



ACTT
The Accreditation Council
of Trinidad and Tobago

Established by Chapter 39:06

Quality is the Key

Quality Assurance Month

NOVEMBER 2010

"Stimulating our Knowledge Economy by Engendering Global Competitiveness in Higher Education"

CALENDAR OF EVENTS

ALL EVENTS ARE OPEN TO THE PUBLIC

SUN OCT 31, 2010 • INTERFAITH SERVICE

Cipriani College of Labour & Cooperative Studies 9:00am - 11:00am

WED NOV 03, 2010 • ACTT DISPLAY AND OPEN HOUSE

Brian Lara Promenade, Port of Spain 10:00am - 5:00pm

WED NOV 10, 2010 • ACTT DISPLAY AND OPEN HOUSE

Harris Promenade, San Fernando 10:00am - 5:00pm

FRI NOV 12, 2010 • COMMUNITY OUTREACH

Matelot Community College
Toco Composite High School

MON NOV 15, 2010 • COMMUNITY OUTREACH

Point Fortin West Secondary
Point Fortin East Secondary

THU NOV 18, 2010 • ACTT DISPLAY AND OPEN HOUSE

Esplanade, Scarborough, Tobago 10:00am - 5:00pm

THU NOV 18, 2010 • PUBLIC LECTURE/PANEL DISCUSSION

Learning Resource Centre, UWI, St. Augustine 5:00pm - 7:00pm

Highlights



Greetings from Senator the Honourable Minister of Science, Technology and Tertiary Education
Fazal Karim

pg 2



An Address from the Executive Director (Ag.)
Michael Bradshaw

pg 3



Seeking the Interests of Students Involved in Cross Border Higher Education

pg 13



Caribbean Area Network for Quality Assurance in Tertiary Education

THE 7TH ANNUAL INTERNATIONAL CANQATE CONFERENCE AND MEETING

"Continuously Enhancing The Quality Of Higher Education For Global Competitiveness"

November 23, 2010 • Pre-Conference Workshop November 24-26, 2010 • CANQATE Conference and Meeting

CONTACT ACTT FOR REGISTRATION DETAILS



Greetings from Senator the Honourable Minister of Science, Technology and Tertiary Education

Fazal Karim



The People's Partnership Government of Trinidad and Tobago has developed a framework for sustainable development based on seven (7) interconnected pillars as the cornerstone of our strategy. One of these pillars is to develop "A More Diversified, Knowledge Intensive Economy – Building on the Native Genius of Our People."

To meet this goal and, as a part of Trinidad and Tobago's response to rapid changes in both the global and local economic environment, there is need for alignment of Tertiary Education, Technical and Vocational Education and Training (TVET), and lifelong learning within a single seamless and coherent system.

Government has given its commitment towards continued investment in Tertiary Education and TVET so as to achieve a targeted participation rate of at least 60% by 2015. While Government is cognisant of the challenges ahead in its quest to achieve this target, we are committed to responsible governance and sustainable development through a process of consultation with all of our stakeholders.

The attainment of significantly higher levels of participation though, should not compromise quality. The Ministry of Science, Technology and Tertiary Education is committed to further harmonisation and strengthening of the regulatory frameworks, systems and co-ordinating mechanisms for Quality Assurance and Accreditation of tertiary education, TVET and lifelong learning. This will be facilitated in part through the implementation of a Memorandum of Understanding (MOU), which was signed between The Accreditation Council of Trinidad and Tobago (ACTT) and the National Training Agency (NTA) on July 14, 2010 which will see the development of a National Qualifications Framework.

The importance of ACTT's role in Trinidad and Tobago in regulating and maintaining quality of the education and training sector will be further strengthened in this regard.

Since 2008, ACTT has implemented an annual Quality Assurance Week consisting of activities specifically designed to sensitise and educate tertiary level stakeholders and members of the public, on the importance of tertiary education. This year, in November 2010, ACTT will be undertaking a monumental feat - A Quality Assurance Month - culminating with the hosting of the 7th Annual Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) Conference and Meeting.

I urge all our stakeholders and the wider public to take part in these and other activities that will focus on Quality Assurance in education; with a public lecture, student forum and public displays in various parts of Trinidad and Tobago. As we embark on the this year's Quality Assurance Month, I would like to express my sincere appreciation to the management and staff of The Accreditation Council as we seek to further *"Stimulate our Knowledge Economy by Engendering Global Competitiveness in Higher Education"*.

*"Stimulating our Knowledge Economy by
Engendering Global Competitiveness in Higher Education".*

An Address from the Executive Director (Ag.)

Michael Bradshaw

The Accreditation Council of Trinidad and Tobago (ACTT) has traditionally hosted an Annual Quality Assurance Week to promote the services of ACTT and increase public awareness of the importance of quality in post-secondary and tertiary education. Over these years we have experienced tremendous success demonstrated by the growing appreciation amongst our stakeholders, for the activities to promote its awareness and perpetuate its importance. As a result, this year, Quality Assurance Week has evolved into Quality Assurance Month with the theme "Stimulating our Knowledge Economy by Engendering Global Competitiveness in Higher Education". ACTT will host a series of events in November 2010 with the aim of encouraging institutions to enhance/improve their quality practices that will promote innovation and the development of specialised skills obtained through post-secondary and tertiary education.

Like many countries around the globe, Trinidad and Tobago is questioning the impact of post secondary and tertiary education in fulfilling the needs of society. ACTT has addressed this concern by encouraging its local institutions to adopt quality management systems that lead to an overall improvement in the teaching learning processes. In this regard ACTT has recognised the importance of the role of both faculty and support staff in engendering quality in education.

As a reaction to this proposition I coined the statement "No definition of quality in education would be complete if it does not include excellence in teaching." An excellent teacher is viewed as one who contributes positively to the learning environment by exhibiting exceptional energy, keen interest in students and extraordinary strengths in the following five roles:

1. *Subject Matter Expert*
2. *Pedagogical Expert*
3. *Excellent Communicator*
4. *Student Centred Mentor*
5. *Systematic and Continual Assessor*

Alleyne (2008) states that "Quality improvement is a journey. For each institution embarking on this journey the path is unique. Institutions all have distinctive characteristics which emerge over time, shaped by their historical, social and economic circumstances and defined by their philosophy, purpose and mission." It is therefore imperative that institutions

develop a culture whereby staff members are encouraged to continually engage in professional development, capacity-building initiatives and research activities. The advantage of a culture of continual professional development, capacity-building initiatives and research activities fosters a mindset where these activities become entrenched in the fabric of the institution and is sustainably allocated within the budget. This culture will facilitate improved delivery of education which will increase demand for the educational product on the world market. Local institutions may then be able to compete within the same context with their international counterparts.

