable Energy</li> <li>6) Samoa Certificates III in Sustainable Energy</li> <li>7) Samoa Certificates IV in Sustainable Energy</li> <li>8) Samoa Certificate I in Climate Change &amp; Disaster Risk Management</li> <li>9) Samoa Certificate II in Climate Change &amp; Disaster Risk Management</li> <li>10) Samoa Certificate III in Climate Change &amp; Disaster Risk Management</li> <li>11) Samoa Certificate IV in Climate Change &amp; Disaster Risk Management</li> </ol> <p><b><i>National Competency Standards</i></b></p> <p>85 National Competency Standards for Generic Skills Set 1</p>		<p>Relevance of skills and knowledge in qualification secured to meet employers' needs.</p> <p>Compliance with programme development formats and requirements ensure quality standards as a PSET provider are met.</p> <p>Capacity of post school TVET providers in developing training programmes from NCS and SQ improved. More programs accredited using this pathway.</p>	



& 2	
<ul style="list-style-type: none"> <li>- The Annual National Career Day September 2019 for Upolu and Savaii to provide links and information on learning and career pathway for students that match with employment;</li> </ul> <p>A good opportunity for students to talk to employers and to cite a number of work related documents for their information with regards to choosing their career</p>	<p>Students informed and realistic about career choices after meeting with prospective employers. Presence of industry, employers, professions strengthen resolve of students not to drop out; to study for post school opportunities for gainful employment.</p>
<ul style="list-style-type: none"> <li>- Continuation of Schools Visits on Career learning and pathways targeting Year 12 and Year 13 students in both Upolu and Savaii and a total of 3,272 students participated;</li> <li>- Feedback from students confirmed the usefulness of the activity</li> </ul>	<p>Students better informed on skills and knowledge requirements industries/employers in alignment with their subject choices</p> <p>Students better informed on career choices and different learning pathways to build careers</p>

DESCRIPTION	ACTUAL 2018/19 FY	BUDGET 2018/19 FY
<b>Sub-Total Outputs Delivered by the Public Body</b>	<b>\$2,785,818</b>	<b>\$2,713,339</b>
<b>Transactions on Behalf of the State:</b>		
<b>Government Initiatives &amp; Policies:</b>		
-Education Sector Budget Support	<b>2,377,016</b>	\$1,772,852
-Rent & Leases (TATTE Building)	257,440	\$ 257,440
-VAGST Output Tax		\$ 93,854
<b>TOTAL EXPENDITURE (refer Audited FS 30/6/19))</b>	<b>\$5,420,274</b>	<b>\$4,837,485</b>
LESS: Non-Tax Revenue		\$ 22,700
<b>GOVERNMENT GRANT</b>		<b>\$4,814,786</b>

The Samoa Qualifications Authority Board of Directors and Staff gratefully acknowledges the Government of Samoa and Cabinet, especially the Minister of Education, Sports and Culture, the Minister of Public Enterprises, Government of Samoa Ministries and Corporations, all PSET providers, the Donor Community in particular DFAT and NZAID and all its stakeholders and partners for their continued and dedicated support and assistance during this year.

## 1. INTRODUCTION



This is the thirteenth Annual Report for the Samoa Qualifications Authority (SQA) covering the period from July 2018 to June 2019. The Annual Report is in compliance with the SQA Act 2010, Public Bodies (Performance & Accountability) Act 2001 and the Public Finance Management Act 2001.

## **2. VISION**

*"Relevant, accessible and sustainable quality Post School Education and Training for all Samoan learners to enhance quality of life"*

## **3. MISSION**

*"To regulate, quality assure and coordinate Post School Education and Training through partnership with all stakeholders to improve quality of education and training for all Samoan learners"*

## **4. MANDATE**

SQA was formally established under the repealed SQA Act 2006 and is continued under the SQA Act 2010.

Its responsibilities are integrally linked to the following:

- Public Bodies (Performance and Accountability) Act 2001 and Regulations;
- Public Finance Management Act 2001;
- Strategy for the Development of Samoa (SDS) 2016-2020
- Post School Education and Training (PSET) Strategic Plan 2016-2020;
- Education Sector Plan (ESP) 2013-2018;
- SQA Corporate Plan 2017-2020 & Statement of Corporate Objectives 2017-2020; and
- Cabinet Directives.

## **5. SQA FUNCTIONS**

The Samoa Qualifications Authority Act 2010 lists the following:

- (a) provide policy advice to Government on strategies and priorities for Post School Education and Training (PSET);
- (b) monitor and report to Government and the PSET Sector, on the activities, resourcing, and overall performance of the PSET Sector in relation to national strategic goals for economic social and cultural development;
- (c) provide advice to Government and the PSET sector on findings and implications arising from research, monitoring or evaluation conducted by the Authority or other agencies, bodies or persons;
- (d) regulate qualifications and quality standards for all PSET providers in Samoa;
- (e) co-ordinate and strengthen all PSET, so as to better focus the PSET sector on national development goals and to promote and develop articulation among programmes;
- (f) promote links and learning pathways between the school sector and the PSET sector, and offer career advisory services;
- (g) develop and facilitate partnerships between stakeholders in business, industry, professional, non-government and community organizations and PSET organizations;
- (h) work with national stakeholder groups to ensure standards and training requirements are established, in particular for trade, technician and professional occupations;
- (i) determine a national qualifications structure for Samoa, including the definition of terms to ensure and maintain the national and international credibility of qualifications and the good standing of PSET organizations;
- (j) develop criteria and processes for the registration of all providers of PSET;
- (k) develop criteria and processes for the accreditation and quality audit of all PSET providers;
- (l) promote quality assurance in non-formal education and training programmes;



- (m) work collaboratively with all PSET providers, in particular to verify that they are using quality management policies and processes that ensure qualifications meet or exceed international standards, and that their programmes align with national priorities;
- (n) work with overseas government agencies and other organizations to recognize overseas qualifications in Samoa and to achieve international recognition for qualifications awarded in Samoa;
- (o) provide assurance that PSET in Samoa maintains international comparability;
- (p) coordinate and conduct accreditation of providers, programmes, registration of qualifications, and quality audit of providers and to maintain appropriate registers to this effect; or
- (q) perform any other function conferred on the Authority by this or any other Act, or requested by the Government from time to time.

## 6. CHAIRPERSON'S REPORT

On behalf of the Board of Directors, I present herewith the Annual Report 2018/19 for SQA.

The report provides:

- Comparisons between the current and last financial year in relation to the SQA Statement of Corporate Objectives and Corporate Plan;
- Compliance updates with matters required under the Public Bodies Act and Companies Act (where relevant);

### 6.1. Strategic Overview

The strategic focus of SQA is *to be a Key Agency in Samoa that contributes to the national economic, social and cultural growth* of the country. Its work is in the quality assurance of education and training, that leads to employment and improvement in the livelihoods of the people; it supports the global and government initiatives to improve quality of education outcomes and emulates the Vision of "Improving the quality of life for all" as specified in the *Strategy for the Development of Samoa 2016/17 -2019/20*.

At the organizational level, SQA exists as the overarching body to **coordinate, quality assure and regulate the Post School Education and Training sub-sector.**

The Corporate Plan 2017-2020, Statement of Corporate Objectives 2017-2020 and the PSET Strategic Plan 2016-2020 continue to be the guiding Plans for 2018/19 FY.

The Education Sector Plan (ESP) 2013-2018 guides the Government sectoral approach cascading into the Budget Support Modality which provides additional funding for the SQA Approved Annual Budget 2018-19 FY. (Refer 8.4 Approved Budget Estimate FY 2018-2019)

The results of the close collaborative work with Education Providers continues to be more visible as SQA Policies and Procedures are implemented. The initial and continued registration of PSET providers on an annual basis; the accreditation of programmes; the registration of qualifications on the Samoa Qualifications Framework (SQF) and the recognition of Non Formal Learning activities are still the core activities for the Quality Assurance focus of the Authority.

SQA also continues its work in the development of National Competency Standards (NCS) and Samoa qualifications (SQs) in identified priority areas. Application of these National Competency Standards and the uptake of Samoa Qualifications by providers ensures wider national standardization and availability of quality assured programmes that are relevant to the economic and social needs of Samoa.

### 6.2. Key Objectives of the Samoa Qualifications Authority Corporate Plan 2017-2020

The following Key Objectives that commenced in 2017, have continued to be identified by SQA to effectively implement its operational priorities for the period July 2018 - June 2019:

1. To regulate and quality assure Post School Education and Training
2. To enhance relevance of Post School Education and Training and access to Post School Education and Training
3. To conduct research and formulate policy to provide sound Post School Education and Training policy advice
4. To provide strategic leadership and strengthen networking amongst the Post School Education and Training sub-sector



5. To achieve effectiveness, efficiency and sustainability of resources

### **6.3 Operational Priorities:**

- Implementation of the Quality Assurance Standards, Policies and Guidelines
- Administration of the Samoa Qualifications Framework
- Implementation of the Strategy for International Recognition of Samoa Qualifications and Samoa Qualifications Framework
- Development and Application of National Competency Standards and Samoa Qualifications
- Implementation of the Samoa Professional Standards for TVET Trainers
- Implementation of the PSET Funding Mechanism
- Provision of Foreign Qualification Recognition Services
- Provision of Career Advisory Services
- Development of Learning Pathways Process and Policy
- Development of Recognition of Current Competency (RCC) Process and Policy
- Implementation of the National External Moderation process
- Establishment and implementation of the Workplace Assessment Process
- Development and implementation of the Record of Achievement (ROA)
- Conduct Research on PSET priority areas
- Development, monitoring and review of Strategic and Operational Plans
- Provision of policy advice to the Government
- Development, implementation, monitoring and review of SQA strategic and operational policies
- Provision of strategic leadership and development to PSET
- Memorandum of Agreements with PSET providers
- Implementation of the SQA Communication Strategy
- Implementation of the SQA Management Information System
- Annual PSET Statistical Bulletins
- Provision of PSET Support Services
- SQA Board services

### **6.4 Outcomes**

SQA's contribution to the economic, social and cultural development for Samoa is evident within each year of operation and implementation. Samoan qualifications need to be of high standard to be recognized locally and internationally. This warrants sustained increases in the number of quality assured and registered providers; accredited and recognized programmes and qualifications which are registered on the Samoa Qualifications Framework and subsequent Audits of the providers within a given time frame of 5 years. With PSET providers' delivery of services committed to high levels of achievement; graduates will be recognized locally, regionally and internationally. As detailed in the CEO Report, progress is steady and effective in SQA's engagement with the development and support of PSET providers to meet required national and international standards of education and training which transition seamlessly into relevant employment.

The work of SQA is enabled by Government's confidence as reflected in the continued support through the annual Budget Allocation and Cabinet support of SQA policy development, implementation and other relevant activities.



## 6.5 Approved Budget Estimate FY 2018-2019



	APPROVED BUDGET ESTIMATE 2018/2019 FY		Budget 2017/18 FY	
<b>Salaries and Wages</b>		\$ 2,325,004		2,254,935
Office of the CEO	314,001		396,624	
Quality Assurance	610,488		628,268	
Reserch, Policy & Planning	341,487		306,449	
Qualification Services	488,617		488,617	
Corporate Services	570,411		434,978	
<b>Operating Costs</b>		\$ 388,336		345,544
Office of the CEO	128,868		134,167	
Quality Assurance	-		-	
Reserch, Policy & Planning	43,489		23,409	
Qualification Services	17,072		17,072	
Corporate Services	198,907		170,896	
<b>Capital</b>		-		-
Office of the CEO	-		-	
Quality Assurance	-		-	
Reserch, Policy & Planning	-		-	
Qualification Services	-		-	
Corporate Services	-		-	
<b>TOTAL OUTPUT BY SOE</b>		2,713,341		2,600,479
<b>Transaction on behalf of the states</b>		2,124,146		2,715,362
Education Sector Budget Support	1,772,852		2,370,485	
Rent & Leases	257,440		257,440	
VAGST Output Tax	93,854		87,437	
<b>TOTAL APPROPRIATION</b>		\$ 4,837,486		\$ 5,315,841
Less: Non Taxation Revenue		\$ 22,700		\$ 22,700
<b>GOVERNMENT GRANT</b>		\$ 4,814,786		\$ 5,293,141

The Government Grant for 2018/19 FY fell from \$5.2m to \$4.8m or 9%. The \$478,355 decrease was mainly in the reduction in the Education Budget Support from \$2.37m to \$1.77m. This reduction was foreseeable as the first round of the Education Sector Plan (ESP 2013-2018) came to a close and Donor Partners were re-assessing their support for the Sector. The Education Budget Support was supplemented by a deferred income of \$1.58m from the 2017/18 FY. (Refer Note 10 of the Audited Financial Statement).

SQA had an excess of income over expenditure of \$202,516 (refer CEO's report and the Audited Financial Statement for details) indicating that SQA has managed to control Spending within Budget.

## 6.6. Members of the Board of Directors


In accordance with Part III - Section 6 of the SQA Act 2010 (and reconfirmed by the Cabinet Directive FK (11) Faapitoa 15 of 23rd August 2011), SQA is administered by a Board of Directors of nine members including the Chairperson. The Board is responsible for the policy and general governance of the Authority.

1	Gatoloaifa'ana Tilianamua Afamasaga	Chairperson of SQA Board	Chairperson
2	Afamasaga Faauga Mulitalo	CEO - Ministry of Women, Community & Social Development	Member



3	Afamasaga Dr Karoline Afamasaga Fuata'i	CEO - Ministry of Education, Sports & Culture	Member
4	Pulotu Lyndon Chu Ling	CEO - Ministry Commerce, Industry & Labour	Member
5	Tagaloa Eddie Wilson	President of Samoa Association of Manufacturers & Exporters	Member
6	Jennifer Marion Fruean succeeded Seulupe Michelle Macdonald on 30 May 2019 .	President – Samoa Chamber of Commerce	Member
7	Acting Vice Chancellor succeeded Leapai Ilaoa Lau Prof. Asofou So'o April 2019	Vice Chancellor/President - National University of Samoa	Member
8	Tuu Fu'a Meki Hazelman	Representative of Non-Government Schools/Providers.	Member
9	Letuimanu'asina Dr Emma Kruse Va'ai	CEO - Samoa Qualifications Authority	Member

I acknowledge with thanks the SQA Board of Directors, the Executive Management Team and Staff of SQA for the completion of another successful financial year and for continued progress in the work of SQA.

  
**Gatoloaifaana Tili'anamua Afamasaga**  
**CHAIRPERSON SQA BOARD**

## 7. CHIEF EXECUTIVE OFFICER'S REPORT

Overall, most activities scheduled for implementation in this FY were achieved.

