



# THE QUALITY INSTITUTE

The Accreditation Council of Trinidad and Tobago



**ACTT**

The Accreditation Council  
of Trinidad and Tobago

Established by Chapter 39:06

*Quality is the Key*

The Ministry of Tertiary Education  
and Skills Training

ACTT is an agency of **TEST**



The Quality Institute (TQI) is an initiative of The Accreditation Council of Trinidad and Tobago (ACTT) aimed at facilitating high quality and relevant training to support higher education institutions, institutional personnel, quality assurance professionals and other stakeholders. **It is important to note, however, that this should not be interpreted as an educational institution providing awards and qualifications.**

The Quality Institute's workshops and training sessions are specially designed to enhance the quality of the higher education product in Trinidad and Tobago through the improvement of its institutions and professionals. The ultimate goal of The Quality Institute is in keeping with ACTT's drive to nurture a culture of quality in higher education in Trinidad and Tobago.



Since its inception, The Accreditation Council of Trinidad and Tobago (ACTT) has been facilitating the training of professionals and academics from higher education institutions, government ministries, private organisations and the general public in areas related to quality assurance. ACTT continues to expand its reach and influence through the production of training materials, publications, hosting of conferences and consultations, as well as working with respected local and international facilitators to deliver workshops and seminars.

To make this possible, ACTT has leveraged its numerous linkages and relationships with international agencies such as:

- American Council on Education (ACE)
- American Society for Quality (ASQ)
- Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE)
- Commonwealth of Learning (COL)
- Council for Adult and Experiential Learning (CAEL)
- CHEA International Quality Group (CIQG)
- Educational Credential Evaluators (ECE)
- International Association of Universities (IAU)
- International Network for Quality Assurance Agencies in Higher Education (INQAAHE)
- North Central Association - Higher Learning Commission (NCA-HLC)
- Quality Assurance Agency for Higher Education (UK QAA)
- Scottish Qualifications Authority (SQA)
- UK National Recognition Information Centre (UK NARIC)

## Quality Management Systems for Institutional Effectiveness

### **Aim**

Assist institutions with the planning, development, implementation and maintenance of effective and efficient quality management systems. The workshop will outline the elements of a well-developed higher education quality management system.

**Duration :** One (1) day workshop

**Dates :** As requested

**Cost :** TT\$1,000  
*(Group and institutional discounts available)*

**Target :** Higher education administrators, quality assurance personnel, education consultants

## Developing Policies for Higher Education Institutions

### **Aim**

Examine the best practices for developing appropriate policies and procedures for higher education institutions. Participants will be guided on the critical elements to be considered in the development of policies. The workshop will review examples of both robust and inadequate policies and equip participants with the knowledge and skills to improve existing policies at their institutions.

**Duration :** One (1) day workshop

**Dates :** As requested

**Cost :** TT\$1,000  
*(Group and institutional discounts available)*

**Target :** Higher education administrators, education consultants, quality management personnel

## Preparing the Self-Study for Registration

### **Aim**

Provide guidance to institutions that are in the process of seeking Registration or Continuing Registration by ACTT. The workshop will provide information on the criteria, standards, evidentiary support, application requirements and the process and procedures for this service.

**Duration :** One (1) day workshop

**Dates :** As requested

**Cost :** Institution covers cost

**Target :** Higher education administrators, heads of institutions or their designates, institution professionals and students

## Guiding the Self-Study Process for Institutional Accreditation

### **Aim**

Provide guidance to institutions in planning, designing and implementing the self-study process for Accreditation and Continuing Accreditation. The workshop will prepare the institution's team for the process to be followed from candidacy to being conferred and maintaining the accredited status of the institution.

**Duration :** One (1) day workshop

**Dates :** As requested

**Cost :** Institution covers cost

**Target :** Higher education administrators, heads of institutions or their designates, quality assurance personnel, institution professionals and students

## Transnational Programme Recognition

### Aim

Provide information and updates on the Council's policies, processes and procedures for the recognition of transnational programmes. The workshop will provide information on the criteria, standards and evidentiary support for the service, as well as application requirements.