Sir John Daniel, Commonwealth of Learning states that, "It is advisable to follow not just best practices, but to develop next practices to blaze a trail and stay ahead of the pack!" This is the nexus of thought behind the Quality Improvement in Tertiary Education (QuITE) Award launched by ACTT for excellence shown in innovative approaches to quality improvement in tertiary education. Awards will be given to short term and long term projects that adequately demonstrate quality in education. ACTT has always adopted a developmental approach when it comes to assisting institutions. The QuITE project is yet another initiative with this developmental goal in mind. Currently, Trinidad and Tobago holds a competitive advantage in the areas of "Quality in Education Systems," "Quality of Math and Science Education" and "Quality of Management of Schools" with rankings of 30th, 32nd and 34th from 139 countries respectively (World Economic Forum, 2010). However the overall ranking for higher education and training for Trinidad and Tobago places the country at a competitive disadvantage with a ranking of 66th. This observation begs that there is a bigger reason for us to have a positive return from any investments in the development of the tertiary education sector.

ACTT's investment in developing the culture of quality within that sector can only result in great rewards to stimulate our knowledge economy. Everyday global competition in higher education will also serve to situate our local institutions that embrace a culture of quality amongst those accepted as the best internationally.



ACTT's EXECUTIVE LEADERSHIP TEAM (ELT) - left to right

1. Michael Bradshaw
Executive Director (Ag.)
2. Emily Pascal
Director, Finance and Administration
3. Dr. Ronald Brunton
Director, Qualifications and Recognition
4. Karel Stephen
Corporate Communications Specialist
5. Curtis Floyd
Director, Accreditation and Quality Enhancement (Ag.)
6. Jane Murray
Corporate Secretary/Legal Officer

In closing I wish to invite you to join us in celebration of Quality Assurance Month this year and let us continue the conversation on quality and translate our commitment into actions.

May God bless us all and may God bless our nation.

ACTT as a Regulatory Body

Improving the Quality of Higher Education

The higher education sector in Trinidad and Tobago is increasingly being seen as important for innovation, creativity and the production of a skilled workforce in order for our country to be economically competitive on a global scale. To ensure that this is achieved, higher education institutions are expected to respond to global challenges and meet the country's developmental needs. As higher education markets globally are liberalised, there are increasing demands for the implementation of standards to assure the quality of institutions and the programmes they offer.

ACTT was established by Chapter 39:06 ("the Act") and became operational in 2004. The Act facilitates the development and implementation of quality assurance systems in post-secondary and tertiary education institutions. A regulatory framework allows for a rigorous system of accountability within the higher education system that could only result in higher levels of efficiency, improved quality and greater returns on the country's investment in higher education.

In order to protect the interests of students, graduates, employers and other stakeholders, ACTT also adopts a systematic approach to the establishment, monitoring and evaluation of academic standards for all post-secondary and tertiary level programmes offered in Trinidad and Tobago.

All providers of post-secondary and tertiary education must be registered with ACTT to operate in Trinidad and Tobago. This guarantees that registered institutions meet or exceed the minimum standards required for quality education and training as stipulated by Section 8(1) of the Act. In addition, ACTT ensures that any transnational institution or awarding body desirous of operating in Trinidad and Tobago is legally established and recognised and/or accredited in the country of origin in accordance with the quality assurance system of the respective country.



**The Accreditation Council
of Trinidad and Tobago**

Established by Chapter 39:06

Quality is the Key

ACTT, using its authority given by the Act, was established as a national quality assurance and accreditation authority for the higher education sector in Trinidad and Tobago. ACTT continues to improve the quality of higher education while ensuring equity, accountability and efficiency in the sector.



SAM | School of
Accounting &
Management
Caribbean Ltd.

SOME OF THE WORLD'S BEST, ACCREDITED & INDUSTRY RELEVANT

DEGREES & MASTERS

EXCLUSIVELY AVAILABLE AT SAM

Anglia Ruskin University (UK) -

Ashcroft International Business School

- BA (Hons) Business Management
- BA (Hons) Corporate Management
- BA (Hons) Marketing
- BA (Hons) Human Resource Management
- BA (Hons) Accounting & Financial Analysis
- MBA with specialised electives in Leadership, Entrepreneurship & Innovation
- MBA with specialised electives in Human Resource Management
- MBA with specialised electives in Marketing
- MBA with specialised electives in Public Sector
- MBA General Management

London Metropolitan University & NCC Education Limited

B.Sc. (Hons) Business Computing

Contemporary Subjects:

- Enterprise Networking - Telecommunication Networks
- Database Design & Development - SQL & Oracle
- E-Business...& many more

Job Market Relevant Skills:

- Computer Forensics
- Internet Security
- E-Commerce, Advanced Website Design
- Project Management
- Networking, Fundamental of Hardware & Software
- Internet Systems Administration...& many more



North Campus

#1,3 & 6 Mc Carthy Street,
St. Augustine.
(868) 663-6681, 662-5739, 662-6940

South Campus

#17-25 Blanche Fraser Street
(off Rushworth Street) San Fernando
(868) 653-1064, 653-9488

Leading the way in tertiary education for the past 26 years!
See us on the front inside cover of the TSTT directory

Quality Assurance vs Quality Enhancement: Impacting Higher Education Institutions

Quality Assurance and Quality Enhancement are separate but complementary processes that higher education institutions should readily and actively embrace in the pursuit of continuous improvement. According to the Quality Assurance Agency in Higher Education (QAA), Quality Assurance in education can be defined as "the means through which an institution ensures and confirms that the conditions are in place for students to achieve the standards set by it or by another awarding body". Quality Enhancement is "the process of taking deliberate steps at an institutional level to improve the quality of learning opportunities". Both are essential processes facilitated by the Accreditation Council of Trinidad and Tobago (ACTT) to assist Higher Education Institutions not only to achieve and maintain Registered and/or Accredited status with ACTT but also to improve their facilities, support mechanisms and the delivery of quality education to all students.