The SQA Statement of Corporate Objectives 2017-2020, SQA Corporate Plan 2017-2020 and the SQA AMP 2018-2019 are the leading documents used by SQA to guide its work during this FY. They set clear directions for SQA operations, priorities and frameworks which enable working with its stakeholders to carry out its mandated functions.

The achievements highlighted below are detailed in the Annual Review of the AMP 2018-2019 whilst Key Performance Indications Achievements are attached as **Appendices 1 and 3**.

### 7.1 Achievement Highlights

Provision of strategic leadership and development for Post School Education and Training (PSET)	<p><b><i>SQA Organizational Performance: Strategic Development, Monitoring, Evaluation and Reporting</i></b></p> <p>SQA continues leadership in the PSET sub-sector through successful implementation and reporting of activities within this financial year as <b>approved by the Board</b> and noted as follows:</p> <ul style="list-style-type: none"> <li>• PSET Annual Conference 2019 and report;</li> <li>• SQA Annual Strategic Planning Seminar 2018 and report;</li> <li>• Fourth Quarterly Review &amp; Annual Review of AMP 2017-2018 and three (3) Quarterly Reviews of AMP 2018-2019;</li> <li>• SQA Budget Bid FY2019-2020 and Outcomes Performance Framework submitted to the Ministry of Finance;</li> <li>• SQA Annual Financial Report FY2017-2018 submitted to the Ministry of Finance;</li> <li>• SQA Quarterly Progress Reports FY 2018-2019 submitted to the Ministry of Finance and Ministry of Public Enterprises;</li> <li>• Monthly Financial Reports FY 2018-2019;</li> <li>• Monthly Divisional Progress Reports produced and tabled in the SQA monthly meetings;</li> <li>• SQA Annual Report FY2017-2018 submitted to the Ministry of Finance;</li> <li>• SQA Audit Report FY 2017-2018 submitted to the Ministry of Finance; and</li> <li>• SQA inputs for Quarterly Review reports, Annual Review report and Mid-Term Review report of the Education Sector Plan.</li> </ul>
Communication Strategy to promote SQA role & PSET	<p><b><i>Communication, developing and maintaining strategic relationships, collaboration and networks locally and internationally &amp; awareness raising activities</i></b></p> <p>Promotion of PSET and increased awareness on policies and developments to enhance the quality, relevance and access to PSET. Active participation in international and regional conventions facilitated international networks, awareness of trends and developments of PSET which will augur well for international recognition of Samoa qualifications. . SQA participations in international meetings include the following:</p> <ul style="list-style-type: none"> <li>• NZ Qualifications Authority Work Attachment for ten SQA Staff;</li> <li>• ACEO Quality Assurance attended the INQAAHE Conference and APQN AGM in March 2019 in Colombo, Sri Lanka;</li> <li>• ACEO Quality Assurance participated at the Regional Training in Quality Audit in October 2018 in Suva, Fiji;</li> <li>• ACEO Research, Policy &amp; Planning attended the Intergovernmental Meeting on the</li> </ul>



	<p>Recognition of Higher Education Qualifications in March at UNESCO Headquarters, Paris, France;</p> <ul style="list-style-type: none"> <li>• ACEO Research, Policy &amp; Planning attended the 1<sup>st</sup> Session of the Committee of the Asia Pacific Regional Convention on the Recognition of Qualifications in Higher Education (Tokyo Convention Committee) in October 2018 in Seoul, Republic of Korea;</li> <li>• ACEO Qualifications Commonwealth of Learning -??Scotland</li> <li>• ACEO Research, Policy &amp; Planning and Principal Research &amp; Policy Officer attended the Regional Gathering of Network for Education Research in July 2018 in Suva, Fiji;</li> <li>• ACEO Research, Policy &amp; Planning, Principal Qualifications Recognition Officer and Principal Quality Assurance Officer attended the Pacific Skills Summit in June 2019 in Suva, Fiji; and</li> <li>• National Moderator attended the PSC/MFAT Regional Validations Training in February 2019 in Nadi, Fiji</li> </ul> <p>Reports of attendance by CEO, ACEOs and staff to the above approved by the Board and/or Cabinet.</p> <ul style="list-style-type: none"> <li>• 12 Board meetings and five sub-committee meetings were held in this financial year;</li> <li>• A total of eleven Press Releases produced on awareness workshop on non-formal learning, SATVETI meeting, ITAC course delivered by APTC for TVET trainers and staff, SQA National Career Day and PSET Annual Conference 2019;</li> <li>• Eight (\$) Radio talkback shows on SQA activities; and</li> <li>• Dissemination of information brochures, posters and awareness activities to PSET Providers, stakeholders &amp; individuals during open days, trainings, workshops, consultations, PSET Annual Conference and Career Advisory Services school visits.</li> </ul> <p><i>Memorandum of Agreement (MOA)</i></p> <p>These ensure continuation of high level discussions and actions regarding strategic developments and policy considerations for education and training with clear implications for National Goals.</p> <ul style="list-style-type: none"> <li>• Production of Reports on Memorandum of Agreements (MOAs) between SQA and formal PSET providers:</li> </ul> <p>Four Monitoring Reports – Laumua o Puna'oa, Uesiliana Vocational Centre, Vailima Fou Theological College and National University of Samoa</p> <p><i>Quarterly Newsletter</i></p> <p>SQA produced and circulated four (4) quarterly Newsletters to PSET providers and stakeholders and disseminated numerous brochures and posters for awareness activities.</p>
Provision of policy advice to Government and PSET	<p>SQA advice to the Minister and Cabinet on PSET issues as required and to liaise closely with the Minister of Education, Sports and Culture on progress of SQA annual work and performance. Seventeen cabinet submissions were submitted and approved by Cabinet. SQA continues to comply with Cabinet Directives issued during the year.</p>



Research informed development	<p><b><i>Research to inform SQA activities include:</i></b></p> <p>The Tracer Study of 2015, 2016 and 2017 Graduates from formal Post School Education Training (PSET) providers in Samoa conducted in FY and draft Report produced. Finalization of the Report has been scheduled in FY19/20.</p>
National Quality Assured PSET system	<p>In producing the next generation of dynamic leaders and a world class work force, SQA implements an internationally informed National Quality Assurance System developed in collaboration with PSET providers, industry, professions and national and international stakeholders. Quality assurance activities and achievements continue via Provider Registration, Programme Accreditation, and Registration of Qualifications on the Samoa Qualifications Framework (SQF).</p>
Provider Registration	<p>In this FY, the Assembly of God Samoa Theological College was officially registered as a formal PSET provider having complied with requirements to register as a formal PSET provider. The newly registered provider is the successful merge of the two former providers, the Ierusalemia Fou Institute and Harvest Bible College which brings the total number of registered formal PSET providers to 27.</p> <p>SQA includes religious, faith based or mission PSET providers in its regulatory mandate as their graduates also become leaders, teachers, lecturers and trainers in their schools as well as TVET institutions and theological colleges which account for a significant portion of PSET student population.</p>
Annual Renewal Registration	<p>It is important to note that the Board approved the removal of the Vailina Fou Theological College (VFTC) from the SQA List of Registered Providers due to a temporary cease of operations which is non-compliant with SQA Annual Registration Renewal Criteria</p> <p>All 24 providers with Annual Renewal Registration (ARR) due in 2019 were renewed after meeting the requirements. These providers continue to comply with all the registration criteria and quality standards of being a formal PSET provider.</p> <ol style="list-style-type: none"> <li>1) Apia Harvest Centre Bible College (AHCBC)</li> <li>2) Australia Pacific Training Coalition (APTC)</li> <li>3) Congregational Christian Church of Samoa School of Fine Arts and Museum (CCCCSFAM)</li> <li>4) Congregational Christian Church of Samoa Vocational School (CCCSVC)</li> <li>5) Don Bosco College &amp; Vocational Technical Centre (DBCVTC)</li> <li>6) Don Bosco Technical Centre (DBTC)</li> <li>7) Early Childhood Education Teachers Training Institute (ECETTI)</li> <li>8) Laumua o Punaoa Methodist Creative Technical Centre</li> <li>9) Malua Bible School (MBS)</li> <li>10) Malua Theological College (MTC)</li> <li>11) Martin Hautus Institute of Learning - Samoa (MHIL)</li> <li>12) Moamoa Theological College</li> <li>13) National University of Samoa (NUS)</li> <li>14) Oceania University of Medicine (OUM)</li> <li>15) Piula Theological College (PTC)</li> <li>16) RHEMA Bible Training Centre South Pacific</li> <li>17) Samoa Shipping Maritime Academy (SSMA)</li> </ol>



<p>Programme Accreditation.</p>	<p>18) Small Business Enterprise Centre (SBEC)  19) South Pacific Nazarene Theological College (SPNTC)  20) Tesese Institute (TI)  21) Uesiliana Vocational Centre (UTVC)  22) University of the South Pacific (USP)  23) Worldwide Mission Training Centre (WMTC)  24) Youth with a Mission (YWAM)</p> <p>The Board approved the accreditation of the following eleven programmes from eight formal PSET Providers::</p> <ol style="list-style-type: none"> <li>1) NUS Diploma V in Business</li> <li>2) NUS Diploma V in Office Management</li> <li>3) NUS Certificate IV in Computer Operating</li> <li>4) NUS Certificate IV in Tropical Horticulture</li> <li>5) Vailima Fou Theological College Certificate I in Biblical Studies &amp; Theological Studies</li> <li>6) Don Bosco Technical Centre Certificate I in Basic Trades Skills Programme</li> <li>7) Moamoa Theological College Certificate IV in Theology</li> <li>8) Rhema Bible Training Centre South Pacific Diploma V in Ministry</li> <li>9) Worldwide Mission Training Centre Certificate I in Christian Mission</li> <li>10) Samoa Shipping Maritime Academy Certificate III in Marine Engineering (Able-bodied Seafarer)</li> <li>11) Samoa Certificate I in Basic Foundation Skills delivered by Congregational Christian Church of Samoa Vocational School</li> </ol> <p>The Board approved the registration of the following 21 qualifications and 85 National Competency Standards for Generic Skills on the Samoa Qualifications Framework (SQF) s:</p> <p><b>Provider Qualifications:</b></p> <ol style="list-style-type: none"> <li>1) NUS Diploma V in Business</li> <li>2) NUS Diploma V in Office Management</li> <li>3) NUS Certificate IV in Computer Operating</li> <li>4) NUS Certificate IV in Tropical Horticulture</li> <li>5) Vailima Fou Theological College Certificate I in Biblical Studies &amp; Theological Studies</li> <li>6) Don Bosco Technical Centre Certificate I in Basic Trades Skills Programme</li> <li>7) Moamoa Theological College Certificate IV in Theology</li> <li>8) Rhema Bible Training Centre South Pacific Diploma V in Ministry</li> <li>9) Worldwide Mission Training Centre Certificate I in Christian Mission</li> <li>10) Samoa Shipping Maritime Academy Certificate III in Marine Engineering (Able-bodied Seafarer)</li> </ol> <p><b>Samoa Qualifications:</b></p> <ol style="list-style-type: none"> <li>11) Tusi Pasi a Samoa IV i le Gaosiga o le 'Ie Samoa</li> <li>12) Tusi Pasi a Samoa IV o le Gaosiga o le Siapo</li> </ol>
<p>Samoa Qualifications Framework</p>	



	<p>13) Samoa Cert II Site Safety Operation,  14) Samoa Certificates I in Sustainable Energy  15) Samoa Certificates II in Sustainable Energy  16) Samoa Certificates III in Sustainable Energy  17) Samoa Certificates IV in Sustainable Energy  18) Samoa Certificate I in Climate Change &amp; Disaster Risk Management  19) Samoa Certificate II in Climate Change &amp; Disaster Risk Management  20) Samoa Certificate III in Climate Change &amp; Disaster Risk Management  21) Samoa Certificate IV in Climate Change &amp; Disaster Risk Management</p> <p><b>National Competency Standards</b>  1) 85 National Competency Standards for Generic Skills Set 1 &amp; 2</p>
National Competency Standards and Samoa Qualifications	<p>The PSET Strategic Plan 2016-2020 poses challenges to stimulate improvement in the existing workforce, and to stimulate new ideas with the potential to expand the range of opportunities available from an <b>education and skills development</b> perspective. The SQA Act 2010 provides a mandate specifically to “<i>work with national stakeholder groups to ensure standards and training requirements are established, in particular for trade, technician and professional occupations</i>”(SQA Act 2010, Section 4(h)). SQA this year, has achieved the following::</p> <p><b>Samoa Qualifications:</b></p> <ol style="list-style-type: none"> <li>1) Tusi Pasi a Samoa IV i le Gaosiga o le ‘le Samoa</li> <li>2) Tusi Pasi a Samoa IV o le Gaosiga o le Siapo</li> <li>3) Samoa Cert II Site Safety Operation,</li> <li>4) Samoa Certificates I in Sustainable Energy</li> <li>5) Samoa Certificates II in Sustainable Energy</li> <li>6) Samoa Certificates III in Sustainable Energy</li> <li>7) Samoa Certificates IV in Sustainable Energy</li> <li>8) Samoa Certificate I in Climate Change &amp; Disaster Risk Management</li> <li>9) Samoa Certificate II in Climate Change &amp; Disaster Risk Management</li> <li>10) Samoa Certificate III in Climate Change &amp; Disaster Risk Management</li> <li>11) Samoa Certificate IV in Climate Change &amp; Disaster Risk Management</li> </ol> <p><b>National Competency Standards</b>  85 National Competency Standards for Generic Skills Set 1 &amp; 2</p>
Career Advisory Service	<p>Increased access to learning and awareness of employment opportunities through a National Career Day for both Savaii and Upolu. SQA collaborated with PSET providers, industry, professions and workplaces to enable secondary school students to make realistic decisions regarding their pathways from school to employment.</p> <ul style="list-style-type: none"> <li>• Schools in Upolu and Savaii from February 26th – May 2018. The purpose of school visits is to provide students with information on PSET study options, scholarships opportunities, and various careers related to secondary school study options, as well as giving them advice on how to ensure correct decision making</li> <li>• The 4<sup>th</sup> National Career Day for Upolu and Savaii were held in September on the <i>Lifelong Learning</i> theme. The event for Upolu was conducted on Tuesday 11<sup>th</sup></li> </ul>



