

The Accreditation Council of Trinidad & Tobago



The Accreditation Council  
of Trinidad and Tobago

Established by Chapter 39:06

*Quality is the Key*

P r e s e n t s

# 2009 Quality Assurance Week

“IMPROVING QUALITY ASSURANCE  
IN HIGHER EDUCATION  
THROUGH INSTITUTIONAL DEVELOPMENT”



ACTT staff interacts with members of the public on the Brian Lara Promenade, POS



L-R: Michael Theodore, CANQATE Constitutional Review Committee member, Jillene Lowhar, Open Bible Institute of Theology representative, Dr. Roosevelt Williams, Executive Director, Cipriani College of Labour and Cooperative Studies, Michael Bradshaw Executive Director (Ag.), ACTT, Kereen McPherson, Senior Quality Assurance Officer (Ag.), ACTT, Dr. Ronald Brunton, Director, Qualifications and Recognition, ACTT, at the Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) Core Group Forum at the University of the West Indies, St. Augustine.



L-R: Dr. Ronald Brunton, Director, Qualifications and Recognition, ACTT, Dr. Gillian Paul, Vice President, Academic Affairs, College of Science, Technology and Applied Arts of Trinidad and Tobago, Prof. Clement Sankat Pro-Vice Chancellor and Campus Principal, UWI St. Augustine, Dr. Janet Stanley-Marciano, Chairman, ACTT, Michael Bradshaw, Executive Director (Ag.) ACTT, Mrs. Patricia Butcher, Executive Director, Trinidad and Tobago Hospitality and Tourism Institute, Robin Maraj, Executive Director, School of Business and Computer Science at the Panel Discussion held at the University of Trinidad and Tobago O'Meara Campus.



L-R: Dr. Verleen Bobb-Lewis, Co-ordinator of School Management, Division of Education, Youth Affairs and Sport, Dr. Winston Murray, President, Tobago Community College, Assemblyman Rolly Quacoco, Director/Principal, Tobago Technical School, Zena Puddy, Managing Director, Tobago Institute of Literacy, Wayne Pierre, Chief Executive Officer, Tobago Hospitality and Tourism Institute at the Tobago Panel Discussion.



From November 01 – 06, 2009 the Accreditation Council of Trinidad and Tobago (ACTT) observed its 2nd Annual Quality Assurance Week with the theme “Improving Quality Assurance in Higher Education through Institutional Development”. This year’s theme focused on the importance of institutional development in relation to quality assurance. It also sought to challenge higher education institutions to exceed the standards that they have set for themselves, by developing mechanisms that are geared toward improving the quality of higher education in Trinidad and Tobago and the wider Caribbean. Indeed, ACTT has stepped up to take its place among those drivers of social and economic development that will steer our country towards Vision 2020. It is only through the development of a highly skilled, competent and productive workforce; with the intellectual, technical and moral capacity to achieve excellence in all spheres of life, that we will make this vision a reality.

Quality Assurance Week 2009 aimed to develop a framework for the dissemination of good practice in Quality Assurance in Higher Education in Trinidad & Tobago as it involved stakeholders – students, tertiary education institutions, professional bodies, awarding bodies and the general public in various workshops, displays and panel discussions on issues related to the promotion of quality in higher education. The Council collaborated with several registered tertiary institutions during this week to host these activities.

ACTT was established by Act No. 16 of 2004 (Chapter 39:06 as amended in 2007 and 2008) with the mandate to “protect the interest of students”. ACTT is committed to fulfilling its mandate of protecting the interests of students, institutions and other stakeholders in the sector. It is the commitment to fulfilling this mandate that has positioned the Council as a leader in quality assurance systems for higher education in the English-speaking Caribbean. The Council will continue to embark upon initiatives that will ensure continued growth and enhancement. ACTT also serves to facilitate the establishment of a national qualifications framework that provides the basis for the creation of a seamless education and training system. Additionally, the Council is responsible for the establishment of criteria and guidelines for ensuring programme articulation and student transfers within the system at the national and regional levels, and to facilitate the free movement of skills within the Caribbean Single Market and Economy (CSME).