Assessment determines the extent to which an institution satisfies pre-requisite

standards for educational quality, therefore, it is a process-driven approach with specific steps to help ensure that the institution has presented evidence to indicate that it has an effective and efficient Quality Management System. The development and implementation of quality assurance policies and procedures should be a fundamental goal in the attainment of best practice in the higher education sector.

Quality Enhancement, on the other hand, assists institutions in improving their policies and processes to the extent that the institutions are able to meet or exceed ACTT's minimum criteria and standards. Therefore, Quality Enhancement is a strategic development process that ultimately increases the effectiveness and efficiency of the learning experience for the students. Implementation of Quality Enhancement mechanisms does not eliminate the need for quality assurance. Rather,



it can be used to advance the building of traditional quality assurance efforts and methods.

Quality enhancement cannot occur unless a foundation is established through the quality assurance process. These two processes are intertwined since the output from one is the input for the other and vice versa as one is the result of the other.



ATS Committed to EXCELLENCE



Gillian Lucky
Principal / Director of Studies

ATS Proudly Congratulates Our 2010 Hugh Wooding Law School Graduates

Free education is not a right, it is a privilege and therefore each opportunity given to students to avail themselves to further education must not be wasted or taken for granted.

Students attending public and private tertiary level institutions ought to recognize that they enjoy the advantage of government-assisted programme financing

and should, from the commencement of their study, display commitment to successfully and outstandingly completing their courses of study.

At Academy of Tertiary Studies (ATS), we recognize the value of a good and sound education and the holistic development of the individual. Gaining knowledge must be accompanied by positive growth of the

person especially in our country which depends on its human capital as its most important resource.

With this in mind, I encourage all students who are benefitting from educational avenues available to them, to keep foremost at all times their duty to serve our Creator, our Country and our Communities.



Imran Ali
Certificate of Merit,
Principal's Honour Roll,
Council Prize and Special Prizes



Suzanne Seepersad
Principal's Honour Roll
and Special Prize



Anita Mangra



Lana Benoit

Fulfilling the Human Intellect ATS is an ACTT registered Institution

#34 Southern Main Road, Curepe. or email: queries@atstnt.com
 visit our Website: www.atstnt.com or contact our ATS team at 663-9495 or 663-9831

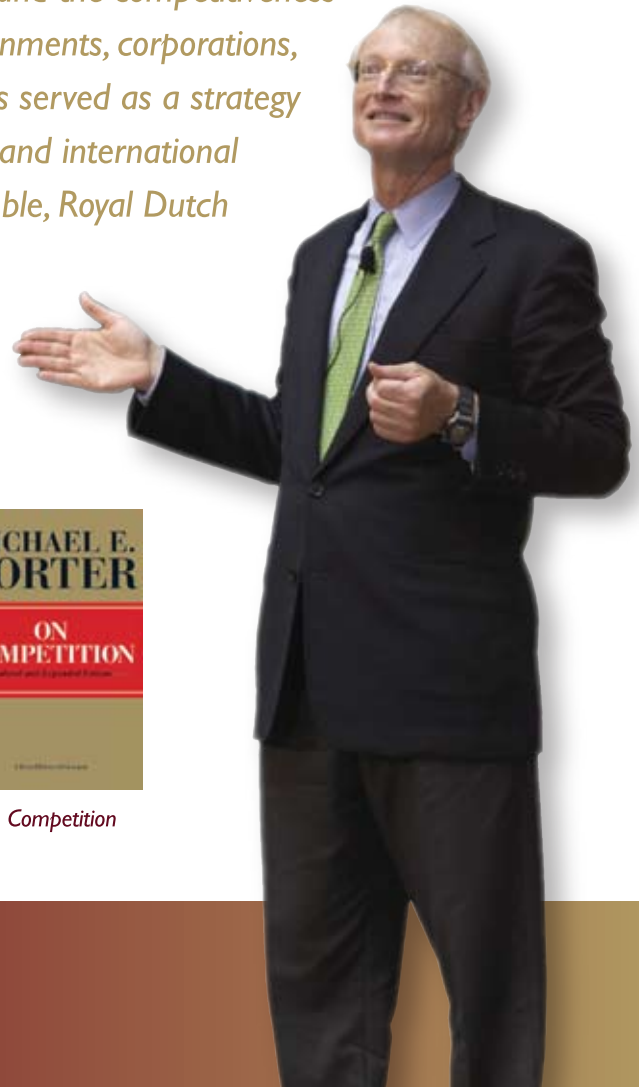


Presents

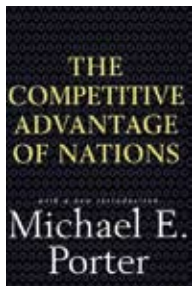
Professor Michael E. Porter

**Bishop William Lawrence University Professor at Harvard Business School
and six-time winner of the McKinsey Award for the best Harvard Business Review article of the year.**

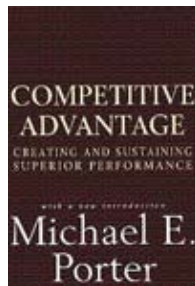
Professor Porter is a leading authority on company strategy and the competitiveness of nations and region. His work is widely recognised in governments, corporations, non-profits, and academic circles across the globe. Porter has served as a strategy advisor to the top management level of several leading U.S. and international companies, among them Caterpillar, DuPont, Procter & Gamble, Royal Dutch Shell, Scotts Miracle-Gro, SYSCO, and Taiwan Semiconductor Manufacturing Company.



He is the author of 18 books including:



Competitive Advantage of Nations



*Competitive Advantage:
Creating & Sustaining Superior Performance*



On Competition

Date: Friday 25th March, 2011

Time: 8:30 am to 5:30 pm

Place: Hyatt Regency Trinidad, Port of Spain, Trinidad

Why Study at a Registered Institution in Trinidad and Tobago

Some students choose to study abroad; others for financial or personal reasons make the decision to study at home. There are many benefits to studying at an institution in Trinidad and Tobago that is registered with the Accreditation Council of Trinidad and Tobago (ACTT). Some of these benefits are highlighted below:

- Registration ensures that students obtain value for their investment in higher education, since the Criteria for Registration requires institutions to provide suitably qualified lectures, adequate learning resources and other means of learner support;
- Registration assists institutions in establishing, implementing and maintaining a thorough Quality Management System (QMS), thereby ensuring that the institution strives towards continuous improvement which consequently raises the profile and status of these qualifications awarded in Trinidad and Tobago, and
- Registration assures the general public that the standards achieved by registered institutions are being monitored, maintained and continuously improved.