	September at the EFKS Youth Hall Sogi and Savaii on Friday 14 <sup>th</sup> September 2018 at the Don Bosco Hall Salelologa. Secondary school students from Year 9 and Year 10 across the country were invited to participate, with more than 30 stakeholders setting up display booths.
Recognition of Foreign Qualifications (FQRS) in Samoa	<p>Increased international mobility has resulted in this service for recognition of qualifications and certification obtained outside Samoa's national borders. The benefit of this service is the assurance that the qualification is authentic and recognized in the country of award. Established in 2010,</p> <ul style="list-style-type: none"> <li>• This FY, 27 applications were processed and approved by the Board bringing the total number of assessment cases to 65 since 2010.</li> </ul>
Organizational Planning	<p><b>Staff Management and Development</b> Capacity building and professional development of staff this FY included:</p> <ul style="list-style-type: none"> <li>• 12 SQA staff completed work attachment at New Zealand Qualifications Authority on the following areas; quality assurance, qualifications, finance, human resource, information technology and moderation &amp; assessment;</li> <li>• performance appraisals conducted for all staff members within this financial year;</li> <li>• seven new staff members had been recruited during this financial year for replacement and to fulfil new positions;</li> <li>✓ Senior Moderation Officer, Qualification Officers (2), Principal Career Advisory Officer, Principal Qualification Recognition Officer, PSET Support Fund Officer (Project Position) and Executive Assistant.</li> </ul>
Management Information System	<p>Due to some complications with NEXUS CSL was commission to review and carry out another thorough assessment of SQA's system and forms used and as well the SQA will be part of the new SEMIS – Samoa Education Information Management Information System which encompasses all of the Samoa Education Sector . The PSET Statistical Bulletin is currently utilizing excel and access for its production. The progress of the Management Information System to date produced the:</p> <ul style="list-style-type: none"> <li>• PSET Statistical Bulletin 2018</li> </ul>
Recognition of Non-Formal Learning	<p>Recognition of non-formal learner achievements will help give learners, the community and Government confidence that the education and training provided in non-formal settings, is of good quality, will lead to gainful employment and give assurance to the community of their own capabilities realized through alternative learning pathways.</p> <ul style="list-style-type: none"> <li>• In this FY, five Non Formal Learning (NFL) activities were recognised from four Non Formal Education Providers (NFEP) and by the end of this FY, 126 NFL activities were recognised from 31 Non Formal Education Providers</li> <li>✓ Tour Guiding Training by Samoa Tourism Authority</li> <li>✓ Advanced Customer Services Skills by Samoa Tourism Authority</li> <li>✓ Mental Health Addiction by Salvation Army</li> <li>✓ Professional Housekeeping Training and Oloamanu Centre for Professional Development Continuing Education</li> <li>✓ Primary Trauma Care Training by Ministry of Health</li> </ul>
SQA Governance	<p><b>SQA Board Services</b> The Board effectively guides policy development and the general governance of SQA. Meets monthly and has had five sub-committee meetings this FY.</p>
PSET Support Fund	<b>Implementation of the PSET Support Fund in this Financial Year</b>



<b>Summary of all PSET Activities in FY18/19</b>				
Activity	Budget	Approved	Spent	Remaining
PSET Support Grant	\$ 1,074,637.55	\$1,020,533.76	\$ 773,951.80	\$246,581.96
Support Fund Officer Salary	\$ 7,082.99	\$ 7,082.99	\$ 7,082.99	\$ -
SQA Professional Development	\$ 200,000.00	\$ 200,000.00	\$ 152,999.59	\$ 47,000.41
Professional Development (Trainers/Lecturers)	\$ 164,000.00	\$ 164,000.00	\$ 162,109.47	\$ 1,890.53
PSET Support Fund Review (FY16/17 & 17/18)	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -
Fund Administration	\$ 2,000.00	\$ 2,000.00	\$ 1,623.90	\$ 376.10
<b>TOTAL</b>	<b>\$ 1,477,720.54</b>	<b>\$ 1,423,616.75</b>	<b>\$ 1,127,767.75</b>	<b>\$ 295,849.00</b>
<b>As a % of Total Budget</b>	<b>100%</b>	<b>89%</b>	<b>76%</b>	<b>13%</b>
As of the 30 <sup>th</sup> June 2019, \$1,127,767.75 or 76% of the total PSET Support Fund (SF) budget allocation had been disbursed. A total of \$349,952.79 or 24% of the total budget therefore remains for FY19/20 activities. Of that 24%, \$143,774.29 has already been committed to continuing Provider Projects under Support Fund Grant and for SQA and Trainer/Lecturers Professional Development activities. A total of \$94,883.35 or 6% remains for new proposals already submitted in the FY19/20.				

## 7.2 Overview of operating performance and results

Overall there is significant progress in terms of achievements since SQA was established. SQA is now in a better position to provide advice, compel results and contribute effectively to the development of Post School Education and Training (PSET) in Samoa. The Providers in turn are realizing and understanding the legislative mandate of the SQA and recognizing the value of working with SQA to improve and lift their own standards of delivery in post school education and training which result in better graduates which meet the workplace and employment needs of Samoa. Consistent progress in meeting requirements for professional standards as lecturers and trainers; registration, accreditation and audits of the PSET Providers together with continued development and application of National Competency Standards (NCS) leading to Samoa Qualifications which are recognized nationally and internationally continue to be the daily diligence of SQA. Factors which contribute to sustained developments and improvements in SQA performance continue to be the Board leadership, support under the TVET Support Programme, increased understanding of the value and benefits of SQA work and commitment by providers and stakeholders as well as continuous support from Management and SQA staff. The table below provides the comparative assessment of key activities and KPIs of the FY2017/2018 and FY2018/2019.

## 7.3 Summary of Key Activities for FY2017/2018 and FY2018/2019

	<b>FY2017/2018</b>	<b>FY18/19</b>
<b>Provider Registration</b> <i>Continued increase in the number of providers registered with SQA</i>	Three new formal PSET providers namely the Vaiola TVET Institute, Congregational Christian Church of Samoa Vocational School and the Pesega TVET Institute increase the total number of registered formal PSET providers to 27.	One new formal PSET provider namely Assemblies of God Samoa Theological College registered as formal PSET Providers
<b>Annual Registration Renewal</b> <i>Steady increase in number of providers with renewed annual registration as a result of complying with provider</i>	All 23 providers with Annual Renewal Registration (ARR) due in 2018 were granted ARR status after meeting the ARR requirements	All 25 providers with Annual Renewal Registration (ARR) due in 2019 were granted ARR status after meeting the ARR requirements



<i>registration criteria.</i>		
<b>Programme Accreditation</b> <i>Increased in the number of programmes accredited per year</i>	A total of 10 new Provider programmes from 6 formal PSET providers were accredited in this FY bringing the total number of Provider programmes accredited to 29.	A total of 10 new Provider programmes from 7 formal PSET providers were accredited in this FY bringing the total number of Provider programmes accredited to 39.
<b>Recognition of Non-Formal Learning</b> <i>A significant increase in the number of NFL activities recognized by SQA since 2012.</i>	Approved the recognition of 21 Non Formal Learning activities from 6 Non Formal Education Providers (NFEP) and by the end of this FY, 121 NFL activities were recognised from 31 non formal education providers	Approved the recognition of five Non Formal Learning activities from four Non Formal Education Providers (NFEP) and by the end of this FY, 126 NFL activities were recognised from 33 non formal education providers
<b>Qualification Registration</b> <i>An increase in the number of qualifications registered on the SQF</i>	A total of 9 new Provider programmes from 5 formal PSET providers bringing the total number of qualifications registered on the SQF to 69	A total of 21 new Provider programmes from 5 formal PSET providers bringing the total number of qualifications registered on the SQF to 90

#### **7.4 Progress with the implementation of the Corporate Plan for the year**

SQA performed well and achieved most of the activities identified in FY 2017/2018 of the new Corporate Plan 2017 – 2020 and in its Annual Management Plan 2018 – 2019. The detailed account of the achievements is noted in the matrix in **Appendix One**. This provides a summary of SQA's performance and achievements for this financial year 2018/19.

#### **7.5 Outlook for the next year**

SQA will continue to implement all activities in the Corporate Plan 2017-2020 as well as those deferred from the last AMP 2018 - 2019 for completion and finalization, in the AMP 2019 – 2020. Its engagement with PSET Providers both Formal and Informal will be strengthened.

#### **7.6 Overview of financial performance and results**

##### **a) Local Budget**

As with previous years SQA has managed to maintain a strong financial position with net assets of just over \$2 m for the last two years. The strong current financial position of \$2,517,390 means that SQA can meet all its obligations.

The accumulated strength in the Financial Position of SQA over the years arises from stringent financial management decisions of funds received such as short term investment of funds not required for immediate use, close monitoring of utilization of Budget Support Fund, mobilizing funding assistance for activities such as the Annual Conference., Savings, especially in the early years of SQA operations were from Panel Fees for the process of programme accreditation. The accreditation of programmes has picked up momentum and will be the main focus of these excess funds.

Total Revenue received for the 2018-2019 FY was \$5,622,789 (including Government Grant of \$3,088,132) and this not only exceeded Budget expectations but has also reflected Government recommendations for SQA, as a beneficiary Body, to earn some Revenues to assist with Government Funding.

The total Expenditure for the year was \$5,420,273 which was within the budgeted expenditure and thus resulting in an overall surplus of \$202,516.

A summary of actual results are provided below:

Government Local Grant (refer Statement of Cash flow)	\$3,088,132
Budget Support Grant (refer Statement Cash flow)	\$1,772,852
<b>Total Government Grant</b>	<b>\$4,860,984</b>
Total Income	\$5,622,789
Total Expenditure	\$5,420,273
Surplus/(Loss)	\$202,516
% of income funded by Government	97%

*(Refer Appendix 4: Audited Financial Statements)*



**b) Education Sector Support Programme: Statement for the Utilisation of Fund as at 30 June 2019**

**STATEMENT FOR THE UTILISATION OF BUDGET SUPPORT FUND  
ACCOUNT WITH NATIONAL BANK OF SAMOA  
AS AT 30 JUNE 2019**

	DEFERRED INCOME C/F 2017/18 FY		\$ 1,584,716.00
	BUDGET SUPPORT RECEIVED FROM MOF 2018/19 FY (\$147,737.65 x 12 months)		\$ 1,772,851.80
	TOTAL INCOME		\$ 3,357,567.80
	EXPENSE 1 JULY 2018 - 30 JUNE 2019		
ESP PROGRAM	ESP OUTPUT	SQA DIV	
4.3 Policy Development for PSET	4.3.1 Planned new PSET-related policies developed and implemented, and a policy monitoring and review process established	COMM	\$ 182,791.32
1.6 Prof. Devt. For PSET Lecturers & Trainers SQA4	1.6.3 Professional development for TVET trainers implemented	QD/RPPD	\$ 277,797.46
3.2 Devt. & application of nat. qual'ns & progs. relevant to Economy SQA4	3.2.3 PSET Support Fund	CS/RPPD	\$ 755,369.55
1.5 PSET Quality Assurance - SQA Output 2	1.5.1 Quality Assurance System implemented	QA	\$ 619,614.42
2.3 PSET Access Measures	2.3.2 Career Advisory Service effectively established	QD	\$ 66,468.60
2.3 PSET Access Measures	2.3.3 Process for Recognition of Current Competency effectively established	QD	\$ 88,661.22
3.2 Devt. & application of nat. qual'ns & progs. relevant to Economy SQA4	3.2.1 Samoa Qualifications (SQs) and National Competency Standards (NCS) for priority sectors developed and applied in PSET	QD	\$ 154,788.51
3.2 Devt. & application of nat. qual'ns & progs. relevant to Economy SQA4	3.2.2 Findings from tracer studies and employer surveys used to inform PSET policy and practice	RPPD	\$ 131,999.40
4.1 Strengthening sectoral coordination of research, policy and planning	4.1.1 PSET Annual Conference 2019 and Annual Strategic Seminar 2019	RPPD	\$ 76,778.15
5.1 Strengthening management capability and M&E in education sector agencies	5.1.1 Effective Education Sector Management Information System (ESMIS) in place	CS	\$ 22,038.34
	Bank Fee		\$ 708.80
	SUB-TOTAL		\$ 2,377,015.87
	ASSETS PURCHASE		\$ 22,592.00
	TOTAL EXPENSE		\$ 2,399,607.87
	BALANCE OF BUDGET SUPPORT FUND AS AT 30 JUNE 2019		\$ 957,959.93

**7.7 External Funds Received:**

The Budget Support Modality that commenced in 2016/17 has introduced external fund of \$1,772,852 in this year's Budget. (With the Deferred Income from 2017/18 of \$1,584,716 the total Budget Support Fund for this year was \$3,357,567). The total Budget Support Expenditure as at end of June 2019 was \$2,399,607.87. The unused portion of the Budget Support Program of \$957,959.93 has been treated as Deferred Income to record the committed portion of the Grant that is work in Progress (refer Audited Financial Statement Note 11). These funds are expected to be fully spent at the end of 2019/20 FY.



### 7.8 Samoa Qualifications Authority Staff

Only two positions were vacant out of all positions approved in the revised Organizational Structure (approved by the Board in December 2017). (Refer **Appendix 2 - Organizational Structure**). The two vacant positions were the two senior officers that were appointed as Principal Career Advisory Services Officer and Principal Qualifications Recognition Officer. The total number of approved positions in the organizational structure is fifty one (51). Filled positions, as provided in detail below, is forty eight (48) made up of thirty two (32) female and sixteen (16) male. The position of Legal Advisor is outsourced.