Over the last four years ACTT has worked closely with institutions and has provided them with information and assistance to meet the requirements to attain mandatory registration status through workshops, seminars, public fora and by providing quality enhancement support. These activities provided educators and institutional personnel with the opportunity to be exposed to global trends and best practices in quality assurance in the tertiary sector. While the major focus of ACTT is to empower higher education institutions to develop and build into their structures quality assurance mechanisms which will continuously inform their activities, there is the need to ensure that the entire society be sensitised about the importance of quality assurance.

The observance of our 2nd Annual Quality Assurance Week augurs well for the Council, as this is a continued demonstration of our commitment to support institutions in the development of a quality culture.



# Minister's Greeting



**THE HONOURABLE  
CHRISTINE KANGALOO  
MINISTER OF SCIENCE,  
TECHNOLOGY AND  
TERTIARY EDUCATION**

**B**y the year 2020, Trinidad and Tobago will be a united, resilient, productive, innovative and prosperous nation with a disciplined, caring, fun-loving society, comprising healthy, happy and well-educated people and built on the enduring attributes of self-reliance, respect, equity and integrity.

The quality of Trinidad and Tobago's human capital is the foundation upon which this society will be built. Creating a large pool of highly-skilled human resources that can adapt to changing work environments is key to its attainment. Substantial work has begun on creating a workforce with an aptitude for innovation and the assimilation and utilization of sophisticated technologies. Much more remains to be done.

Education, and in particular tertiary education, are key drivers of these processes. In order to create the society we envision, it is essential that we ensure that anyone pursuing a course of study at the tertiary level has access to programmes and to the certifications arising from such programmes that are capable of matching any international comparators.

The Accreditation Council of Trinidad and Tobago (ACTT) plays a critical role in this area. The Council has developed a model of Quality Assurance which ensures that persons pursuing studies at tertiary level institutions are guaranteed a quality of education that satisfies rigorous standards. ACTT ensures that institutions meet the minimum standards set for registration, accreditation as well as for the recognition of transnational programmes, institutions and awarding bodies and the approval of new (indigenous) programmes. In so doing, the Council ensures that the programmes and certifications offered by tertiary level institutions locally compare favourably with international standards.

I congratulate the administration of the Council on the enormous strides ACTT has made over the last few years. The observance of Quality Assurance Week was an important initiative as it focused attention on the need for higher and higher standards in the delivery of tertiary education and the means by which the Council enforces those standards. I am confident that this year's event was as impactful as last year's. This year's timetable of events included educational fora, displays and panel discussions which I have no doubt highlighted and drove home to participants and to the wider national community the correlation between quality assurance and institutional and national development.

As we reflect on the events that marked this year's Quality Assurance Week, I would like to express my sincere appreciation to the management and staff of the Accreditation Council for their hard work, commitment and expertise in actualizing their mandate and doing their part to ensure this country's development as we craft a well trained, well educated human resource pool.





## Chairman's Address

The Accreditation Council of Trinidad and Tobago (ACTT) recently celebrated its second Quality Assurance Week over the period November 1 – 6, 2009. It is with a sense of pride that I address stakeholders on this achievement. Let us systematically review our institutions and offerings to ensure that, in accordance with the UNESCO's definition of quality assurance; acceptable standards of education, scholarship and infrastructure are being maintained. Let us address our responses to issues in education such as democracy and diversity, higher education access vs. success rate and the implications of new modes of delivery such as e-learning and mobile technologies.

The theme for this year's Quality Assurance Week, "Improving Quality Assurance in Higher Education through Institutional development" focused on the nexus between quality assurance and institutional development. We believed that this was an integral issue that needed to be addressed and is in keeping with the mandate by Government, to be the principal authority to advise on the accreditation of institutions and their awards and programmes. In this respect we endeavour to work closely with all Tertiary Learning Institutions (TLIs) to maintain compliance with the quality standards set by ACTT; and to ensure that compliance is not mistaken for quality, we encourage them to develop initiatives for their continual quality improvement. This is in keeping with international best practice guidelines which indicate that quality is the responsibility of the institution and not that of the Quality Assurance agency. Additionally, we strive to instill confidence in students in their pursuit of study at local TLIs that the qualification received is of repute and is comparable to those from international institutions.