**Duration :** One (1) day workshop

**Dates :** As requested

**Cost :** TT\$1,000  
*(Group and institutional discounts available)*

**Target :** Heads of institutions or their designates, quality assurance personnel, education consultants

## Institutional Governance and Administration

### Aim

Assist established institutions in improving their governance and administrative systems to ensure accountability, transparency and effectiveness of operations. This workshop will examine various models for governance and their application in the management of higher education institutions.

**Duration :** Half (½) day workshop

**Dates :** As requested

**Cost :** TT\$1,000  
*(Group and institutional discounts available)*

**Target :** Higher education administrators and board members

## Managing Institutional Finances

### Aim

Assist established institutions in improving their financial management practices and guide newly registered institutions in developing best practices to ensure financial viability and emphasise fiduciary responsibility.

**Duration :** Half (½) day workshop

**Dates :** As requested

**Cost :** TT\$1,000  
*(Group and institutional discounts available)*

**Target :** Higher education administrators, finance and accounting personnel

## Strategic Planning for Higher Education and Training Institutions

### Aim

Provide guidance on developing strategic and operational plans for the effective management of institutions. The workshop will also explore the stages of planning, development, implementation and periodic review.

**Duration :** One (1) day workshop

**Dates :** As requested

**Cost :** TT\$1,000  
*(Group and institutional discounts available)*

**Target :** Heads of institutions or their designates, higher education administrators and other internal stakeholders

## Programme Design and Development

### Aim

Introduce the principles of programme design and development, the programme approval process and ways in which programme aims and outcomes may be maintained while incorporating local content. This workshop will equip participants with the knowledge and skills to develop local programmes.

**Duration :** One (1) day workshop

**Dates :** As requested

**Cost :** TT\$1,000  
*(Group and institutional discounts available)*

**Target :** Higher education administrators, curriculum developers, faculty

## Effective Teaching and Learning

### Aim

Equip practitioners with a range of teaching and learning strategies pedagogical and andragogical theories, models and techniques that may be applied to improve classroom effectiveness.

**Duration :** One (1) day workshop

**Dates :** As requested

**Cost :** TT\$1,000

**Target :** Higher education lecturers, tutors, human resource personnel responsible for training

## Designing Student Assessment

### Aim

Provide guidance to institutions on designing high quality student assessments. The varied forms of assessment based on the context of the programme and the multiple intelligences of learners will be considered. Participants will be equipped with the knowledge and skills to develop assessments that meet the criteria of reliability and validity.

**Duration :** One (1) day

**Dates :** As requested

**Cost :** TT\$1,000  
*(Group and institutional discounts available)*

**Target :** Higher education administrators, curriculum developers, examiners, faculty

## The Forensics of Academic Credential and CV Fraud

### Aim

Develop critical fraud detection skills by examining the security features of certificates and transcripts from various institutions and countries. Participants will learn about standards and requirements for recognition, as well as develop skills to detect diploma and accreditation mills. Further, participants will be introduced to information on higher educational systems and typical qualifications offered in various countries.

**Duration :** One (1) day workshop

**Dates :** June and October

**Cost :** TT\$2,000  
*(Group and institutional discounts available)*

**Target :** Heads of organisations, human resource professionals, employers, professional bodies and associations, academic and administrative staff and the general public



## Calculating Credits and Determining the Level of Academic Programmes

### Aim

Introduce the methods of calculating credits and determining the levels of qualifications against the National Qualifications and Credit Framework (NQCF) for Trinidad and Tobago. This workshop will expose participants to the resources used to determine the equivalency of foreign qualifications, various evaluation processes, as well as information on credits and credit systems existing internationally.

**Duration :** Two (2) day workshop

**Dates :** March and October

**Cost :** TT\$1,500

*(Group and institutional discounts available)*

**Target :** Higher education administrators, heads of institutions, curriculum developers, professional bodies and associations

## Quality in Tertiary Education (QuiTE) Awards Workshop for Institutional Applications

### Aim

Provide an opportunity to sensitise all stakeholders on the criteria and standards for the Quality in Tertiary Education (QuiTE) Awards. Opportunities will also be provided for participants to seek clarification on the requirements and format for quality institutional submissions.