	NAME	POSITION
1	KRUSE VA'AI Letuimanu'asina Emma	Chief Executive Officer
2	ADAMS Joyce Anastasia	Principal Quality Assurance Officer
3	APERAA MO Melani	Careers Advisory Officer
4	ASANI Maposua Mose	ACEO Corporate Services Division
5	AUVAA Peseta Ianeta	Executive Assistant
6	ENOSA Aliitasi	Qualifications Officer
7	ETEUATI Eteuati Popi	Communications Officer
8	ETEUATI Iokapeta	Executive Officer
9	FAKAUA Eleanor Tanya	Principal Information Technology Officer
10	FAU MEREDITH David	Senior Qualifications Recognition Officer
11	FOGAA Siaosi	Driver
12	FRUEAN Su'a Aniseko	National Moderator
13	GAE'E Merina	Principal Quality Assurance Officer
14	GAUGATAO Seuamuli Veni	Principal Planning & Development Officer
15	IAKOPO Alexandra	Senior Qualifications Officer
16	KOON WAI YOU Deborah	Research, Policy & Planning Officer
17	LEAIA Faraimo	Principal Accountant
18	LEAITUA Le'i Sinei	Senior Information Analyst
19	LEAUPEPE Faafou Wynette	Senior Research Policy & Planning Officer
20	LESATELE Faigafou Junior	Internal Auditor
21	LUAPULE Suki	Driver/Administrative Assistant
22	MA SUN-ULALE Maria	Principal Admin/HR Officer
23	MALO Ray Junior	Senior Quality Assurance Officer
24	MAMAE Hunkin Roylina	Principal Qualifications Recognition Officer
25	MAUA Akenese	Project Officer (Temporary Position PSET Support Fund)
26	MARINER LINO Melesete	ACEO Quality Assurance
27	MATA'U Faanimonimo	Principal Qualifications Officer
28	MATA'U Taua Molia Taioalo	ACEO Qualifications Division
29	MATAIA PULA, Barbara	Senior Moderation Officer
30	MEREDITH Salatielu Junior	Information Technology Officer
31	PALALE Ah Kau	Principal Research and Policy Officer
32	PUNI Jerry Sione	Quality Assurance Officer
33	SAGATO Henry	Auxiliary Officer
34	SASITA Mulipola Tuulima	Senior Accounts Officer
35	SEIULI Lesa Tanya	Senior Qualifications Officer



36	SEIULI Epenesa Faumuina	Senior Administration Officer
37	SEKUINI POUNIU Lila	Senior Admin HR Officer
38	SILIPA Easter Silipa	ACEO Research, Policy & Planning
39	SIMANU Terenia	Principal Information Analyst
40	SOOALO Siasia Barah Fonofaavae	Senior Quality Assurance Officer
41	SUA-SAGAGA Alamoana Hinauri	Principal Quality Assurance Officer
42	TAFIFA Fagamalama	Receptionist/Cashier
43	TAUATI LOIMATA Nora	Senior Moderation Officer
44	TAUSISI Laugutu Fiti	Principal Quality Assurance Officer
45	TOIA Kalala	Quality Assurance Officer
46	TULPEULIULI Nifara Laurie	Principal Careers Advisory Officer
47	VAAFUSUAGA Shirley	Principal Qualifications Officer
48	VAITULIA IOELU Rose	Senior Quality Assurance Officer
49	<i>Vacant</i>	<i>Senior Careers Advisory Officer</i>
50	<i>Vacant</i>	<i>Senior Careers Advisory Officer</i>

### 7.9 Overall Performance

Overall SQA has again managed to secure its Budget level to enable the financing of its activities as set out in the AMP for the Financial Year 2018/19. The implementation of activities is moving forward and gathering momentum with significant results in all areas of SQA developments. As mentioned in the Overview of Operating Performance (Refer Section 9.2) the PSET Providers are recognizing the legislative mandate and value of SQA work on Registration and Programme Accreditation. Furthermore they are aware of National Standards and associated activities required of them as PSET Providers.

Financially, SQA continued to operate well within its given budget allocation. The surplus of \$202,516 was a direct result of stringent budget control of approved expenditure items and strong financial management to be in compliance with Government Policies and Procedures.

All in all, SQA as a Public Beneficiary Body has achieved its expected outcomes for the Year and was providing the service required under the SQA Act 2010.

SQA acknowledges with gratitude; the Government of Samoa and Cabinet, especially the Minister of Education, Sports and Culture, the Minister of Public Enterprises the SQA Chairperson and Board Members, Government of Samoa Ministries and Corporations, all PSET providers and stakeholders, the Donor Community in particular DFAT and NZAID, the SQA Executive Management Team and staff for dedicated support and assistance during this year.

Fa'afetai lava.

  
**Letuimanu'asina Dr Emma Kruse Va'ai**  
**CHIEF EXECUTIVE OFFICER**



# **APPENDIX 1: SQA PERFORMANCE – ANNUAL MANAGEMENT PLAN 2018/2019**

<b>Output 1: Policy advice to the Board and Minister</b>			
<b>Description: To provide policy advice to the Board and Minister on strategies and priorities for Post School Education and Training (PSET) and on the core functions and overall performance of the Samoa Qualifications Authority (SQA)</b>			
<b>Output 1:</b>	<b>Activities:</b>	<b>Achievements:</b>	<b>Comments:</b>
Policy advice to the Board and Minister	1.1 Provide policy advice to the Board and Minister on policies relating to PSET and the core functions of the SQA	<p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>Record of Achievement Policy endorsed by the cabinet</li> <li>6 briefing with the Minister of Education, Sports and Culture</li> <li>Produced 12 CEO monthly progress reports to the Board</li> <li>17 Cabinet submissions were achieved</li> </ul>	
Output Manager: CEO SQA	1.2 Lead and promote cross sector collaboration to enable a coordinated and integrated PSET	<p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>Produced 4 Monitoring Reports for the National University of Samoa, Laumua o Punaoa, Uesiliana Vocational Centre and Vailima Fou Theological College</li> </ul>	
	1.3 Provide quality services to the Board and Minister on all SQA and PSET policies and programmes	<p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>Board meetings organized efficiently.</li> <li>Coordinated 12 Board meetings and 5 Board sub-committee meetings</li> </ul>	
	1.4 Conduct Internal Audits of all SQA systems of internal controls and operations, both financial and non-financials	<p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>1 Audit report prepared and submitted to the SQA CEO and Audit Committee</li> <li>Prepared SQA Financial Audit Report</li> <li>370 payment transactions pre-audited</li> </ul>	
	1.5 Develop, foster and maintain regional and international liaison, networks and cooperation	<p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>9 meeting reports (CEO to Commonwealth Of Learning Meeting, Canada; CEO &amp;</li> </ul>	



		<p>Chair to NZQA Study Tour; ACEO RPP to 2 meetings in Fiji; 2 NZQA Work Attachment. UNESCO Regional Convention, CEO attended the 1<sup>st</sup> Session of the Committee of the Asia Pacific Regional Convention on the Recognition of Qualifications in Higher Education in Tokyo, CEO's visit to Win-Tech)</p>	<p>Chair to NZQA Study Tour; ACEO RPP to 2 meetings in Fiji; 2 NZQA Work Attachment. UNESCO Regional Convention, CEO attended the 1<sup>st</sup> Session of the Committee of the Asia Pacific Regional Convention on the Recognition of Qualifications in Higher Education in Tokyo, CEO's visit to Win-Tech)</p>
<p>1.6 Implement and monitor the communication strategy</p>	<p>Achieved.</p> <ul style="list-style-type: none"> <li>Produced 5 press releases on PSET Annual Conference 2019, National Career Day, Awareness workshop on Non-Formal Learning, SATVETI meeting and ITAC course by APTC</li> <li>4 Quarterly Newsletters produced and disseminated to PSET Providers and stakeholders.</li> <li>Brochures and pamphlets on SQA, Quality Assurance, Qualifications and Career Advisory Services &amp; Divisional functions circulated for public information through open days, career day, CAS school visits, PSET Annual Conference, meetings and consultations and upon requests.</li> <li>SQA TV and radio shows</li> </ul>	<p>Achieved.</p> <p>The following SQA reports that were approved by the Board:</p> <ul style="list-style-type: none"> <li>Quarterly Financial &amp; Progress Reports FY2018-2019</li> <li>Monthly Financial Reports FY2018-2019</li> <li>Annual Report FY2017-2018</li> <li>Annual Financial Report FY2017-2018</li> </ul>	<p>Achieved.</p> <p>The following SQA reports that were approved by the Board:</p> <ul style="list-style-type: none"> <li>Quarterly Financial &amp; Progress Reports FY2018-2019</li> <li>Monthly Financial Reports FY2018-2019</li> <li>Annual Report FY2017-2018</li> <li>Annual Financial Report FY2017-2018</li> </ul>
<p>1.7 Administer SQA Legislation and monitor SQA adherence to other relevant legislations</p>			

	<ul style="list-style-type: none"> <li>• Audit Report FY2017-2018</li> <li>• Budget Bid FY2019-2020</li> <li>• PSET Strategic Plan Mid-Term Review</li> <li>• Corporate Plan 2017-2020 Mid-Term Review</li> <li>• SQA AMP Quarterly &amp; Annual Review</li> <li>• ESP Quarter, Mid Term and Annual Reviews input</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance and participation in Cabinet Development Committee (CDC), Education Sector Advisory Committee (ESAC), OUM Working Group, Tourism Training Taskforce, Early Childhood Education Taskforce, Oloamanu SICTP Programme Coordination Committee and Samoa Apprenticeship Council meetings.</li> </ul>
1.8 Participate and contribute to Government-wide integrated approach of managing and monitoring development projects	<ul style="list-style-type: none"> <li>• SQA AMP Quarterly &amp; Annual Review</li> <li>• ESP Quarter, Mid Term and Annual Reviews input</li> </ul>	<p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>• Attendance and participation in Cabinet Development Committee (CDC), Education Sector Advisory Committee (ESAC), OUM Working Group, Tourism Training Taskforce, Early Childhood Education Taskforce, Oloamanu SICTP Programme Coordination Committee and Samoa Apprenticeship Council meetings.</li> </ul>
1.9 Lead and manage overall performance of SQA		<p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>• 7 new recruits; Senior Moderation Officer, Qualification Officers (2), Principal Career Advisory Officer, Principal Qualification Recognition Officer, Project Officer and Executive Assistant</li> <li>• Approved fourth Quarter and Annual Review Reports of the Annual Management Plan (AMP) 2017-2018 &amp; 3 quarterly reviews of AMP 2018-2019</li> <li>• Approved SQA AMP 2019-2020</li> <li>• Produced SQA Annual Report FY2017-2018</li> <li>• Produced SQA Annual Financial Report FY2017-2018</li> <li>• Produced SQA Monthly Financial Reports FY2017-2018</li> </ul>



		<ul style="list-style-type: none"> <li>Coordinated SQA Staff Monthly meetings and weekly Executive Management Team (EMT) meetings</li> </ul>	
<b>Output 2: Quality Assurance of Post School Education and Training (PSET)</b>			
<b>Description: To enhance quality and relevance of PSET learning and skills development through provision of Quality Assurance Services</b>			
<b>Output 2:</b>	<b>Activities:</b>	<b>Achievements:</b>	<b>Comments:</b>
Quality Assurance of Post School Education and Training (PSET)	I.1 Conduct registration of Formal Post School Education and Training Providers	<p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>Approved the registration of Assemblies of God in Samoa Theological College</li> <li>25 formal PSET providers Annual Registration renewed: Apia Harvest Centre Bible School, Australia Pacific Training Coalition, Congregational Christian Church Samoa School of Fine Arts, Congregational Christian Church Samoa Vocational School, Don Bosco College Vocational Technical Centre, Don Bosco Technical Centre, Early Childhood Education Teachers Training Institute, Laumua o Punaoa Methodist Creative Technical Centre, Malua Bible School, Malua Theological College, Martin Hautus Institute of Learning, Moamoa Theological College, National University of Samoa, Oceania University of Medicine, Pesega TVET Institute, Piula Theological College, RHEMA Bible Training College – South Pacific, Samoa Shipping Maritime Academy, Small Business Entreprises Center, South Pacific Nazarene Theological College, Tesese Institute, Uesiliana Vocational College, University of the South Pacific, World Mission Training Centre and Youth with a Mission.</li> </ul>	
Output ACEO Assurance Manager: Quality Assurance			

	<p>1.2 Conduct programme accreditation</p>	<p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>• 11 programmes accredited from 8 providers in this financial year</li> <li>- National University of Samoa Diploma V in Business</li> <li>- National Diploma V in Office Management</li> <li>- National University of Samoa Certificate IV in Computer Operating</li> <li>- National University of Samoa Certificate IV in Tropical Horticulture</li> <li>- Vailima Fou Theological College Certificate I in Biblical Studies &amp; Theological Studies</li> <li>- Don Bosco Technical Centre Certificate I in Basic Trades Skills Programme</li> <li>- Moamoa Theological College Certificate IV in Theology</li> <li>- Rhema Bible Training College – South Pacific Diploma V in Ministry</li> <li>- Worldwide Mission Training Centre Certificate I in Christian Mission</li> <li>- Samoa Shipping Maritime Academy Certificate III in Marine Engineering (Able-bodied Seafarer)</li> <li>- Samoa Certificate I in Basic Foundation Skills delivered by CCCSVS</li> </ul> <p><b>Not Achieved:</b></p> <ul style="list-style-type: none"> <li>• Priority was given to the addressing of NUS Corrective Actions for the six School of</li> </ul>
	<p>1.3 Conduct quality audit of programmes</p>	



	<p>Maritime programmes audited in FY17/18 as per Panel recommendation in the Quality Audit Reports. These have been addressed and the priority in the next FY is the training for potential panel members to conduct the quality audit for two Tesese Institute accredited programmes.</p>	
<p>1.4 Implement and Review the Guidelines for Recognition of Non-Formal Learning Activities</p>	<p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>• Recognised 5 Non-Formal Learning activities from 4 Non-Formal Education Providers: <ul style="list-style-type: none"> <li>- Capacity Building for early childhood education professionals by Early Childhood Education Teachers Training Institute</li> <li>- Primary Trauma Care Training by Ministry of Health</li> <li>- Advanced Customer Service Skills Training by Samoa Tourism Authority.</li> <li>- Tour Guiding Training by Samoa Tourism Authority</li> <li>- Mental Health &amp; Addictions by Salvation Army</li> </ul> </li> </ul>	
<p>1.5 Manage and administer Samoa Qualifications Framework (SQF)</p>	<p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>• Approved the registration of 10 accredited programmes on the SQF</li> <li>• registered 10 programmes from 7 providers, 11 Samoa Qualifications and 43 National Competency Standards in Generic Skills. Brings the total to 90 qualifications registered on the SQF.</li> <li>- National University of Samoa Diploma V in Business</li> </ul>	

		<ul style="list-style-type: none"> <li>- National Diploma V in Office Management</li> <li>- National University of Samoa Certificate IV in Computer Operating</li> <li>- National University of Samoa Certificate IV in Tropical Horticulture</li> <li>- Vailima Fou Theological College Certificate I in Biblical Studies &amp; Theological Studies</li> <li>- Don Bosco Technical Centre Certificate I in Basic Trades Skills Programme</li> <li>- Moamoa Theological College Certificate IV in Theology</li> <li>- Rhema Bible Training College – South Pacific Diploma V in Ministry</li> <li>- Worldwide Mission Training Centre Certificate I in Christian Mission</li> <li>- Samoa Shipping Maritime Academy Certificate III in Marine Engineering (Able-bodied Seafarer)</li> <li>- Tusi Pasi a Samoa IV i le Gaosiga o le 'Ie Samoa</li> <li>- Tusi Pasi a Samoa IV o le Gaosiga o le Siapo</li> <li>- Samoa Cert II Site Safety Operation</li> <li>- Samoa Certificates I-IV in Sustainable Energy</li> <li>- Samoa Certificate I in Climate Change and Disaster Risk Management</li> <li>- Samoa Certificate II in Climate Change and Disaster Risk Management</li> <li>- Samoa Certificate III in Climate Change</li> </ul>
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	<p>1.6 Implement the National External Moderation Process</p>	<p>and Disaster Risk Management</p> <ul style="list-style-type: none"> <li>Samoa Certificate IV in Climate Change and Disaster Risk Management</li> </ul> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>Conducted one on one awareness trainings on the Guidelines with Pesega TVET Institute, Don Bosco Technical Centre, National University of Samoa and Vaiola TVET Institute</li> <li>37 panel members trained (moderators)</li> <li>Produced Draft Reports for the moderation of 3 National University of Samoa Certificate II Electrical, Certificate II Automotive &amp; Certificate II Plumbing</li> </ul> <p><b>Achieved</b></p> <ul style="list-style-type: none"> <li>Workplace Assessment Guidelines approved</li> </ul> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>Produced 2 Compliance Reports on the implementation of Quality Assurance processes</li> </ul> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>11 Samoa Qualifications, 10 Provider Qualifications and 85 National Competency Standards in Generic Skills registered on the SQF are now registered on the Pacific Register of Qualifications &amp; Standards (PRQS)</li> </ul> <p><b>Partially Achieved.</b></p> <ul style="list-style-type: none"> <li>Yet to finalize the self-review report of SQA</li> </ul> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>Assistance provided to all PSET Formal &amp;</li> </ul>
	<p>1.7 Establish Workplace Assessment Process</p>	
	<p>1.8 Implement and monitor the quality assurance implementation schedule and compliance with QA requirements</p>	
	<p>1.9 Implement Strategy for International Recognition of Samoan Qualifications</p>	
	<p>1.10 Conduct External Review of SQA</p>	
	<p>1.11 Implement support on Quality Assurance Process</p>	