WHAT IS A REGISTERED INSTITUTION?

An institution that is registered by ACTT signifies that the institution has met the minimum educational quality requirements to legally deliver higher education in Trinidad and Tobago. To become registered by ACTT all institutions, regardless of size, period of existence or number of offerings, are required to meet the same criteria that address the following seven (7) areas:

1. Legal, Policy and Regulatory Requirements – demonstrating compliance as a legal entity

2. Governance and Administration – ensuring an effective governance structure
3. Quality Management System – possessing policies and procedures for the management of quality
4. Resource Management – providing sufficient and relevant resources that are effectively managed
5. Teaching-Learning Process – monitoring the systems in place for effective teaching and learning
6. Review – undertaking a comprehensive review of the efficiency and effectiveness of its systems
7. Continuous Improvement – looking at opportunities for improvement of the institution as a whole

WHAT PROCESS DOES THE INSTITUTION HAVE TO UNDERGO TO BECOME REGISTERED?

ACTT's registration process involves an institutional self-evaluation, preparation of an Application for Registration and facilitates an external evaluation that complies with international best practice as the standards are informed by those from the International Organisation for Standardisation, and the process is guided by the protocol used by the Higher Learning Commission of the North Central Association of Colleges and Schools.

The registration process is initiated by a Letter of Intent from an institution wishing to offer higher education programmes. Once ACTT verifies the institution is indeed offering post-secondary or tertiary programmes, which are the levels which ACTT is responsible for, the institution is sent a Registration package.

The institution then submits an Application for Registration providing evidence of how it satisfies ACTT's seven (7) Criteria

and twenty two (22) Standards for Registration. A desktop review is conducted by ACTT's staff, followed by verification of the evidence by a team of external evaluators at a site visit to the institution. The evaluation team prepares a report and makes a recommendation on the status to be awarded to the institution. Following this, ACTT's Board of Directors grants the final approval. However, the registration status is not granted permanently. An institution can be registered initially for a minimum of one (1) year and a maximum of three (3) years depending on the strength of its Quality Management System. Before this period expires, the institution must either be re-registered or, if it offers local programmes, it may choose to seek accreditation.

If the institution has not met the Criteria for Registration, the institution can request additional support from ACTT through a Quality Enhancement pro-programme. However, if the institution has met the Criteria for Registration, it is issued a Certificate of Registration by ACTT, bearing the exact period of registration and it is placed on a National Register of Post-Secondary and Tertiary Institutions in the Ministry of Science, Technology and Tertiary Education (MSTTE). ACTT publishes the names of all registered institutions in the press and on its official website – www.actt.org.tt. Be guided by the information provided on this website.

Students enrolled at a registered institution have taken a step in the right direction. These registered institutions have the capacity to deliver higher quality education.

UWI School of Business and Applied Studies Limited (trading as ROYTEC)

"Nothing but Excellence you deserve and Nothing but Excellence we will give!"

ROYTEC remains committed to delivering a high quality education experience, being a provider and facilitator of academic and professional programmes for over 23 years. Our graduates continue to lead lives that are personally fulfilling and make a positive impact in a world that is driven by change and uncertainty.

We are your path to career success!



VISIT US ONLINE at www.roytec.edu





Unlocking

Caribbean

Potential

As the Caribbean's largest and longest-standing tertiary institution, **The University of the West Indies** is the recognised leader in scholarship.

Backed by a 50-year tradition of excellence, The UWI St Augustine Campus is a sought-after partner in the delivery of undergraduate and graduate programmes, and cutting-edge research.

Its community extends beyond the Caribbean to more than 100 international universities and colleges, and numerous regional and global partners and institutions.

“Internationally recognised as a centre of excellence on research and teaching related to the Caribbean. ”

For further information please contact:

The Marketing and Communications Office,

The University of the West Indies, St. Augustine Campus,
Trinidad & Tobago, West Indies

Tel: (868)-662-2002 ext 2315/2324 Fax: (868)-645-6396

Email: marketing.communications@sta.uwi.edu

Website: www.sta.uwi.edu



UWI is the primary source for teaching, research and expert advice on complex issues and challenges facing the region and international community such as:

Alternative Energy
Biodiversity
Biotechnology
Business and Entrepreneurship
Cultural Studies and Development
Disaster Risk Reduction

Environmental Science
Gender Equality
Governance and Policy-making
HIV/AIDS Prevention and Management
Information and Communication Technology
Justice and Security

Poverty Reduction/Eradication
Public Health
Small Island States
Trade and Sustainable Economic Growth



The Road to Accreditation

The Benefits of Compliance

Accreditation is the process used to evaluate the quality of higher education institutions and programmes in order to assure academic quality, improve accountability and support continual improvement. An institution or programme granted accreditation status has met or exceeded stated Criteria of Accreditation. The process of accreditation spans three stages. First, an institution must demonstrate that it can meet the requirements to become a Candidate for Accreditation one of which states the institution must offer its own locally developed programmes. Upon becoming Candidates for Accreditation the institution engages in an institutional self-study and finally submits to a site visit by a team of external evaluators.

Candidates for institutional accreditation participate in an ACTT workshop entitled 'Guiding the Self-Study Process' designed to help personnel become familiar with the requirements and processes involved in conducting their self-study. During the workshop participants learn how to develop a self-study plan; they examine the Criteria for Accreditation; engage in writing effective research questions; practice evaluative writing and learn how to prepare for the site visit which includes the setting up of the resource room.

Following the workshop, institutional personnel work in teams to examine all aspects of their operation as they pertain to the five categories of the Criteria for Accreditation. These categories include Mission and Purpose, Governance and Administration, Teaching and Learning, Preparedness for Change and Commitment to Continuous Improvement. The institution's self examination results in a Self-Study Report which recognises the institution's accomplishments and its challenges while making recommendations for its continuous growth and improvement.