In fulfillment of its mandate to all stakeholders which includes institutions, students and the general public, ACTT has adopted a facilitative/supportive model of Quality Assurance which caters for institutional development/strengthening by building capacity within institutions as well as practicing a protective role by ensuring that 'clients' of these institutions are guaranteed a quality education. This is done by the implementation of a rigorous quality assurance system, which is built on mandatory registration, voluntary accreditation and continuous improvement.

ACTT is a full member of the International Network of Quality Assurance Agencies in Higher Education (INQAAHE). A subset of INQAAHE, is the Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) of which ACTT is an active member. It is with an even greater sense of pleasure that I announce that the Council will be hosting the 2010 CANQATE Conference in Trinidad and Tobago.

Indeed we have much to be proud of in 2009. Continuing our registration drive from 2008, the Council has since registered 81 post secondary and tertiary institutions of which 8 have already applied for accreditation status; a signal to their commitment to quality higher education. This coincided with ACTT celebrating its 5th anniversary, a milestone of which we are truly proud. At this time we reflect upon our achievements with renewed vigour and commit to moving forward with our mandate to regularise the complex and uncertain tertiary education environment.

On behalf of the Board of Directors, I take this opportunity to thank our dedicated management and staff who has worked steadfastly to ensure the Council's growth and implementation of initiatives to promote quality in the tertiary education sector. I also wish to thank all stakeholders who collaborated with us and made this year's Quality Assurance Week a resounding success. I hope this week of activities inspired and promoted debate, reflected best practice and influenced policy.

**Dr. Janet Stanley-Marcano, Chairman, ACTT**

## ACTT Board of Directors



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Deputy Chairman, ACTT



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Prof. Clement Imbert



Prof. Dyer Narinesingh



## Executive Director's (Ag.) Message

This year's Quality Assurance Week coincided with the 5th Anniversary of the establishment of the Accreditation Council of Trinidad & Tobago (ACTT) and provided an excellent opportunity for us to reflect on and revisit what we have done. ACTT sees itself as a future focused organization and will use all opportunities that are presented to raise the bar on new and improved standards in quality assurance in higher education in Trinidad & Tobago.

This year has been quite a hectic one for ACTT. We successfully meandered through a journey that we have been preparing for since our establishment by registering eighty one (81) post-secondary and tertiary education institutions operating in Trinidad & Tobago. In addition, we have approved and recognised a number of indigenous and transnational programmes offered at these registered institutions. It is within this context that we paused to celebrate our achievements with our most valued stakeholders.

This year's theme for Quality Assurance Week, "Improving Quality Assurance in Higher Education through Institutional Development", was most fitting for a myriad of reasons. Most importantly though, it reiterated the government's mandate for ACTT to promote the quality and standards for post-secondary and tertiary education and training in Trinidad & Tobago (Section 8, Act No. 16 of 2004 now Chapter 39:06). This mandate has numerous benefits on both an individual and national level. Further, it would assist in positioning Trinidad & Tobago among the world leaders in the provision of quality higher education. Secondly, because Quality Assurance Week followed the recent achievement of a successful registration drive, it also provided us with an opportunity to continue the discussion on issues affecting those indicators stated in our registration criteria that determines quality in higher education institutions.

Three definitions have entered the quality assurance debate: 'quality as value for money,' 'quality as fit for purpose of the institution,' and 'quality as transforming' (Biggs, 2004). The first sees quality assurance in terms of accountability and conforming to externally imposed standards. The other two are seen as pivotal in maintaining and enhancing the quality of teaching and learning in institutions. However, what is needed is for us to move from an act of conforming or complying, to creating a culture of quality. To do this, it is necessary to articulate an espoused theory of teaching the quality model; continually improving on current practice through quality enhancement; and making quality feasible by removing impediments to excellent teaching. This year's theme posed a challenge to all post secondary and tertiary education institutions to help us achieve these goals.

As we look towards the New Year, "Quality Assurance Week 2010" will be transformed into "Quality Assurance Month 2010." ACTT will host the 7th Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) Conference & Meeting during the month of October, 2010 and this promises innumerable opportunities for all of us to contribute to the quality movement. I extend an invitation to all to serve and to participate in what is foreseen as a memorable experience for us all.