		Non-Formal Providers applied for provider registration, programme accreditation, qualifications registration and recognition of non-formal learning activities	
<b>Output 3: Research, Policy and Planning.</b>			
<b>Description:</b> To facilitate, inform and enhance management decision making, organizational planning and policy development through the provision of quality research, policy advice and efficient planning			
<b>Output 3:</b>	<b>Activities:</b>	<b>Achievements:</b>	<b>Comments:</b>
Research, Policy and Planning	1.1 Coordinate the establishment, monitoring and review of Memorandum of Agreements	<b>Achieved.</b> <ul style="list-style-type: none"> <li>4 Monitoring reports from the National University of Samoa, Laumua o Puna'oa, Uesiliana Vocational Centre and Vailima Fou Theological College</li> </ul>	
Output Manager: ACEO Research, Policy and Planning	1.2 Conduct Research on PSET priority areas	<b>Achieved.</b> <ul style="list-style-type: none"> <li>Approved the PSET Tracer Survey of 2015, 2016 &amp; 2017 Graduates of Formal PSET Providers Report</li> </ul>	
	1.3 Formulate Strategic Policy on PSET priority areas	<b>Partially Achieved.</b> <ul style="list-style-type: none"> <li>Approved the National TVET Policy</li> <li>Yet to finalise the draft Policy to deliver National Competency Standards and Samoa Qualifications</li> </ul>	
	1.4 Coordinate the development, monitoring and review of SQA Strategic Plans	<b>Achieved.</b> <ul style="list-style-type: none"> <li>Full Term review report of the PSET Strategic Plan 2016-2020 and SQA Corporate Plan 2017-2020 approved</li> <li>Conducted fourth quarterly review and annual review of AMP 2017-2018 and 3 quarterly reviews of AMP 2018-2019</li> <li>Prepared SQA Quarterly and Annual Highlights</li> <li>SQA Annual Management Plan 2019-2020 approved by the Board</li> </ul>	



		<ul style="list-style-type: none"> <li>• Produced SQA Quarterly, Mid-Term and Annual Progress Reports of the Education Sector Plan 2013-2018</li> <li>• Coordinated SQA Planning Committee Meetings on the preparation of the PSET Annual Conference, SQA Annual Strategic Planning Seminar and AMP reviews</li> <li>• Conducted SQA Annual Strategic Planning Seminar and report approved</li> </ul> <p><b>Partially Achieved.</b></p> <ul style="list-style-type: none"> <li>• Produced Draft PSET Statistical Bulletin 2018</li> </ul> <p><b>Achieved:</b></p> <ul style="list-style-type: none"> <li>• Conducted PSET Annual Conference 2019 and Report approved and circulated to stakeholders</li> </ul> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>• Prepared monthly monitoring reports for the Board</li> </ul>	
	<p>1.5 Coordinate the collection and analysis of PSET Information</p> <p>1.6 Coordinate PSET Annual Conference</p> <p>1.7 Coordinate the PSET Support Fund</p>		
<b>Output 4: Qualifications</b>			
<b>Description:</b> Enhance the relevance of post school education and training to national development goals through the development of standards-based National Qualifications; provide efficient qualification recognition services, improve learner access to education, training and employment opportunities, provide career advisory services and support providers in the development of quality programmes and qualifications.			
<b>Output 4:</b>	<b>Activities:</b>	<b>Achievements:</b>	<b>Comments:</b>
Qualifications	1.1 Coordinate and facilitate the development of National Competency Standards (NCS) and Samoa Qualifications (SQs) and) based on national priority sectors	<p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>• 4 Quality Check Reports on these four Samoa Qualifications: Climate Change &amp; Disaster Risk Management, Sustainable Energy, Water &amp; Sanitation and Traditional Knowledge &amp; Skills</li> <li>• 4 Qualifications Registration Reports on Climate Change &amp; Disaster Risk</li> </ul>	
Output Manager: ACEO Qualifications			

	<p>1.2 Develop Guidelines for the Review of the Samoa Qualifications</p> <p>1.3 Coordinate support for PSET providers in application of National Competency Standards and Samoa Qualifications</p> <p>1.4 Implement the Strategy to implement professional development for TVET trainers</p> <p>1.5 Implement the foreign qualification recognition services (FQRS)</p>	<p>Management, Sustainable Energy, Traditional Knowledge &amp; Skills, Construction Engineering and National Competency Standards in Generic Skills Set 2</p> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>Guidelines for the review of Samoa Qualifications approved</li> </ul> <p><b>Achieved</b></p> <ul style="list-style-type: none"> <li>4 Programme Development Training Reports approved for Congregational Christian Church of Samoa Vocational School, Uesiliana Vocational Centre, Laumua o Punaoa and Don Bosco Technical Centre</li> </ul> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>10 formal PSET Providers (Congregational Christian Church of Samoa Vocational School, National University of Samoa, Uesiliana Vocational Centre, Small Business Enterprise Centre, Pesega TVET Institute, Vaiola TVET Institute, Laumua o Punaoa, Don Bosco Technical Centre, Don Bosco College &amp; Vocational Technical Centre and Samoa Shipping Maritime Academy) were assisted under the PSET Support Fund to enable registration and accreditation</li> </ul> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>27 FQRS reports assessed and approved by the Board</li> </ul>	
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	<p>1.6 Coordinate the development of Recognition of Current Competency (RCC)</p> <p>1.7 Review and Implement career advisory service (CAS)</p> <p>1.8 Implement the Record of Achievement (ROA) System</p>	<p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>• Training conducted for PSET providers on the RCC Guidelines for preparation for the pilot</li> <li>• Trainings were conducted with National University of Samoa and Don Bosco College and Vocational Technical Centre on the establishment of their RCC processes</li> </ul> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>• The National Career Day was conducted for both Upolu and Savaii in September 2018 and report approved and distributed to providers and stakeholders.</li> <li>• School visits conducted for Colleges for both Upolu and Savaii targeting Year 12 – Year 13 students and report approved by the Board</li> </ul> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>• Record of Achievement Policy approved</li> </ul>	
<p><b>Output 5: Corporate Services</b></p> <p><b>Description: To provide support to core functions and overall performance of SQA and to promote efficient and effective use of resources</b></p> <p><b>Output 5:</b></p> <p>Corporate Services</p> <p>Output Manager: ACEO Corporate Services</p>	<p><b>Activities:</b></p> <p>1.1 Develop and review the SQA operational policies</p> <p>1.2 Implement and monitor Human Resource Policies and Procedures</p>	<p><b>Achievements:</b></p> <p><b>Partially achieved.</b></p> <ul style="list-style-type: none"> <li>• Initial work conducted to assist in the development of the Workforce Plan</li> </ul> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>• Implemented and monitored the Recruitment &amp; Selection Process and other operational policies.</li> <li>• Coordinated staff presentation on trainings &amp; work attachments attended by SQA staff</li> <li>• Conducted induction training programs for</li> </ul>	<p><b>Comments:</b></p> <p>Activity rescheduled in the new AMP 19/20 for finalization</p>

	<p>1.3 Prepare and provide financial, budget planning, reporting and monitoring services</p> <p>1.4 Manage and monitor the procurement, distribution and payment of goods and services for SQA</p> <p>1.5 Administer and review the SQA fee structure</p> <p>1.6 Manage, maintain and monitor SQA Assets</p> <p>1.7 Provide efficient and effective administration services</p>	<p>new recruits</p> <p><b>Achieved.</b> The following reports that were approved by the Board:</p> <ul style="list-style-type: none"> <li>• SQA Quarterly Financial &amp; Progress Reports FY2018-2019</li> <li>• SQA Annual Report FY2017-2018</li> <li>• SQA Annual Financial Report FY2017-2018</li> <li>• SQA Audit Report FY2017-2018</li> <li>• SQA Budget Bid FY2019-2010</li> <li>• Monthly Financial Reports FY2018-2019</li> </ul> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>• Internal Orders, Purchase Orders and Order for Services procured and distributed on a timely manner.</li> </ul> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>• Invoices of annual registration renewal fee to providers delivered as well as invoices for programme accreditation and foreign qualification recognition services.</li> </ul> <p><b>Achieved</b></p> <ul style="list-style-type: none"> <li>• Conducted stock taking and registration of all assets.</li> <li>• Maintenance of assets managed and monitored.</li> </ul> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>• Administrative systems and processes monitored that includes transportation services support to all divisions.</li> <li>• Fortnightly payroll managed and</li> </ul>
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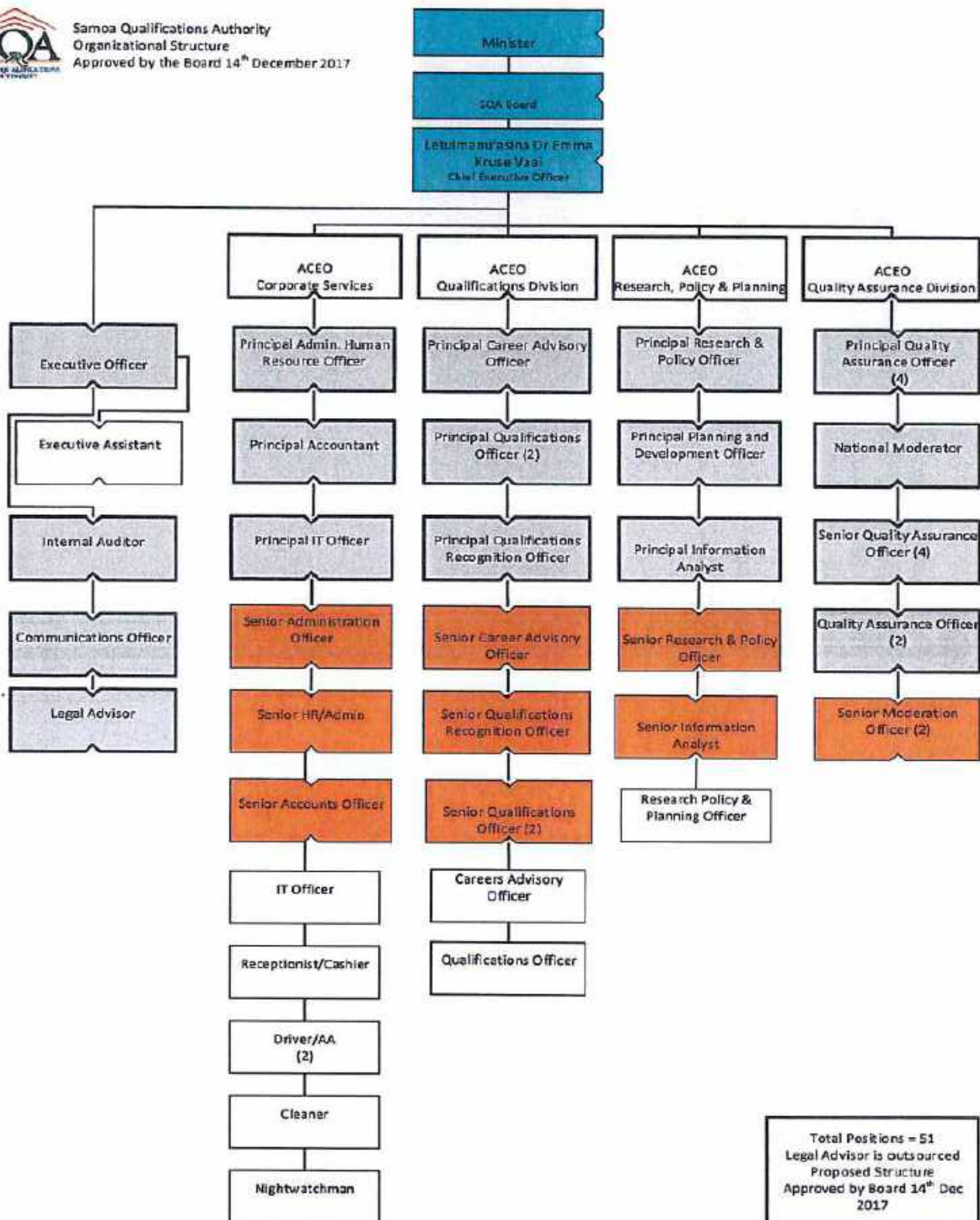


	<p>1.8 Implement and monitor SQA Management Information System (MIS)</p> <p>1.9 Prepare for external financial audits</p>	<p>implemented.</p> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>Monitoring report of the SQA IT systems produced and reported during staff meeting</li> <li>SQA Management Information System currently under review by CSL</li> </ul> <p><b>Achieved.</b></p> <ul style="list-style-type: none"> <li>SQA Audit Report FY2017-2018 approved by the Board</li> </ul>	
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## APPENDIX 2 - ORGANISATIONAL STRUCTURE



Samoa Qualifications Authority  
Organizational Structure  
Approved by the Board 14<sup>th</sup> December 2017