Once an institution completes its self-study, it is visited by a team of evaluators whose role is to verify the information contained in the Self-Study Report. This verification takes place through a series of intense interviews with a cross-section of stakeholders; through an examination of documents and records; and through a tour of the facilities. Institutions are given four (4) years to complete the process of accredi-

tation. Accredited status can be granted for a period of seven (7) years in the initial accreditation, after which the institution has to be re-evaluated and subsequently re-accredited for a 10-year period.

BENEFITS OF ACCREDITATION

Accreditation accrues many benefits to the country, to institutions, to employers, to students and their parents.

To the state, these benefits include:

- An assurance of positive returns on investment
- An assurance to taxpayers of the quality and global competitiveness of the higher education sector

Institutional benefits include:

- Prestige and international recognition of commitment to quality
- Assistance with student recruitment efforts as accreditation enhances the image of the institution

Employer benefits include:

- Assurance that graduates possess qualifications that are comparable regionally and internationally
- Assurance that the knowledge, skills and attitudes taught are relevant to, and facilitate the needs of the labour market

Student benefits include:

- A basis for selecting appropriate educational programmes
- Improved chances of qualification for selected jobs
- Secure investment in education since accreditation signifies quality international standards

THERE ARE CURRENTLY TEN CANDIDATES FOR ACCREDITATION

- Arthur Lok Jack Graduate School of Business (ALJGSB)
- Caribbean Nazarene College (CNC)
- Cipriani College of Labour and Cooperative Studies (CCLCS)
- College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAAT)
- St. Andrews Theological College
- The University of Trinidad and Tobago (UTT)
- The University of the West Indies (UWI) - St. Augustine Campus
- Tobago Hospitality and Tourism Institute (THTI)
- Trinidad and Tobago Hospitality and Tourism Institute (THTTI)
- University of the Southern Caribbean (USC)



CIPRIANI COLLEGE

OF LABOUR AND CO-OPERATIVE STUDIES
CHURCHILL-ROOSEVELT HIGHWAY, VALSAYN

TEL: 663-0975/663-0978/662-5014

FAX: 645-0489

BACHELOR'S DEGREE PROGRAMMES

- Bachelor of Arts Degree in Labour Studies
- Bachelor of Science Degree in Project Management
- Bachelor of Science Degree in Occupational Safety, Health and the Environment (OSHE)
- Bachelor of Arts Degree in Human Resource Management
- Bachelor of Arts Degree in Co-operative Studies
- Bachelor of Science Degree in Security Administration and Management

ASSOCIATE DEGREE PROGRAMMES ASSOCIATE OF ARTS DEGREE

- Human Resource Management
- Co-operative Studies
- Labour Studies

ASSOCIATE OF SCIENCE DEGREE

- Environmental Management
- Occupational Safety and Health
- Project Management
- Security Administration and Management

DIPLOMA PROGRAMMES

- Emergency Management
- Environmental Management
- Human Resource Management
- Occupational Safety & Health
- Project Management
- Security Administration and Management

CERTIFICATE PROGRAMMES

- Credit Union Management
- Emergency Management
- Environmental Management
- Human Resource Management
- Industrial Relations
- Occupational Safety and Health
- Project Management
- Marketing
- Public Relations
- Security Administration and Management



Skills Development for Workforce Productivity Quality Assurance and the Award of the Caribbean Vocational Qualification (CVQ)

The Role of the NTA...

The National Training Agency (NTA) is the government body with the mandate to facilitate, standardize, monitor and evaluate all Technical Vocational Education and Training (TVET). The NTA's work is in direct support of the government's initiatives for building sustainable communities and creating competence, innovation and improving productivity levels via skills training.

The implementation of Quality Assurance mechanisms in TVET, leading to the award of the Caribbean Vocational Qualification (CVQ), is imperative to achieving these objectives.

What is Quality Assurance?

When reference is made to the term Quality Assurance in Technical Vocational Education and Training (TVET) the concept refers to the various mechanisms that exist to ensure competence, relevance, harmony and standardization of the various technical and vocational offerings across Trinidad and Tobago and in the wider CARICOM region.

Quality Assurance policies and practices guarantee that individuals and groups receive training and are certified based on assessments of competencies that are relevant to the needs of industry and that will be recognized regionally and internationally. When working with training providers and industry, focus is therefore placed on:

- The use of industry-led Occupational Standards to establish minimum competency requirements
- Designing curricula and competency-based approaches to learning that are best suited to the learning environment
- Tailoring instructional approaches to suit the learning styles of candidates (i.e. students and apprentices)
- Developing employability skills in all candidates
- Promoting Life Skills – Family, Spiritual, Health
- Assessing candidate competencies based on demonstration of an understanding of underpinning knowledge and the ability to perform targeted assessment activities in the technical area
- Establishing internal quality management systems and processes to support the provision and assessment of competency-based learning (e.g. staff, equipment,

finances, facilities, training materials, training delivery, assessment procedures)

- Structuring selection and admission procedures so as to enable progression or articulation to further education and training
- Monitoring key outputs from the system (e.g. graduation rates, employability, job placements, workplace performance)

Program offerings therefore reflect existing and emerging trends in industry and technology. Quality Assurance ensures that the workforce of Trinidad and Tobago is competitive, innovative and productive.

Facilitating a Seamless Transition for Skills Development...

Earlier this year both the NTA and the ACTT established a Memorandum of Agreement (MOA) that allows for collaboration to support the establishment and promotion of regional and international best practices in quality assurance systems governing education and training locally.

The partnership will also ensure wider regional and international recognition of qualifications awarded by our local TVET institutions. In this instance we make specific reference to the award of the Caribbean Vocational Qualification (CVQ).

Definition of the CVQ...

The Caribbean Vocational Qualification (CVQ) is an award that represents achievement of a set of competencies which define core work practices of an occupational area, consistent with the levels articulated within the regional qualifications framework.

To earn an award, candidates must demonstrate competence in reaching CARICOM-approved occupational standards developed by practitioners and employers (i.e. the industry experts). These standards are organized in units and candidates may earn unit awards towards achieving a complete CVQ.

The National Training Agency is the awarding body of the CVQ in post-secondary training institutions, industry and the work place. The CVQ is awarded by the Caribbean Examination Council (CXC) in Secondary schools.