In closing it will be remiss of me not to acknowledge the valuable contributions of the Chairman and Board, fellow members of the Management Team and staff of ACTT without whom all our achievements would not have been possible. Further, let me extend our sincere thanks and appreciation to the Honourable Christine Kangaloo, Minister of Science Technology and Tertiary Education and Mrs. Margaret Richardson, Permanent Secretary, MSTTE for their enduring support throughout the year. I also wish to extend on behalf of ACTT our gratitude to Dr. Ruby S. Alleyne, our immediate past Executive Director for steering the course during our formative years as we attempted to establish a presence in the higher education sector locally, regionally and internationally. Our thanks and appreciation also goes out to all collaborators, organisations and persons who worked assiduously to make Quality Assurance Week 2009 a success.

**Michael Bradshaw, Executive Director (Ag.), ACTT**

## ACTT Management Team



Mr. Michael Bradshaw - Executive Director (Ag.), Ms. Emily Pascal, Director-Finance and Administration, Dr. Ronald Brunton - Director, Qualifications and Recognition, Ms. Karel Stephen- Corporate Communications Specialist, Mr. Curtis Floyd - Manager Registration, Mrs. Jane Murray, Corporate Secretary/Legal Officer



## Mandatory Registration: the first step for quality assurance

The Accreditation Council of Trinidad and Tobago (ACTT) salutes the 81 institutions that embarked upon and successfully completed the mandatory registration process, by complying with the requirements outlined in Chapter 39:06. Registered status signifies that an institution has met the minimum requirements for the delivery of post secondary and tertiary education, which ensures that stakeholders obtain value for their investment in higher education. Registration is the first step en route to accreditation, as only registered institutions can seek accreditation from ACTT. It is a mandatory process for institutions. It involves an external evaluation which seeks to ensure that institutions establish and maintain a Quality Management System.

With the exception of conferment of institutional titles, registration is the gateway to accessing the various services provided by ACTT, which include accreditation of institutions and programmes, recognition of foreign qualifications and programme approval. The Criteria for Registration focus on an evaluation of the institution's structure for governance and administration; quality management system; resource management; teaching-learning process; and systems for continual review. In order to be eligible for registration the institution or

provider must have been established as a legal entity in accordance with the laws of Trinidad and Tobago.

Students, who are regarded as an institution's most valued stakeholder, would be well advised to attend a registered institution. One of ACTT's duties as set out in Chapter 39:06 is 'to protect the interest of students and other stakeholders'. This is done by the institution demonstrating that they have suitably qualified lecturers, adequate learning resources and other forms of learner support. One of the standards in the Criteria for Registration speaks to institutions having to ensure that 'physical resources are relevant and sufficient' to meet their needs.

ACTT requires registered institutions to provide student services and an environment where a contribution is made to the emotional and physical well-being of its students as well as to their intellectual, cultural and social development outside of the formal programmes offered. ACTT is committed to ensuring that all stakeholders have access to quality tertiary education. This in turn facilitates increased economic, social and cultural development and world class graduates who are committed to the task of national development and able to compete with the best in the world.



## ANNUAL LIFETIME ACHIEVEMENT AWARD FOR QUALITY ASSURANCE IN HIGHER EDUCATION

The culmination of Quality Assurance Week 2009 celebrated the presentation of the Annual Lifetime Achievement Award for Quality Assurance in Higher Education to Dr. Ruby S. Alleyne. This prestigious award is given to deserving individuals for their outstanding contribution to the development of Quality Assurance in Trinidad and Tobago and the region. Last year's recipients were Dr. Alvin Ashton, Mrs. Maureen Manchouck and Mrs. Althea Laurence, who were honoured at the inaugural observance of Quality Assurance Week. This year, ACTT has chosen to recognise and honour Dr. Alleyne whose work has contributed to the development and advancement of quality assurance systems, policies and processes for tertiary education in Trinidad and Tobago.