### APPENDIX 3 KEY PERFORMANCE INDICATORS for FY 2018/19 (CP 2017-2020)

Indicators	Timeframes	Achievements	Comments
<b>Objective 1: To regulate and quality assure Post School Education and Training</b>			
1 PSET provider registered per year	Annually	3 new formal PSET providers registered with SQA	Achieved
All registered provider Annual Registration are renewed	Annually	All 23 registered formal PSET providers were granted annual registration renewal	Achieved
2 providers offer one or more accredited programmes per year	Annually	5 formal PSET providers offered 10 accredited programmes	Achieved
5 new programmes accredited per year	Annually	10 new programmes accredited from 5 formal PSET providers	Achieved
6 audited programmes	By June 2018	Completed audited of 6 NUS Maritime programmes	Achieved
50% of NFL activities submitted are recognised	Annually	More than 50%. Recognised 14 non formal learning activities from 6 Non Formal Education Providers	Achieved
Record of Achievement (ROA) system and process in place	By July 2018	Approved to defer to the new FY18/19 for finalization	Partially achieved
50% of the submitted qualifications (Provider and SQs) registered on the SQF annually	Annually	Registered 9 provider qualifications from 4 formal PSET providers	Achieved
All qualifications registered on the SQF are registered on the Pacific Register of Qualifications and Standards (PRQS)	Annually	All 9 provider qualifications from 4 formal PSET providers are registered on the PRQS. Total of 60 qualifications are now registered on the SQF and PRQS	Achieved
Situational Analysis to inform the development of Recognition of Current Competency System	By June 2018	Situational Analysis report approved	Achieved
Professional Development Support for TVET Providers implemented	Annually	9 TVET Providers were supported through the ITAC I & II training for TVET trainers	Achieved
Consumables support for TVET providers implemented	Annually	8 formal PSET providers received support and assistance from the PSET Support Fund (NUS, ECETTI, MHIL, DBCVTC, UVC, WMTC & SAME)	Achieved
<b>Objective 2: To enhance relevance of PSET and access to PSET opportunities</b>			
1 set of NCS and SQs produced annually	Annually	Developed 96 draft NCS and 4 draft SQs in water sanitation	Achieved
1 foreign qualification	Annually	6 FQRS reports approved	Achieved



recognition services reports approved			
Situational analysis to inform the development of Learning Pathways approved	By June 2018	Activity scheduled in FY 18/19	Not Achieved
1 Career Advisory Service (CAS) school visits conducted	Annually	SQA Board approved Career Advisory Services (CAS) school visits Report for Secondary Schools in Upolu and Savaii	Achieved
National Career Day conducted	Annually	National Career Day conducted and report approved	
<b>Objective 3: To conduct research and formulate policy to provide sound PSET policy advice</b>			
Recognition of Current Competency policy approved	By June 2018	Activity rescheduled to FY19/20 of the current corporate plan 2017-2020	- Not Achieved
Survey of Employers Satisfaction report approved	By June 2017	The Survey report has been approved and launched in June 2018	Achieved
Profile of existing national and international agreements that impact on PSET sector approved	Annually	Asia Pacific Regional Convention for the recognition of qualifications in higher education	Achieved
<b>Objective 4: To provide strategic leadership and strengthen networking amongst PSET sector</b>			
1 MOA established per year	Annually	Signed new MOA with the NUS	Achieved
6 Monitoring reports of MOAs approved per year	Annually	Approved 5 MOA monitoring reports with LoP, UVC, APHCBC, SPNTC & SENESE - and 7 review reports with DBTC, RHEMA, SBEC, HCHIT, ECETTI, SSMA & MHIL	Achieved
1 Sector Advisory Group established per year	Annually	- Considering that the new area (Water & Sanitation Engineering) for which SQs & NCS are being developed falls under the Trades Sector, it is unnecessary to set up a new or separate Sector Advisory Group	Achieved
Planning Seminar conducted and report approved by March every year	By March 2018	The SQA Annual Strategic Planning Seminar was held in December 2017 and the report has been approved by the Board.	Achieved
4 Quarterly Newsletters approved and disseminated	Annually	Production and circulation of 4 SQA Newsletters.	Achieved



per year			
2 awareness programmes for TV and radio conducted per year	Annually	Interviews during the launching of Survey of Employers awareness of the Revised FQRS guidelines National Career Day and ROA awareness workshop; produced 2 TV ads on SQA Generic Skills, PSET Annual Conference notice and Recognition of Non-Formal Learning	Achieved -
PSET Annual Conference conducted and report approved by the Board	Annually	PSET Annual Conference conducted and report approved by the Board	Achieved
<b>Objective 5: To achieved effectiveness, efficiency and sustainability of resources</b>			
Financial statements and reports prepared accordingly	Annually	Monthly, Quarterly, and Annual financial reports.	Achieved
1 Asset stock take report approved per year	Annually	Completed stock take and report approved	achieved
Fortnightly payroll implemented per year	Annually	Implemented 26 fortnightly Payroll	Achieved
12 Board meetings conducted per year	Annually	12 Board meetings conducted	Achieved
1 Board sub-committee meetings conducted per year	Annually	10 Board sub-committee meeting conducted	Achieved
1 Quarterly Reports submitted to MPE	Annually	submitted approved SQA quarterly financial report to MPE	Achieved
1 Annual Review report submitted to MPE	Annually	submitted approved SQA Annual Report to MPE and Parliament for approval	Achieved
PSET Statistical Bulletin published annually	Annually	Produced Draft PSET Statistical Bulletin 201	Partially Achieved

## **APPENDIX 4 : SQA AUDITED ACCOUNTS FY 2018/2019**



# Financial Statements

Samoa Qualification Authority  
For the year ended 30 June 2019

**Samoa Qualification Authority  
Financial Statements  
For the year ended 30 June 2019**

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Samoa Qualification Authority  
Management Statements  
For the year ended 30 June 2019

**MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

The preparation of the accompanying financial statements are the responsibility of management. The financial statements have been prepared according to International Financial Reporting Standards and include amounts based on management's best estimates and judgments.

Management has established and maintains accounting and internal control systems that include written policies and procedures. These systems are designed to provide reasonable assurance that our financial records are reliable and form a proper basis for the timely and accurate preparation of financial statements, and that our assets are properly safeguarded.

The board of directors oversees management's responsibilities for financial reporting. The financial statements have been reviewed and approved by the board of directors on recommendation from management.

Our independent auditors (BDO), having been appointed by the Controller and Auditor General, have audited our financial statements. The accompanying independent auditors' report outlines the scope of their examination and their opinion.

  
Letuimahu'asina Dr Emma Kruse Va'ai  
CHIEF EXECUTIVE OFFICER

  
Maposa Mose Asani  
ACEO - Corporate Service

Dated: 25/10/19

Dated: 25/10/19

**Samoa Qualification Authority  
Directors' Report  
For the year ended 30 June 2019**

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Your directors present their report on Samoa Qualification Authority at the end of and during the financial year ended 30 June 2019.

**Directors**

The following persons were directors of the Authority during the financial year and up to date of this report:

Gatoloaifaana Tilianamua Afamasaga (Board Chairperson)  
Afamasaga Dr Karoline Afamasaga Fuata'i  
Afamasaga Faaiuga Mulitalo  
Pulotu Lyndon Chu Ling  
Tagaloa Eddie Wilson  
Jennifer Marion Fruean  
Prof. Leapai Asofou So'o  
Tu'u Fu'a Hazelman  
Letuimanu'asina Dr Emma Kruse Va'ai

**Results**

Net profit for the financial year ended 30 June 2019 was \$202,516 tala (2018: \$255,569 tala).

**Principal activities**

The Samoa Qualification Authority (the Authority) functions include the following:

- i. provide policy advice to Government on strategies and priorities for Post School Education and training. (PSET);
- ii. monitor and report to Government and PSET sector, on activities, resourcing, and overall performance of PSET sector in relation to national strategic goals for economic, social and cultural development;
- iii. regulate qualifications and quality standards for all PSET providers in Samoa;
- iv. Co-ordinate and strengthen all the PSET, so as to better focus the PSET on national development goals and to promote and develop articulation among programmes;
- v. promote links and learning pathways between the school sector and PSET sector, offer career advisory services;
- vi. develop and facilitate partnerships between stakeholders in business, industry, professional, non-government and community organizations and PSET organizations.
- vii. Co-ordinate and conduct registration of providers, accreditation of providers, programmes registration of qualifications, and quality audit of providers and to maintain appropriate registers to this effect.

**State of Affairs**

**In the opinion of the Directors:**

- (i) the accompanying Statement of Financial Performance, Statement of Changes in Equity and Statement of Cash Flows are drawn up so as to give a true and fair view of the operations and results of SIFA for the year ended 30 June 2019.
- (ii) the accompanying Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of SIFA as at 30 June 2019.



## 3

Samoa Qualification Authority  
Statement of Financial Position  
As at 30 June 2019

	Note	30 June 2019 \$	30 June 2018 \$
<b>Non-current assets</b>			
Plant and equipment	9	285,784	397,978
<b>Total non-current assets</b>		<b>285,784</b>	<b>397,978</b>
<b>Current assets</b>			
Cash at bank balances	6	2,683,569	2,976,211
Investments	7	910,707	839,730
Other receivables and prepayments	8	56,113	50,383
<b>Total current assets</b>		<b>3,650,388</b>	<b>3,866,323</b>
<b>Total assets</b>		<b>3,936,172</b>	<b>4,264,301</b>
<b>Non-current liabilities</b>			
Deferred income - TVET project	10	10,811	26,565
Deferred income - Budget Support	12	44,267	41,899
Deferred income - (Budget Support Fund)	13	957,960	1,584,716
Deferred income - (UNESCO Project with QA)	14	12,000	-
Deferred income - (UNESCO Project with QD)	15	8,234	-
<b>Total non-current liabilities</b>		<b>1,033,272</b>	<b>1,653,180</b>
<b>Current Liabilities</b>			
Other creditors and accruals	16	350,446	262,098
Deferred income - TVET project	10	21,621	27,488
Deferred income - Budget Support	12	13,444	6,663
<b>Total current liabilities</b>		<b>385,510</b>	<b>296,249</b>
<b>Total liabilities</b>		<b>1,418,782</b>	<b>1,949,429</b>
<b>Net assets</b>		<b>2,517,390</b>	<b>2,314,873</b>
<b>Equity</b>			
Capital		62,820	62,820
Accumulated funds		2,454,570	2,252,053
<b>Total equity</b>	5	<b>2,517,390</b>	<b>2,314,873</b>

The accompanying notes form part of these Financial Statements

Signed for and on behalf of the directors of the Samoa Qualification Authority on 25/10/19.  
2019.

  
Letuimanu'asina Dr Emma Kruse Va'ai  
CHIEF EXECUTIVE OFFICER

Apia  
Samoa  
25/10/ 2019

  
Gatoloaifa'ana Iliana Afamasaga  
Chairperson - Board of Director

Apia  
Samoa  
25/10/ 2019



Samoa Qualification Authority  
Statement of Profit and Loss  
For the year ended 30 June 2019

	Note	2019 \$	2018 \$
<b>Income</b>			
Government Grant		3,088,132	2,922,656
Annual Renewal Registration fees		14,699	15,070
Foreign Qualification Recognition Services		3,280	880
Amortized deferred income	10, 11, 12	35,065	100,289
Investment Income	17	70,740	60,531
Interest Received		33,858	15,464
Budget Support Income	13	2,377,016	2,726,242
<b>Total Income</b>		<b>5,622,789</b>	<b>5,841,132</b>
<b>Expenses</b>			
Administration expenses	18	549,222	533,672
Audit fees		24,156	24,156
Board allowances and expenses		87,504	81,505
Depreciation	9	136,584	189,260
Finance expenses		1,206	977
Personnel costs	19	2,244,585	2,029,753
Budget Support expenses		2,377,016	2,726,242
<b>Total Expenses</b>		<b>5,420,273</b>	<b>5,585,563</b>
<b>Net profit for the year</b>		<b>202,516</b>	<b>255,569</b>

The accompanying notes form part of these financial statement.

**Samoa Qualification Authority  
Statement of changes in equity  
For the year ended 30 June 2019**

	Accumulated Funds \$	Capital \$	Total \$
Balance as at 1 July 2017	1,996,487	62,820	2,059,307
Net profit for the year ended 30 June 2018	255,569		255,569
<b>Total equity 30 June 2018</b>	<b>2,252,055</b>	<b>62,820</b>	<b>2,314,874</b>
Balance as at 1 July 2018	2,252,055	62,820	2,314,874
Net profit for the year ended 30 June 2019	202,516		202,516
<b>Total equity 30 June 2019</b>	<b>2,454,570</b>	<b>62,820</b>	<b>2,517,390</b>

The accompanying notes form part of these Financial Statements.



Samoa Qualification Authority  
Statement of cash flows  
For the year ended 30 June 2019

	Note	2019 \$	2018 \$
Cash flows from operating activities			
Grant from the Government of Samoa		3,088,132	2,922,656
Cash receipts from Education Provider		17,979	15,950
Budget Support		1,772,852	2,370,485
Interest received		33,858	15,464
Cash paid to employees		(2,109,702)	(1,997,390)
Cash paid to suppliers		(3,071,369)	(3,267,503)
Net cash from operating activities		(268,251)	59,662
Cash flows from investing activities			
Purchase of fixed assets		(24,391)	(161,979)
Net cash used in investing activities		(24,391)	(161,979)
Net increase / (decrease) in cash and cash equivalents		(292,642)	(102,317)
Cash and cash equivalents at the beginning of the year		2,976,211	3,078,528
Cash and cash equivalents at end of year	6	2,683,569	2,976,211

The accompanying notes form part of these Financial Statements

Samoa Qualification Authority  
Notes forming part of the financial statements  
For the year ended 30 June 2019

**1. General**

The Samoa Qualifications Authority established under the repealed Act 2006 continues under the name of Samoa Qualifications Authority Act 2010, which was enacted on the 7th April 2010. Section 4 of SQA Act 2010 prescribes functions, of the Authority. There are 17 functions which include the following:

- viii. provide policy advice to Government on strategies and priorities for Post School Education and training (PSET).
- ix. monitor and report to Government and PSET sector, on activities, resourcing, and overall performance of PSET sector in relation to national strategic goals for economic, social and cultural development.
- x. regulate qualifications and quality standards for all PSET providers in Samoa.
- xi. Co-ordinate and strengthen all the PSET, so as to better focus the PSET on national development goals and to promote and develop articulation among programmes.
- xii. promote links and learning pathways between the school sector and PSET sector, offer career advisory services.
- xiii. develop and facilitate partnerships between stakeholders in business, industry, professional, non-government and community organizations and PSET organizations.
- xiv. Coordinate and conduct registration of providers, accreditation of providers, programmes registration of qualifications, and quality audit of providers and to maintain appropriate registers to this effect.

**2. Adoption of new and revised Standards**

**New and revised standards or interpretations**

***IFRS 15 'Revenue from Contracts with Customers'***

In 2018 the Authority has adopted new guidance for the recognition of revenue from contracts with customers. This guidance was applied using a modified retrospective ('cumulative catch-up') approach under which changes having a material effect on the statement of financial position as at 1 January 2018 are presented together as a single adjustment to the opening balance of retained earnings. Accordingly, the Authority is not required to present a third statement of financial position as at that date.