The CARICOM-endorsed, industry-developed award is in support of the free movement of skilled labour throughout the region. This provides CARICOM nationals with opportunities to engage in



competency-based training and education that encourages entrepreneurship and/or job mobility not only locally but also within neighbouring CARICOM states.

Quality Assurance within the TVET system therefore enables and facilitates:

- The improvement of the skills of the workforce
- A strengthening of the link between education and the world of work
- Direct input from industry on training content and context
- A learner-focused model of training
- A platform for the provision of competency-based certification for workers
- The creation of better business and management practices

The TVET Registry

As the central coordinating body for TVET in Trinidad and Tobago, the establishment of an online database to collect and store information from training providers, training programmes, trainers/assessors and trainees or graduates was pivotal to achieving our mandate. The end-users of this national integrated e-solution will have access to an inventory of TVET related information and skills.

***Preparing tomorrow's
workforce today!***

Tips on Choosing a Tertiary Level Institution

4 Things you should know:

Thinking of higher education? Always check with ACTT first.

1. REGISTRATION BY ACTT

Students should ONLY enroll at and attend ACTT Registered Post-Secondary and Tertiary Level Institutions. A Registered institution signifies that it has met or exceeded minimum educational quality requirements to operate in Trinidad and Tobago.

2. ACCREDITATION

The Accreditation status of the institutions and programmes of study are important when seeking employment and/or further education. This is also a requirement for membership in some professional bodies and/or licence to practice. Accreditation means that an educational institution or programme was evaluated and meets or exceeds the stated criteria for quality.

3. DIPLOMA/DEGREE MILLS

Be aware of diploma/degree mills. Though online education is a legitimate mode of delivery of tertiary level education, there are many 'providers' that are illegitimate known as diploma mills or degree mills. These bogus institutions are characterised by cheap degrees that can be completed in a short period of time with little or no examinations.

To avoid enrolling in a diploma/degree mill you should contact the Accreditation Council of Trinidad and Tobago at www.actt.org.tt first for information on the Accreditation status of an institution and/or its programmes.

4. ATTEND OPEN DAYS & COLLEGE FAIRS

This can assist you in aligning your career interests and degree choice with relevant programmes offered by the tertiary level institutions.

UTT
THE UNIVERSITY OF TRINIDAD AND TOBAGO

Education with a global vision


www.utt.edu.tt

www.u.tt

Accreditation: The COSTAATT Journey



College of Science, Technology &
Applied Arts of Trinidad & Tobago

Trinidad and Tobago's current development agenda focuses on education and putting its citizens first. With this goal in mind, the accreditation process becomes a vital component of the national development strategy to ensure quality and value for those investing in education.

The College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT), as part of its vision of being this country's premier educational institution, aims to be amongst the first to be officially accredited in Trinidad and Tobago.

COSTAATT embarked on its journey toward accreditation in June 2008 when registration was obtained from the Accreditation Council of Trinidad and Tobago (ACTT) for three (3) years. In October 2008, the College applied to the ACTT seeking accreditation and was granted candidacy status. After several months of planning, in January 2009, the self-study exercise was launched.

The findings of the Self-Study investigations revealed that the College's major strength continues to be its responsiveness to its two primary customers- students and employers in the public and private sectors. This was borne out of the very positive student feedback on the teaching and learning experience, and the high post graduation employment rate in national high priority areas such as nursing, environmental studies, applied health sciences and information technology.

COSTAATT's enrolment has increased from 5400 in 2008 to almost 9500 in 2010, a growth of nearly 50 percent. This in itself is testament to the demand for the quality of a COSTAATT-branded education. Our approximately 10,000 graduates also contribute an estimated \$840 million dollars annually to domestic GDP.

Through the conduct of the Self-Study, the College was able to identify strategies to cement its already robust academic foundations, and increase stakeholder participation, collegiate spirit, and commitment to the institution, especially among students.

The surveys have also played a critical role in strengthening the College's practice of continuously improving the programmes and services offered to students. Findings from the surveys have been used to identify areas for improvement and develop appropriate interventions.

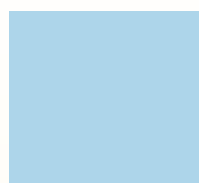
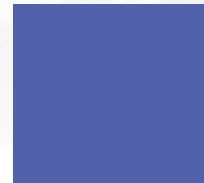
Specific examples of these quality enhancements include:

- Expansion of physical facilities with new campuses in South Trinidad and in Tobago
- Greater investment in educational technologies (nursing simulation labs, upgrade of computer facilities, additional multimedia equipment, wireless access)
- Online classes
- Revised student governance structure
- Greater emphasis on co- and extra-curricular activities (career management, athletics programme, student development)
- Revised institutional governance structure – to allow for greater participation by students, faculty and staff
- Increased full-time to part-time faculty ratio
- Development and launch of new bachelor's degree programmes
- Curriculum reengineering to facilitate a comprehensive core curriculum – to ensure the holistic development of students and workplace ready graduates
- Improved communication with students through the launch of student email
- Commitment to systematically measure institutional effectiveness through formal and informal mechanisms and to use the findings to continuously improve programmes, policies and services.

As an integral part of the rigorous institutional accreditation procedure, COSTAATT submitted its final Self-Study Report to the ACTT in September 2010. The next phase of the process requires the College to subject itself to external evaluation through a review exercise conducted by the ACTT. This is expected to take place in November 2010 when a team of external evaluators will conduct a site visit to confirm the findings of the College's Self-Study.

This review represents the culmination of COSTAATT's accreditation journey and the management and staff feels confident that the College has met and in many instances, surpassed all standards set by the ACTT.

**TRANSFORMING
LIVES
COMMUNITIES
THE NATION**
...ONE STUDENT AT A TIME.



CONTACT US: Admissions Department,
9-11 Melville Lane, Port of Spain
Tel: (868) 625-5030 ext. 5900 • admissions@costaatt.edu.tt

www.costaatt.edu.tt

Seeking the Interests of Students Involved in Cross Border Higher Education

Over the past two to three decades, universities, colleges, polytechnics and other institutions of higher learning around the world have become increasingly diverse in terms of student demographics, programme offerings and curriculum design and structure. The trend towards student centeredness means that students today have much greater choice than ever before. Higher education institutions now offer options for flexible distance learning, evening programmes, part-time studies and professional programmes targeted to ongoing professional development and lifelong learning. Such flexibility allow institutions to 'open-up' degree programmes to student transfers from other institutions, students with work experience and articulation from professional programmes.

