



**Jamaica Values and Attitude Project For Tertiary Students (JAMVAT)**

Ministry of Education

1st Floor, Building One, 2 – 4 Heroes Circle, Kingston 4

Telephone: 502-5718/ 5709, Fax: 948-5767

Website: [www.moe.gov.jm](http://www.moe.gov.jm)



July 5, 2010

**TO WHOM IT MAY CONCERN**

**LETTER OF INTRODUCTION - JAMVAT PARTICIPANTS**

This letter serves to introduce \_\_\_\_\_ a student of \_\_\_\_\_ and a participant in the 2010-2011 Jamaica Values and Attitude Project (JAMVAT).

As a JAMVAT participant Mr. /Ms. \_\_\_\_\_ is required to complete 200 hours of voluntary work which will qualify him/her for an education grant of 30% of tuition cost, and not exceeding Three Hundred and Fifty Thousand Dollars (\$350,000.00). Approved sums are made payable to the student's academic institution.

JAMVAT is grateful to your organisation for facilitating the participant(s) in respect of the required voluntary service. As a partnering agency, please note the duties required below:

- (a) The placement site **must** identify a responsible supervisor to be assigned to the participant(s);
- (b) The placement supervisor will assign, monitor, advise and assess the participant as he/she carries out the assigned duties;
- (c) The placement supervisor will monitor the completion of the student's Timecard and verify work done by signing and placing the organization's official seal on each timecard;
- (d) The placement supervisor will conduct a performance review with each student, to help the student to assess his/her performance over the period. The completed evaluation must also bear the organisation's seal;
- (e) The placement supervisor will provide feedback to the JAMVAT Manager periodically regarding the participant's performance and any matters of concern that will aid the student's personal and professional development.

For any discussions regarding the student, please contact Miss Keisha Hines at the JAMVAT department.

Yours sincerely,  
**JAMAICA VALUES & ATTITUDE PROJECT**

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Philbert Dhyll (Mr.)  
Assistant Chief Education Officer  
**Ministry of Education**