There has been no change on the date of initial application, 1 January 2018, in the classification and measurement of the Authority's revenues.

***IFRS 9 'Financial Instruments'***

IFRS 9 replaces IAS 39 'Financial Instruments: Recognition and Measurement'. It makes major changes to the previous guidance on the classification and measurement of financial assets and introduces an 'expected credit loss' model for the impairment of financial assets. When adopting IFRS 9, the Authority has applied transitional relief and opted not to restate prior periods. Differences arising from the adoption of IFRS 9 in relation to classification, measurement, and impairment are recognised in retained earnings.



Samoa Qualification Authority  
Notes forming part of the financial statements  
For the year ended 30 June 2019

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2. Adoption of new and revised Standards (continued)

The adoption of IFRS 9 has impacted the following areas:

- the Authority's investments in equity instruments (i.e.: UTOS units that were not held for trading) that were previously classified as available-for-sale financial assets and were measured at fair value through profit and loss at each reporting date under IAS 39. The Authority continues to recognise the equity investments at Fair Value Through Profit and Loss (FVTPL) with changes in fair value recognised in profit and loss.
- Financial assets of the Authority that were previously recognised in the loans and receivables category (cash and receivables) under IAS 39 and measured at amortised cost. Under IFRS 9 they are classified as amortised cost and the measurement remains the same.

The accounting for financial liabilities remains largely the same under IFRS 9 compared to IAS 39, the Foundation's financial liabilities were not impacted by the adoption of IFRS 9.

*Transition to the new standards*

In adopting the new IFRS standards as at 1<sup>st</sup> January 2018 there were no changes required and no adjustments necessary to opening retained earnings.

**Standards, amendments and Interpretations not yet effective and not early adopted by the Authority**

At the date of authorisation of these financial statements, several new, but not yet effective, Standards, amendments to existing Standards, and Interpretations have been published by the IASB. None of these Standards, amendments or Interpretations have been adopted early by the Authority.

Management anticipates that all relevant pronouncements will be adopted for the first period beginning on or after the effective date of the pronouncement. New Standards, amendments and Interpretations neither adopted nor listed below have not been disclosed as they are not expected to have a material impact on the Authority's financial statements.

**IFRS 16 'Leases'**

IFRS 16 will replace IAS 17 'Leases' and three related Interpretations. It completes the IASB's long running project to overhaul lease accounting. Leases will be recorded in the statement of financial position in the form of a right-of-use asset and a lease liability. There are two important reliefs provided by IFRS 16 for assets of low value and short-term leases of less than 12 months.

IFRS 16 is effective from periods beginning on or after 1 January 2019. Early adoption is permitted; however, the Authority has decided not to early adopt.

Management is in the process of assessing the full impact of the Standard. So far, the Authority believes that the most significant impact will be that the Authority will need to recognise a right of use asset and a lease liability for the office space currently treated as operating leases. This will mean that the nature of the expense of the above cost will change from being an operating lease expense to depreciation and interest expense.

### **3. Statement of significant accounting policies**

Set out below is a summary of significant accounting policies adopted by the authority in the preparation of its financial statements.

#### **a. Basis of preparation**

The financial statements of the Samoa Qualification Authority ("Authority") have been prepared in accordance with International Financial Reporting Standards ("IFRS").

The financial statements have been prepared on the historical cost basis, except for the revaluation of certain properties and financial instruments that are measured at revalued amounts or fair values at the end of each reporting period, as explained in the accounting policies below.

Historical cost is generally based on the fair value of the consideration given in exchange for goods and services.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date, regardless of whether that price is directly observable or estimated using another valuation technique. In estimating the fair value of an asset or a liability, the Authority takes into account the characteristics of the asset or liability if market participants would take those characteristics into account when pricing the asset or liability at the measurement date. Fair value for measurement and/or disclosure purposes in these financial statements is determined on such a basis.

#### **b. Functional and presentation currency**

Items included in the financial statements are measured using the currency of the primary economic environment in which the Authority operates (the "functional currency") which is the Samoan Tala (WST). The Authority operates in Samoa and therefore the financial statements are presented in Samoan Tala which is the Authority's functional and presentation currency.

Foreign currency transactions are translated into the functional currency using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the transactions at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the profit or loss. Monetary assets and liabilities that are measured in terms of historical cost in a foreign currency are translated using the exchange rate at the date of the transactions.

Foreign exchange gains and losses that related to borrowings and cash equivalents are presented in profit or loss together with all other foreign exchange gains and losses and are presented in profit or loss at a net amount.

#### **c. Comparative figures**

Where necessary, comparative figures have been adjusted to conform with presentations adopted in the current year.



Samoa Qualification Authority  
Notes forming part of the financial statements  
For the year ended 30 June 2019

3. Statement of significant accounting policies (continued)

d. Income

*Government grants*

Government grants are not recognised until there is reasonable assurance that the Authority will comply with the conditions attaching to them and that the grants will be received.

The fair value of government grants are recognised in profit or loss on a systematic basis over the periods in which the Authority recognises as expenses the related costs for which the grants are intended to compensate.

Government grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the Authority with no future related costs are recognised in profit or loss in the period in which they become receivable.

Government grants relating to the acquisition of property, plant and equipment are treated as deferred income and released to profit or loss over the expected useful lives of the assets concerned.

*Dividend income*

Dividends are received from financial assets measured at fair value through profit or loss (FVTPL) and at fair value through other comprehensive income (FVOCI). Dividends are recognised as other income in profit or loss when the right to receive payment is established.

*Interest*

Interest income from financial assets at fair value through profit or loss (FVTPL) is included in the net fair value gains / (losses) on these assets. Interest income on financial assets at amortised cost and financial assets at fair value through other comprehensive income (FVOCI) calculated using the effective interest method is recognised in the Statement of Profit or Loss and Other Comprehensive Income.

e. Financial instruments

*Recognition and derecognition*

Financial assets and financial liabilities are recognised when the Authority becomes a party to the contractual provisions of the financial instrument.

Financial assets are derecognised when the contractual rights to the cash flows from the financial asset expire, or when the financial asset and substantially all the risks and rewards are transferred. A financial liability is derecognised when it is extinguished, discharged, cancelled or expires.

*Classification and measurement of financial assets*

Classification and initial measurement

Except for those trade receivables that do not contain a significant financing component and are measured at the transaction price in accordance with IFRS 15, all financial assets are initially measured at fair value adjusted for transaction costs (where applicable).

**3. Statement of significant accounting policies (continued)**

Financial assets of the Authority, are classified into the following categories:

- amortised cost
- fair value through profit or loss (FVTPL)
- fair value through other comprehensive income (FVOCI).

The classification is determined by both:

- the entity's business model for managing the financial asset
- the contractual cash flow characteristics of the financial asset.

All income and expenses relating to financial assets that are recognised in profit or loss are presented within finance costs, finance income or other financial items, except for impairment of trade receivables which is presented within other expenses.

Subsequent measurement of financial assets

*Financial assets at amortised cost*

Assets that are held for the collection of contractual cash flows where those cash flows represent solely payments of principal and interest are measured at amortized cost. A gain or loss on a debt investment that is subsequently measured at amortized cost and is not part of a hedging relationship is recognized in profit or loss when the asset is derecognized or impaired. Interest income from these financial assets is included in 'interest income' using the effective interest rate method. This category includes cash balances and staff loan receivables.

*Financial assets at fair value through profit and loss (FVTPL)*

Financial assets that are held within a different business model other than 'hold to collect' or 'hold to collect and sell' are categorised at fair value through profit and loss. Further, irrespective of business model financial assets whose contractual cash flows are not solely payments of principal and interest are accounted for at FVTPL. This category includes the UTOS Units which are classified as equity investments. Assets in this category are measured at fair value with gains or losses recognised in profit or loss.

Impairment of financial assets

IFRS 9's impairment requirements use more forward-looking information to recognise expected credit losses - the 'expected credit loss (ECL) model'. This replaces IAS 39's 'incurred loss model'. Instruments within the scope of the new requirements included loans and other debt-type financial assets measured at amortised cost and FVOCI, trade receivables, contract assets recognised and measured under IFRS 15 and loan commitments and some financial guarantee contracts (for the issuer) that are not measured at fair value through profit or loss.

*Trade and other receivables and contract assets*

The Authority makes use of a simplified approach in accounting for trade and other receivables as well as contract assets and records the loss allowance as lifetime expected credit losses. These are the expected shortfalls in contractual cash flows, considering the potential for default at any point during the life of the financial instrument. In calculating, the Authority uses its historical experience, external indicators and forward-looking information to calculate the expected credit losses using a provision matrix.

The Authority assess impairment of trade receivables on a collective basis as they possess shared credit risk characteristics they have been grouped based on the days past due.



Samoa Qualification Authority  
Notes forming part of the financial statements  
For the year ended 30 June 2019

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**3. Statement of significant accounting policies (continued)**

**Classification and measurement of financial liabilities**

As the accounting for financial liabilities remains largely the same under IFRS 9 compared to IAS 39, the Authority's financial liabilities were not impacted by the adoption of IFRS 9. However, for completeness, the accounting policy is disclosed below.

The Authority's financial liabilities include borrowings, trade and other payables and are classified into the amortised cost category.

Financial liabilities are initially measured at fair value, and, where applicable, adjusted for transaction costs unless the Authority designated a financial liability at fair value through profit or loss.

**f. Employee personnel costs**

The Authority contributes towards the Samoa National Provident Fund, a defined contribution plan in accordance with local legislation and to which it has no commitment beyond the payment of contribution. Obligations for contributions to the defined contribution plan are recognized immediately in profit or loss.

Liabilities for employee leave benefits are accrued and recognised in the Statement of Financial Position. Employee leave benefits is recorded at the undiscounted amount expected to be paid for the entitlement earned.

**g. Income Tax**

For the purposes of the Income Tax Act 2012, the Authority is deemed an institution established exclusively for charitable purposes and, as such, the income of the Authority shall be exempt from taxation (Samoa Qualifications Act 2006 Section 20.)

**h. Value Added Goods and Services Tax (VAGST)**

The Authority does not lodge VAGST returns. Hence, all amounts in the income statement are shown inclusive of VAGST, as well as accounts receivables and payables which are also stated inclusive of VAGST (where applicable).

**i. Cash and cash equivalents**

Cash and cash equivalents in the balance sheet comprise of cash at bank and on hand and short term deposits with maturities less than one year.

**3. Statement of significant accounting policies (continued)**

**j. Plant and equipment**

Items of property, plant and equipment are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is charged so as to allocate the cost of assets less their residual values over their estimated useful lives, using the straight-line method. The following rates are used for the depreciation of property, plant and equipment:

Motor vehicles	20% straight line
Plant and equipment	20% straight line
Furniture and fittings	20% straight line
Office machines	20% straight line

**k. Other Receivables**

Other receivables are initially recorded at fair value of the consideration received or receivable. Other debtors are classified as current assets unless that debtor has an unconditional right to defer settlement of the asset for at least 12 months after the balance sheet date, in which case they are classified as non-current other debtors.

**l. Deferred Income**

Grants or Aid donated in the form of depreciable assets are capitalised in the year of receipt as well as the recognition of deferred income on the amount of the depreciable asset. The amortisation rate of the depreciable asset will be the same as the rate of depreciation under the Property, Plant & Equipment accounting policy.

**m. Provision**

A provision is recognized in the Statement of Financial Position when the Authority has a present legal or constructive obligation as a result of past event, and it is probable that an outflow of economic benefits will be required to settle the obligation.

**n. Impairment**

The carrying amounts of the Authority's assets are reviewed each balance sheet date to determine whether there is any indication of impairment. If any such indication exists, the asset's recoverable amount is estimated. An impairment loss is recognized whenever the carrying amount of an asset exceeds its recoverable amount. Impairment losses are recognized immediately in the Statement of Financial Performance.

**o. Operating Leases**

Operating lease payments are recognized as an expense on a straight line basis over the lease term.



Samoa Qualification Authority  
Notes forming part of the financial statements  
For the year ended 30 June 2019

4. Information about key sources of estimation uncertainty and judgments

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events believed to be reasonable under the circumstances.

i. Critical accounting estimates and assumptions

The Authority makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

a. Depreciation

On acquiring an asset, management determines the most reasonable length of time it expects the authority to maintain that asset with reference to characteristics of similar assets or classes of assets held by the authority presently or in the past. Where there is no reference available to assets or classes of assets held at present or in the past, reference is made to industry benchmarks.

Each year management assesses the carrying value of assets to determine whether they are impaired. Appropriate revisions to policies are made, if necessary, or any significant impairment losses are accounted for in the financial statements as corrective measures. Appropriate disclosures would normally follow.

5. Equity

	2019	2018
	\$	\$
Capital	62,820	62,820
Accumulated Funds	2,454,570	2,252,053
<b>Total equity</b>	<b>2,517,390</b>	<b>2,314,873</b>

The Initial Capital of \$62,820 was the deposit to the ANZ Account from MESC Budget to start up operation of SQA. Total expenditure incurred is \$5,277,975 giving excess of revenue over expenditure of \$237,115 which was transferred to accumulated funds.

6. Cash and bank balances

	2019	2018
	\$	\$
Petty cash	100	100
ANZ Bank (Samoa) Ltd a/c no. 3438565	1,719,875	1,459,491
NBS - Budget Support Acct - a/c no 178360015	963,594	1,516,619
<b>Total</b>	<b>2,683,569</b>	<b>2,976,211</b>

Samoa Qualification Authority  
Notes forming part of the financial statements  
For the year ended 30 June 2019

**7. Investments**

	2019	2018
	\$	\$
Term investment - UTOS Units a/c no. 1000761 ref no. 8123482-835761	430,276	382,177
Term deposit - SCB a/c no. 03874366-402	480,431	457,553
<b>Total</b>	<b>910,707</b>	<b>839,730</b>

The term investment is invested at UTOS as follows: 263,973 units @ \$1.63 exit price at 30 June 2019.

The term deposit was reinvested at SCB as follows: \$480,431 for 1 year from 12/08/18 to 12/08/19 @ 5%.