Such developments also impact on our local higher education sector, with our institutions (old and new) offering a broader range of programmes than ever before. In recent times there has been significant growth in the number of local institutions offering programmes in collaboration with foreign universities and awarding bodies. Such, transnational or cross border education have been credited by some with providing alternative routes to higher education for thousands of persons who may not have traditionally been afforded the opportunity for personal growth and professional development.

The influx of cross border education means that higher education is becoming increasingly global in terms of programme content, structure and portability. These developments require additional vigilance as the trade in educational services has a tendency to transform education onto a commodity that is vulnerable to market demands and profit incentive by international and local providers. When the need for high profits compete with the maintenance of academic standards, integrity and programme rigour, close scrutiny and quality audits become necessary.

For this reason, the Accreditation Council of Trinidad and Tobago (ACTT) is empow-

ered by Chapter 39:06 "to recognise accredited programmes and awards of foreign institutions operating in Trinidad and Tobago" [Section 8 Subsection (2) (d)]. In fulfilling this mandate, ACTT aims to assure the quality of delivery of foreign programmes being offered at local tertiary institutions in accordance with international standards. Ultimately, the interests of students involved in cross border education must be protected from unscrupulous providers and practices that reduce the value of such awards.

In evaluating foreign degrees and programmes, ACTT is guided by international best practice in quality assurance as established by the International Network for Quality Assurance Agencies in Higher Education (INQAAHE) and the United Nations Educational, Scientific and Cultural Organisation (UNESCO). ACTT's recognition process is designed to be transparent, objective, and rigorous. The evaluation of transnational programmes is conducted by a panel of external evaluators with qualifications and experience in the relevant field of study. Programme specifications, course outlines, syllabi and student guides are all reviewed to ensure that foreign programmes meet international standards and have not been 'watered down' in anyway. Before foreign programmes can be recognised, ACTT ensures that the programme will be delivered by faculty who are proficient in terms of qualifications, teaching, research and other professional experience. Local institutions involved in the delivery of cross border education are also evaluated by ACTT, and must be able to demonstrate that



they can provide suitable learner support, including classrooms, library and internet access among other things suitable for student success in the programme.

ACTT has also implemented systems for continuous monitoring of cross border education offered in Trinidad and Tobago. Continued recognition (approval) by ACTT is hinged on detailed reporting by both the foreign partner and the local institution delivering the programme. Substantial changes in administration, programme delivery and admission requirements must be reported to the ACTT. Detailed evidence that academic standards are being maintained are all part of ACTT's requirements for continued delivery of foreign programmes in Trinidad and Tobago.

Through rigorous evaluation and continued monitoring of foreign programmes entering Trinidad and Tobago, ACTT seeks to protect the interest of students enrolled in cross border higher education. ACTT is keenly aware of the need to ensure that students in Trinidad and Tobago are not in any way disadvantaged in their pursuit of a better life through higher education.



TRANSFORMING LIVES, COMMUNITIES,
THE NATION...ONE STUDENT AT A TIME
www.costaatt.edu.tt



FULL OF BRIGHT IDEAS

ACCA provides training in all aspects of business and finance so that you'll have all the skills you need for the workplace. Our professional accountants can think for themselves. Individuals who can make a difference. With our training and a head full of bright ideas, you'll see the business world a little differently.

ACCA

PREPARED TO BE DIFFERENT

FIND OUT MORE ABOUT
THE GLOBAL BODY FOR
PROFESSIONAL ACCOUNTANTS

868 622 3434
info@wi.accaglobal.com
caribbean.accaglobal.com



International Institute of Cosmetology & Aesthetics Ltd.

Revolutionizing Professional Cosmetology & Aesthetic Education in Trinidad & Tobago

The International Institute of Cosmetology & Aesthetics (IIC&A) was granted registered status with ACTT in May 2010.

We are a member school of Pivot Point International, Chicago. Pivot Point International is a professional educational company that creates World Class programs and training systems for undergraduate and graduate hair designers/stylists, aestheticians and nail technicians. Their World Headquarters are in Chicago, Illinois.

Why choose IIC&A and a Pivot Point Education?

With a global network of professional designers, Pivot Point is the only Hair and Beauty Education School that offers:

- o Education in 13 languages in 79 countries
- o The largest network of schools in North America and Globally
- o Over 45 years of experience educating hair designers and aestheticians
- o Advanced education to support a lifetime of learning

Wherever you go, whatever you want to do, an IIC&A and Pivot Point education opens many doors and follows you throughout your career.

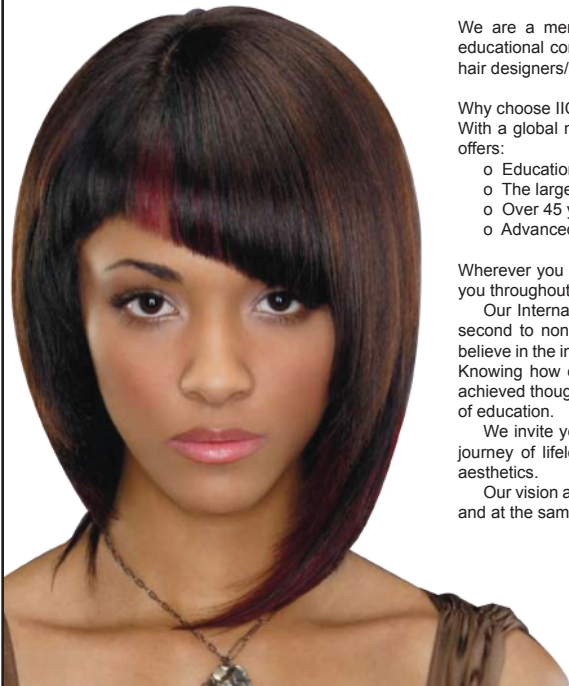
Our International team of experienced teachers, educators and artistic directors provides you with exposure second to none. Our methods are engaging. Our techniques are one-of-a-kind. At IIC&A and Pivot Point we believe in the importance of teaching a hair designer or aesthetician the why, as well as the, how something works. Knowing how only results in technical skills. Knowing why allows the freedom to create. This freedom is achieved through our unique educational delivery system, incorporating interactive technology on the cutting edge of education.