**Duration :** One (1) day workshop

**Dates :** As requested

**Cost :** Free (by invitation only)

**Target :** Heads of institutions/departments or their designates, quality management personnel

## Quality in Tertiary Education (QuiTE) Awards Workshop for Individual Applications

### Aim

Inform all prospective applicants of the criteria and standards for the Quality in Tertiary Education (QuiTE) Awards. The workshop seeks to enhance the quality of submissions for the QuiTE Awards in the categories for individuals.

**Duration :** One (1) day workshop

**Dates :** As requested

**Cost :** Free (by invitation only)

**Target :** Heads of institutions/departments or their designates, quality management personnel, lecturers, tutors, researchers

## External Evaluators' Training

### Aim

Develop the skills and competencies required to conduct objective and comprehensive site visits on behalf of the Council.

**Duration :** Three (3) day workshop

**Dates :** October

**Cost :** Free (by invitation only)

**Target :** Academics and skilled professionals with Master's level qualifications and above, or with several years of experience in their particular fields

## Report Writing for Team Chairs

### Aim

Enhance the skills of External Evaluators to serve as Team Chairs on site visits for Conferment of Institutional Title, Registration, Accreditation and Recognition. It focuses on the documentation of team findings (report writing) as a central component of the external evaluation exercise. Participants will have the opportunity to review and build essential skills by establishing the importance of context, evidence and judgement in writing evidentiary statements. Additionally, it provides an opportunity to update External Evaluators on new requirements and best practice in conducting site visits and generating evaluation reports.

**Duration :** One (1) and two (2) day workshops

**Dates :** October

**Cost :** Free (by invitation only)

**Target :** ACTT's External Evaluators Corps

## Professional Development for External Evaluators

### Aim

Provide external evaluators with continuing training specific to the various services of the Council and upgrade their skills through exposure to new developments in quality assurance.

**Duration :** Half (½) day and one (1) day workshops

**Dates :** Annually

**Cost :** Free (by invitation only)

**Target :** ACTT's External Evaluators Corps



# ACTT's Services

### Conferment of Institutional Title

Protected titles such as university and technical institute are conferred to institutions by ACTT when the institution has met the requirements to offer the types of programmes typically offered by institutions bearing these titles.

### Specialised Programmes Accreditation

Specialised programme accreditation typically applies to programmes where graduates require a licence to practise e.g. medicine, engineering, law, teaching and nursing. The programme is evaluated against the standards set by professional bodies in particular fields as well as by ACTT. Specialised programme accreditation is usually a joint activity with ACTT and the respective professional body.

### Registration

Registration by ACTT means that an institution has been quality assured and has met the requirements as set out by ACTT for the delivery of higher education programmes locally. Registration is mandatory for all post secondary and tertiary level institutions operating in Trinidad and Tobago.

### Equivalence Assessment

Equivalence Assessment is an evaluation of a foreign qualification to determine its comparative level and value relative to a similar qualification awarded by an institution in Trinidad and Tobago.

### Recognition of Transnational Programmes and Foreign Awarding Bodies/Institutions

Transnational programmes are those that originate in one country and are delivered in another. In Trinidad and Tobago, transnational programmes must either be individually quality assured or recognised through a quality assurance process applied to the operations of the foreign awarding body/institution.

### Institutional Accreditation

Whilst it is mandatory for all post secondary and tertiary institutions to be registered, institutional accreditation is a voluntary quality assurance process. Institutions which choose to apply for institutional accreditation are evaluated against criteria set by ACTT based on international best practice.

### Programme Approval

Programme Approval is a service provided to registered post secondary and tertiary level institutions to quality assure locally developed programmes. Programmes submitted for approval are evaluated by experts in the programme disciplines to ensure that these programmes meet internationally benchmarked standards.



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Additional workshops related to quality and quality assurance in higher education may be made available upon request. Training programmes can be developed and customised to meet your institution's needs.

Please contact ACTT at:

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