Dr. Ruby S. Alleyne is one of the most prominent experts on higher education, accreditation and quality assurance in the Caribbean Region. Her interests extend to Higher Education Administration and Management, Educational Policy Analysis and Formulation, Tertiary Education Systems Analysis and Development, and Education Reform.

She currently holds the position of Vice-President, Quality Assurance and Institutional Advancement at the University of Trinidad and Tobago (UTT) where she is responsible for leading and managing UTT's quality assurance systems and processes.

In her capacity as the immediate past Executive Director of ACTT, Dr. Alleyne was the person at the helm of the ship that steered us through uncharted territory. Her visionary foresight combined with her unrelenting commitment and dedication to the Council during its early stages resulted in a quality assurance agency that has transformed the tertiary education landscape locally and has become a beacon for others in the Caribbean region.

The Accreditation Council of Trinidad and Tobago takes this opportunity to express its sincerest thanks and appreciation to Dr. Alleyne for her contribution to the development of higher education in Trinidad and Tobago and congratulates her on being this year's recipient of this prestigious award.



## Making a real difference in Tertiary Education, an unforgettable experience!

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Today, BorderCom not only provides the most applicable and technologically advanced training in Business and Information Technology but a personalized approach in an exclusive customer-friendly/satisfied environment in the delivery of Tertiary Education. BCI embraces the highest quality standards as approved by the ACTT and MSTTE in all our operations (ACTT Registered) and this is very well articulated in the many ways we deliver education; manageable classes which are not overcrowded which enhances the personalized facilitation by lecturers and teachers, relevant tips and exam material, excellent support services (i.e. Administration and Counseling), open communication and rapport with all our students and safety throughout our four (4) locations.

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## ACTT as a regulatory body

The Accreditation Council of Trinidad and Tobago (ACTT) is a statutory body established by the Accreditation Council of Trinidad and Tobago Act Chapter 39:06 ("the Act"). The Act provides the legal framework through which optimum standards are met in higher education. It facilitates the development and implementation of quality assurance systems.

In accordance with the Act, providers of post secondary and tertiary/higher 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 provision of education and training as stipulated by Section 8(1) of the Act. Institutions that satisfy ACTT's requirements for registration are listed on the Council's Website ([www.actt.org.tt](http://www.actt.org.tt)) and are placed on a Register of Post Secondary and Tertiary institutions maintained by the Ministry of Science, Technology and Tertiary Education pursuant to Section 24 of the Act.

In order to protect the public interest, Section 8(2)(l) of the Act allows ACTT to provide authoritative advice and guidance to citizens on the quality and recognition of qualifications offered or attained abroad, and on transnational institutions operating in Trinidad and Tobago. Members of the public can

therefore request from ACTT a "Statement of Recognition" which gives details on the quality status of the institution or programme. The Statement of Recognition allows employers to ensure that the qualifications of prospective employees are quality assured. It is also helpful to employers and public or private bodies responsible for the award of scholarships as it informs them whether the institution and programme the scholarship applicant is considering is recognised. The Statement of Recognition also assists nationals who intend to apply for the CSME Skills Certificate.

Registered institutions may enter into a Trademark Licence Agreement with ACTT. The Trademark Licence Agreement allows these institutions to use ACTT's "Registered Institution Logo" in the labeling, advertising and promotion of their academic programmes listed at registration. Registered institutions are prohibited from using the "Registered Institution Logo" on advertisements promoting programmes offered that were not listed by ACTT at the time of registration. This ensures that members of the public are not misled regarding the status of such programmes. Breach of the Trademark Licence Agreement by an institution may result in a fine being imposed.



# Unlocking



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For further information please contact:

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

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- 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



# 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 or tertiary level institutions. ACTT has to date granted registration status to 81 institutions across the country.