We invite you to explore with us the uniqueness of IIC&A. Join our artistic community. Embark on your own journey of lifelong learning. Let us help empower you to reach the highest levels of artistic hair design and aesthetics.

Our vision and mission at IIC&A is to reach out to the citizens of our nation, to offer them World Class education and at the same time, revolutionise and refashion the Beauty Education Industry here in Trinidad & Tobago.

Further Information Please Contact:

**International Institute of Cosmetology & Aesthetics Ltd.
Mecalfab House, 2nd Floor, 92 Queen Street, Port of Spain
Tel: (868) 623-9406 (868) 623-7573
Email: rmahabalsingh@pivotpointtrinidad.com**



Registration Status of Post-Secondary and Tertiary Institutions in Trinidad and Tobago

The Accreditation Council of Trinidad and Tobago (ACTT), is the governing body for assuring the delivery of quality post secondary and tertiary education in Trinidad and Tobago. Registration with ACTT is mandatory for all local and foreign post-secondary and tertiary level institutions.

The following 81 institutions are registered with ACTT:

- Academy of Automechanics Ltd.
- Academy of Tertiary Studies
- Advanced Solutions Technical Institute Limited
- ARIA Technical Institute Limited
- Arthur Lok Jack Graduate School of Business, The University of the West Indies
- Automation Technology College Limited
- BorderCom International Limited
- Business and Technology Development Center Limited
- Caribbean College Of The Bible International Limited
- Caribbean Forensics & Financial Fraud Institute (CFI) Ltd.
- Caribbean Institute of Languages Limited
- Caribbean Nazarene College
- Catholic Religious Education Development Institute
- Cipriani College of Labour and Co-operative Studies
- College of Health, Environment and Safety Studies
- College of Legal Studies Limited
- College of Professional Studies Limited
- College of Science, Technology & Applied Arts of Trinidad & Tobago
- College of Ultrasound Sciences Limited
- Community Bible Institute & Seminary
- Council of Legal Education (Hugh Wooding Law School)
- CTS College of Business and Computer Science Limited
- Dawill Law Academy and Consultancy Services Ltd.
- Emergency Training Institute of Trinidad and Tobago
- Employers Solution Centre Limited
- En-Safe Health & Safety Training & Consultancy Services
- eREN Ltd.
- HHSL Safety Systems Limited
- Institute of Banking and Finance of Trinidad and Tobago
- Institute of Law and Academic Studies Limited
- Institute of Tertiary Tutors Limited
- INTAD Limited
- International Institute of Cosmetology and Aesthetics Limited
- J & J Safety Consultants
- K. Beckles and Associates Law Tutors Limited
- Kenson School of Production Technology Limited
- Langdon's Language Institute
- Metal Industries Company Ltd.
- NDE Institute of Trinidad Limited
- Omardeen School of Accountancy Limited
- Omega Advanced School of Interdisciplinary Studies (OASIS) - Institute of Higher Learning
- Open Bible Institute of Theology
- OSHA Services LLC
- PAL Institute of Health Safety and Environmental Services Limited
- Premier Accountancy Specialist School Limited
- Professional Institute of Marketing and Business Studies Ltd.
- Professional School of Accountancy Limited
- Purchasing, Supply and Management Tuition Services Limited
- SAM Caribbean Limited
- School of Business and Computer Science Ltd.
- School of Higher Education Limited
- School of Practical Accounting and Accounting Services
- SERVOL Limited
- SET, Ready & Go Limited
- SHEQ Institute Limited
- SITAL College of Tertiary Education Ltd.
- St. Andrews Theological College
- St. George's Academy Limited
- St. Teresa's Health Care Institute Limited
- Students Accountancy Centre Limited
- Technical Institute for Learning
- The British Academy of Port of Spain Ltd.
- The Institute of Corporate Development Limited
- The Institute of Medical Education Limited
- The Karios Institute Limited
- The Schools of Nursing and Midwifery (Ministry of Health)
- The University of the West Indies
- The University of Trinidad and Tobago
- The West Indies Theological College
- Tobago Hospitality and Tourism Institute
- Tobago Technical School
- Trinidad and Tobago Bible College
- Trinidad and Tobago Civil Aviation Authority
- Trinidad and Tobago College of Therapeutic Massage and Beauty Culture Limited
- Trinidad and Tobago Hospitality and Tourism Institute
- Trinidad and Tobago Insurance Institute
- Trinidad Institute of Medical Technology
- Trinizuela Technical & Vocational College Limited
- University of the Southern Caribbean
- UWI School of Business and Applied Studies Limited (Trading as ROYTEC)
- West Indies School of Theology



Trinidad
The Accreditation Council of Trinidad and Tobago,
Level 3, Building B, ALGICO PLAZA, 91-93 St. Vincent Street, Port-of-Spain, Trinidad, W.I
Tel: (868) 623-2500 / 5282 / 8389 / 8620 Fax: (868) 624 - 5711

Tobago
Pigeon Point Road, Crown Point, Tobago
Tel / Fax: (868) 639-1333

For further information, you can visit our website: www.actt.org.tt or contact us at: customerservice@actt.org.tt



TRUE CARIBBEAN DIVERSITY

Trinidad and Tobago was the successful host of two world class events last year, the Fifth Summit of the Americas and the Commonwealth Heads of Government Meeting 2009. The capital city of Port of Spain with its developed infrastructure, state of the art meeting facilities and over 700 new and contemporary hotel rooms, including international brands Hyatt, Hilton and Holiday Inn, is fast becoming the meeting and conference capital of the southern Caribbean. We are supported by exceptional airlift from Europe, North America and the Caribbean, with direct service to more hubs than any other country in the Southern Caribbean. We are unrivalled as the trade, financial, diplomatic and judicial hub of the Caribbean. Our booming economy is driven by real GDP growth of more than 7% over the last decade and an extremely favourable business climate offering a streamlined approach to investment. This is all tastefully complemented by the sun, sea and satisfaction of our beautiful twin island, celebrated for its warm people, rich biodiversity, colorful heritage and unique culture.

"Where the World Meets"



1 868 675 7034
www.gotrinidadandtobago.com
www.tdc.co.tt