The movement in the fair value of the investment in UTOS units is as follows:

	2019	2018
	\$	\$
UTOS units at fair value at start	382,177	346,882
Movement in fair value at year end	48,099	35,295
<b>UTOS units at fair value at end</b>	<b>430,276</b>	<b>382,177</b>

**8. Other receivables and prepayments**

	2019	2018
	\$	\$
Accrued interest from term deposit	21,060	18,994
Other receivables (whitax 2012, 2013 & 2016)	2,239	2,239
Dividend receivable	26,397	24,817
Prepaid vehicle insurance	6,417	4,334
<b>Total other receivables and prepayments</b>	<b>56,113</b>	<b>50,383</b>



**Samoa Qualification Authority**  
**Notes forming part of the financial statements**  
**For the year ended 30 June 2019**

**9. Property, Plant and equipment**

	Motor vehicles \$	Office Machines \$	Plant & Equipment \$	Furniture & Fittings \$	Total \$
Balance as at 30/06/18	360,984	585,668	79,513	458,566	1,484,731
Additions	-	24,391	-	-	24,391
Disposals	-	-	-	-	-
Balance as at 30/06/19	360,984	610,059	79,513	458,566	1,509,122
Accumulated Depreciation					
Balance as at 30/06/18	256,297	345,673	66,644	418,138	1,086,752
Depreciation	47,800	72,902	3,685	12,198	136,585
Disposals	-	-	-	-	-
Balance as at 30/06/19	304,097	418,575	70,329	430,336	1,223,337
Written down value:					
As at 30/06/18	104,687	239,995	12,869	40,428	397,978
As at 30/06/19	56,887	191,484	9,184	28,229	285,784

**10. Deferred Income - TVET Project**

	Deferred Income \$	Accumulated Amortization \$	Current Amortization \$	Unamortized Balance \$
<b>2019</b>				
Road Map 1				
Office Machines	32,000	32,000		
Road Map 2				
Office Machines	108,106	75,674	21,621	32,432
<b>Total</b>	<b>140,106</b>	<b>107,674</b>	<b>21,621</b>	<b>32,432</b>
<b>2018</b>				
Road Map 1				
Office Machines	32,000	32,000	5,867	
Road Map 2				
Office Machines	108,106	54,053	21,621	54,053
<b>Total</b>	<b>140,106</b>	<b>86,053</b>	<b>27,488</b>	<b>54,053</b>

TVET Support programme funded by the Government of Australia under the Samoa-Australia Partnership Development for support of Technical Vocational Education and Training in Samoa. In Road Map 1 this project funded server and in Road Map 2 project funded 29 full computer sets and new server of 16TB HDD storage.

Samoa Qualification Authority  
Notes forming part of the financial statements  
For the year ended 30 June 2019

**11. Deferred Income - MOF**

	Deferred Income	Accumulated Amortization	Current Amortization	Unamortized Balance
2019	\$	\$	\$	\$
Furniture and Fittings	330,690	330,690	-	-
<b>Total</b>	<b>330,690</b>	<b>330,690</b>	<b>-</b>	<b>-</b>
2018				
Furniture and Fittings	330,690	330,690	66,138	-
<b>Total</b>	<b>330,690</b>	<b>330,690</b>	<b>66,138</b>	<b>-</b>

**12. Deferred Income - Budget Support**

	Deferred Income	Accumulated Amortization	Current Amortization	Unamortized Balance
2019	\$	\$	\$	\$
Office Machines	81,398	23,688	13,444	57,710
<b>Total</b>	<b>81,398</b>	<b>23,688</b>	<b>13,444</b>	<b>57,710</b>
2018				
Office Machines	58,806	10,244	6,663	48,562
<b>Total</b>	<b>58,806</b>	<b>10,244</b>	<b>6,663</b>	<b>48,562</b>

**13. Deferred Income - (Budget Support Fund)**

	2019	2018
	\$	\$
Opening balance	1,584,716	1,976,119
Plus: Funds transferred from MOF	1,772,852	2,370,485
Less: Budget Support expenses	(2,377,016)	(2,726,242)
Less: Asset purchase	(22,592)	(35,646)
<b>Total</b>	<b>957,960</b>	<b>1,584,716</b>

Budget Support Grant is funding from Development Partners under the ESSP program to support the Education Plan (ESP). This new funding modality commenced in the Government Budget 2016/2017 FY. The Deferred Income (Budget Support) records the committed portion of the Grant that is Work in Progress.

**14. Deferred Income - QA UNESCO**

	Deferred Income	Accumulated Amortization	Current Amortization	Unamortized Balance
2019	\$	\$	\$	\$
Development of Mobile App	12,000	-	-	12,000
<b>Total</b>	<b>12,000</b>	<b>-</b>	<b>-</b>	<b>12,000</b>

This project with UNESCO is to develop a range of Literacy and Numeracy resources to support learning in the Samoa PSET context.



Samoa Qualification Authority  
Notes forming part of the financial statements  
For the year ended 30 June 2019

**15. Deferred Income - QD UNESCO**

	Deferred Income	Accumulated Amortization	Current Amortization	Unamortized Balance
2019	\$	\$	\$	\$
RCC Project	8,234	-	-	8,234
<b>Total</b>	<b>8,234</b>	<b>-</b>	<b>-</b>	<b>8,234</b>

UNESCO funds was targeted to fund training of Providers on conducting RCC assessment in preparation to pilot the RCC system with selected providers.

**16. Other creditors and accruals**

	2019	2018
	\$	\$
Other creditors and accruals	215,748	178,001
Provision for employee leave	52,188	61,918
Provision for audit fees	28,002	22,179
Account payables	54,507	-
<b>Total</b>	<b>350,446</b>	<b>262,098</b>
<b>Provision for employee leave</b>		
Opening balance	61,918	46,143
plus: additions	23,452	28,735
Less: utilised	(33,182)	(12,960)
<b>Total</b>	<b>52,188</b>	<b>61,918</b>

**17. Investment Income**

	2019	2018
	\$	\$
Interest Income		
Term deposit	21,060	21,515
<b>Other Investment Income</b>		
UTOS units - fair value growth	23,283	14,200
UTOS units - dividend	26,397	24,817
<b>Total</b>	<b>70,740</b>	<b>60,531</b>

**18. Administration Cost**

	2019	2018
	\$	\$
Accommodation expense	-	-
Advertising expense	27,355	29,843
Cleaning expenses	55	379
Consultation and meeting expense	4,375	9,006
Donation	6,339	2,011
Functions and related expenses	-	-
Health and Safety	241	-
Hiring expenses	6,718	7,000
Internet expenses	48,291	27,022
Legal fees & consultation fees	4,800	-
Membership fee and Subscription fee	7,803	11,178
Motor Vehicle - Fuel	20,388	17,081
Motor Vehicle - Registration	1,754	1,192
Motor Vehicle - Repairs	7,076	11,328
Motor Vehicle - Insurance	4,917	6,803
Office Stationery expenses	9,143	33,702

Samoa Qualification Authority  
Notes forming part of the financial statements  
For the year ended 30 June 2019

Office supplies expenses	44,851	40,714
Postage expenses	120	120
Printing expenses	29,376	31,581
Publication expenses	3,511	4,410
Professional services - Panel fees	-	-
Occupancy Costs	257,440	257,440
R & M Office Machines	606	6,516
R & M Plant & Equipment	-	375
R & M Building	-	2,300
Software expenses	16,016	458
Sports expenses	-	1,842
Telephone & fax expenses	20,285	13,087
Travel expenses - Local	9,285	3,367
Travel expenses - Clothing Allowance	800	1,000
Travel expenses - Incidental Allowance	1,500	620
Travel expenses - Airfares	8,184	5,918
Travel expenses - Daily Subsistence Allowance	7,188	3,808
Travel expenses - Overnight allowance	805	3,572
<b>Total</b>	<b>549,222</b>	<b>533,672</b>

**19. Personnel costs**

	2019	2018
	\$	\$
Salaries and wages	2,074,097	1,912,443
Accident Compensation Board Employer	21,601	18,437
National Provident Fund Employer	145,287	97,073
Telephone Allowance	3,600	1,800
<b>Total</b>	<b>2,244,585</b>	<b>2,029,753</b>

**20. Related parties**

**a) Directors**

The Directors of the Corporation during the financial period were:

Gatoloaifaana Tilianamua Afamasaga (Chairperson of the Board)  
Afamasaga Dr Laroline Afamasaga Fuata'i (CEO, MESC)  
Afamasaga Faaiuga Mulitalo (CEO, MWCSO)  
Pulotu Lyndon Chu Ling (CEO, MCIL)  
Tagaloa Eddie Wilson (SAME President)  
Jennifer Marion Fruean (Samoa Chamber of Commerce)  
Prof. Leapai Asofou So'o (Vice Chancellor, NUS)  
Tu'u Fu'a Hazelman (Non-Government Schools/Institution Rep)  
Letuimanu'asina Dr Emma Kruse Va'ai (CEO, SQA)

Directors appointed from the Government Corporations and Ministries do not receive a director's fee. Government regulations specify that directors' fees for a chairperson is \$22,500 per year and \$18,000 for directors. These new changes to board remuneration was approved by Cabinet as per its F.K (15)31.

	2019	2018
	\$	\$
Directors and executive management compensation		
Directors fees	74,533	76,264
Board expenses	12,971	5,242
<b>Total</b>	<b>87,504</b>	<b>81,505</b>



**b) Key Management Personnel**

The key management personnel are those persons having authority and responsibility for planning, directing and controlling activities of the Authority during the Financial period were:

The remuneration of key management salaries for the period were as follows:

	2019	2018
	\$	\$
Salaries and short term employment benefits	460,580	453,859
Employers contribution to:		
National provident fund	32,241	31,770
Accident compensation commission	4,606	4,539
	<u>497,427</u>	<u>490,168</u>

**21. Financial Risk Management**

Risk is inherent on the authority's activities but it is managed through a process of ongoing identification, measurement and monitoring subject to risk limits and other controls. This process of risk management is critical to the authority's profitability and each individual within the authority is accountable for the risk exposures relating to his or her responsibilities.

The authority's activities exposure it to a variety of financial risks: foreign exchange risk, credit risk and liquidity risk.

**a) Foreign exchange risk**

The Authority operates internationally and is exposed to foreign exchange risk arising from various currency exposures, primarily with respect to the Australian dollar, and Samoan tala, foreign exchange risk arises from future commercial transactions, recognized assets and liabilities. The authority does not hedge its foreign currency exposure.

**b) Credit risk**

It is the Authority's policy that all customers who wish to trade on credit terms are subject to credit verification procedures. In addition, receivable balances are monitored on an ongoing basis with the result that the authority's exposure to bad debts is actively managed. Credit risk is managed by a risk committee with board oversight. Credit risk arises from cash equivalents which are deposited in highly rated commercial banks in Samoa. The Authority does not deal in credit customers as the income of the Authority are government grants and therefore the risk from customer credit default is nil.

**c) Liquidity risk**

Prudent liquidity risk management implies maintaining sufficient cash to meet present obligations. Management monitors rolling forecasts of the Authority's liquidity reserve, comprising of cash and cash equivalents on the basis of expected cash flow.

**22. Occupancy costs**

Samoa Qualification Office moved to TATTE Building in November 2011. The lease terms commenced on the 4th November 2014 and is renewable for another two years subject to terms and conditions between Ministry Finance and Samoa Qualifications Authority on the renewable date of the lease of the 4th November 2016. Payment of rent is \$257,440 per annum. The annual rent for the car parking area is \$29,200 commencing on the 1st July 2014. Payments made under operating lease are charged to the income statement on a straight line basis over the period of the lease.

**23. Capital commitments**

The directors are not aware of any capital commitments as at 30 June 2019 (2018: SAT\$nil)

**24. Contingent liabilities**

The Directors are not aware of any contingent liabilities as at 30 June 2019 (2018: SAT\$ nil)

**25. Events occurring after balance sheet date**

The Directors are not aware of any event occurring after balance Sheet Date as at 30 June 2019 (2018: SAT\$ nil).

**26. Approval of the financial statements**

The Financial Statements were approved by the Board on the date that they were signed by the Board of Directors.



Please address all correspondence  
to the Controller and Auditor General



## AUDIT OFFICE

### REPORT OF THE AUDIT OFFICE

#### TO THE GOVERNING BODY IN CHARGE OF GOVERNANCE – SAMOA QUALIFICATIONS AUTHORITY

##### **Audit Opinion**

We have audited the accompanying Financial Statements of the Samoa Qualifications Authority which comprise of the Statement of Financial Position as at 30 June 2019, the Statement of comprehensive income, Changes in Equity and Cash Flows for the year then ended, a Summary of Significant Accounting Policies and Other Explanatory Notes. The Accounting Firm of BDO, Chartered Accountants, assisted in the audit. The Engagement Partner on the audit resulting in this Independent Auditor's Report is Hanalei Betham.

In our opinion, the financial statements give a true and fair view of the financial position of the Samoa Qualifications Authority as at 30 June 2019, and of its income and expenditure, changes in equity and cash flows for the year then ended, in accordance with International Financial Reporting Standards (IFRSs).

##### **Basis for Opinion**

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of Financial Statements* section of our report. We are independent of the Samoa Qualifications Authority in accordance with the ethical requirements that are relevant to our audit of financial statements in Samoa, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

##### **Responsibilities of Those Charged with Governance for the Financial Statements**

Directors and Management are responsible for the preparation and fair presentation of the financial statements in accordance with International Financial Reporting Standards, and for such internal control as directors and management determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

##### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with International Standards on Auditing will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with these International Standards on Auditing, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



Private address all correspondences  
to the Controller and Auditor General

- Jaslyn T. Mariner-Leota**  
**ASSISTANT CONTROLLER AND AUDITOR GENERAL**

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## INDEPENDENT AUDITOR'S REPORT

To the Controller and Auditor General

Report on the Audit of the Financial Statements

### Opinion

We have audited the financial statements of Samoa Qualifications Authority (the Authority), which comprise:

- the statement of financial position as at June 30, 2019;
- the statement of comprehensive income, statement of changes in equity, and statement of cash flows for the year ended 30 June 2019; and
- notes to the financial statements, including a summary of significant accounting policies.

In our opinion the accompanying financial statements present fairly, in all material respects, the financial position of Samoa Qualifications Authority (the Authority), as at June 30, 2019, and (of) its financial performance and its cash flows for the year ended 30 June 2019 in accordance with International Financial Reporting Standards (IFRSs).

### Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report.

We are independent of Samoa Qualifications Authority (the Authority) in accordance with the International Ethics Standards Board for Accountants' *Code of Ethics for Professional Accountants* (IESBA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Samoa, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the IESBA Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with IFRSs, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



**Report on Other Legal and Regulatory Requirements**

In our opinion, the financial statements have been prepared in accordance with and complies with the requirements of:

- i. Public Bodies (Performance and Accountability) Act 2001, and the
- ii. Public Finance Management Act 2001.

We also confirm that:

- a. we have been given all information, explanations and assistance necessary for the conduct of the audit; and
- b. the Authority has kept financial records sufficient to enable the financial statements to be prepared and audited.



**BDO**  
**CHARTERED ACCOUNTANTS**



**Hanalei Betham**  
**Engagement Partner**

Samoa  
25<sup>th</sup> October, 2019