## The following institutions are now registered with ACTT:

- Academy of Auto Mechanics
- Academy of Tertiary Studies
- Advanced Solutions Technical Institute
- A.R.I.A. Technical Institute
- Arthur Lok Jack Graduate School of Business
- Automation Technology College
- Bordercom International
- Buena Vista School of Practical Nursing
- Business and Technology Development Center Limited
- Caribbean College of the Bible International Limited
- Caribbean Institute of Languages
- Caribbean Nazarene College
- Catholic Religious Education Development Institute (CREDI )
- Cipriani College of Labour and Cooperative Studies
- College of Health, Environmental and Safety Studies
- College of Legal Studies Limited
- College of Professional Studies Limited
- College of Science, Technology and Applied Arts of Trinidad and Tobago
- College of Ultrasound Sciences
- Community Bible Institute and Seminary
- Council of Legal Education
- CTS College of Business and Computer Sciences Ltd.
- Douglas Associate and Company Ltd.
- Emergency Training Institute of Trinidad and Tobago
- Employers Solution Centre Limited
- Enlivening Realistic Educational Needs
- Ensafe Health and Safety Training and Consultancy Services
- HHSL Safety Systems Limited
- Institute of Banking and Finance
- Institute of Health and Fitness
- Institute of Law Academic Studies
- Institute of Medical Education
- Institute of Tertiary Tutors
- Institute of Training and Development (INTAD)
- J&J Safety Consultants
- K. Beckles & Associates Law Tutors
- Kenson School of Production Technology
- Metal Industries Company Ltd.
- NDE Institute of Trinidad Ltd.
- Omardeen School of Accountancy Ltd.
- 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 Ltd.
- Regional Seminary of St. John Vianney and the Uganda Martyrs
- SAM Caribbean Limited
- School of Business and Computer Science
- School of Higher Education Ltd.
- School of Nursing and Midwifery - Ministry of Health
- School of Practical Accounting and Accounting Services
- SERVOL Limited
- Set, Ready & Go Ltd.
- SITAL College of Tertiary Education
- St Andrews Theological College
- St. George's Academy Ltd.
- Students Accountancy Centre
- Technical Institute for Learning
- The Kairos Institute Limited
- The Institute of Corporate Development Ltd
- The University of the West Indies
- The University of Trinidad and Tobago
- The UWI School of Business and Applied Studies Limited (Trading as ROYTEC)
- Tobago Community College
- Tobago Hospitality and Tourism Institute
- Tobago Institute of Literacy
- Tobago Technical School
- Trinidad and Tobago Bible College - WICM
- Trinidad and Tobago Civil Aviation Authority
- Trinidad and Tobago College of Therapeutic Massage
- Trinidad and Tobago Hospitality and Tourism Institute
- Trinidad and Tobago Institute for Teacher Advancement
- Trinidad and Tobago Insurance Institute
- Trinidad Institute of Medical Technology
- Trinizuela Technical & Vocational College
- University of Southern Caribbean
- West Indies School of Theology
- West Indies Theological College



**These 81 registered institutions account for approximately 99% of students enrolled in post-secondary and tertiary institutions**

# ACTT's Mandate to Quality Assure Foreign Programmes in Trinidad and Tobago

Among the many functions of the Accreditation Council of Trinidad and Tobago (ACTT), ACTT has responsibility for assuring the quality of all foreign programmes being delivered in Trinidad and Tobago. The Act which established the Council, Chapter 39:06, empowers the Council "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 such transnational programmes in accordance with the academic standards of the foreign institution and those set by the Council.

Any foreign institution or awarding body desirous of operating in Trinidad and Tobago must first be legally established and recognised and/or accredited in the country of origin in accordance with the quality assurance system of the respective country. This requirement protects the public from fraudulent institutions, known as diploma mills, which issue qualifications with little or no academic value. Through the registration of local institutions and the recognition of transnational qualifications, ACTT assures that diploma mills are unable to establish a permanent presence in Trinidad and Tobago.

Through the implementation of one of its core services of recognition, ACTT ensures that all foreign programmes delivered in Trinidad and Tobago are rigorously quality assured. ACTT's aim is to ensure that transnational programmes are equivalent to similar qualifications delivered locally and internationally, relevant to the local context, awarded on the basis of integrity and administered through mechanisms which protect the interests of students. In this regard, it is clear that the holders of transnational awards have acquired comparable skills and competencies as those expected in the country of the awarding institution.

Locally registered institutions also have an important part to play in maintaining quality. This is done by demonstrating that they have suitably qualified lecturers, adequate learning resources, access to on-line libraries and other forms of learner support comparable to that offered at the foreign institution. The aim is to ensure that local graduates of transnational programmes are assured the same opportunities for further study and employ

ment as graduates of equivalent programmes, either locally or internationally.

The local context should also be considered in delivering foreign programmes in Trinidad and Tobago. Students enrolled in transnational programmes should be exposed to local content where relevant and should also be encouraged to interpret the knowledge and concepts introduced in their courses within a local or even Caribbean perspective. Of course, the localization of foreign programmes must not compromise the learning outcomes and should only be introduced where it enhances or adds value to the programme. Any modification of a transnational programme must be done in collaboration and with the approval of the awarding institution.

Local students enrolled in transnational programmes should be entitled to the same rights as students enrolled in similar programmes at the campus of the foreign institution. This includes the right of access to information regarding changes in fees, changes in policy, examination results and other pertinent information. As is the practice at most foreign institutions, local students also deserve reasonable feedback on their progress and should be able to appeal assessment decisions that they view to be unfair. In the case of a termination of the agreement between the foreign and the local institutions, local students should be protected by an exit policy, or such arrangements which reasonably allow them to complete the programme leading to the award of the qualification.

It is the responsibility of the local institution to apply to the Council for recognition of all programmes offered in collaboration with foreign institutions. The application process requires that institutions complete the relevant application forms, conduct a self study and submit the required evidentiary documentation. The programme is reviewed by external evaluators who conduct a site visit to verify the information. The external evaluators provide an independent and professional assessment of the transnational programme and make a recommendation on the recognition status to be granted. If recognition is granted, the decision is communicated to the institution, as well as the Minister of Science, Technology and Tertiary Education. Transnational programmes that do not meet ACTT's standards will not be offered in Trinidad and Tobago.

To date, ACTT has recognised two hundred and fifty four (254) transnational programmes. It is projected that by November 30, 2009, ACTT would have evaluated approximately three hundred (300) transnational programmes. The Council has demonstrated a good measure of success in the recognition of these programmes and reminds local institutions of the approaching deadline of December 30th, 2009. Any transnational programme that has not been recognized by the Council by the deadline date will be terminated.



## ACADEMY OF TERTIARY STUDIES

As Academy of Tertiary Studies (ATS) continues to play its vital role in the provision of the highest quality in tertiary education, I take this opportunity to thank those who have contributed to its success. All things are possible with God and with his wisdom, strength and guidance, ATS has grown from strength to strength. The academic staff comprises a group of dynamic professionals with outstanding accomplishments in their chosen fields of expertise. The focus is to ensure that each student is given the attention and encouragement needed to successfully complete the course of study undertaken. We belong to a country that is rich in its intellectual and creative capacity. It is our duty to arm ourselves with the knowledge and skills necessary to contribute to the positive development of our nation.

With a variety of relevant degree and professional programmes offered by the University of London, Institute of Administrative Management (IAM) and Institute of Legal Executive (ILEX) there is no excuse for not availing yourself with the opportunity to gain knowledge, maximize your earning potential, enhance your marketability and fulfill your human intellect. In our desire to ensure that you learn and study in a healthy and conducive environment, ATS ensures that there is open and meaningful communication between the staff and student body. As the new academic year begins, I look forward to interacting with all students ready to expand their intellectual horizons. Education is never-ending and always fulfilling so ensure that your lives are constantly replenished with new ideas and relevant concepts. May God Bless us All.



## Fulfilling the Human Intellect

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for more, log on to [www.accaglobal.com](http://www.accaglobal.com)

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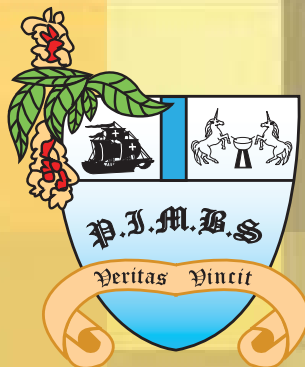
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# What is Accreditation?

In many countries across the globe, accreditation is conducted by private, non-governmental organisations and/or state-funded agencies, created for the specific purpose of reviewing higher education institutions and programmes in order to assure academic quality, improve accountability and support continual improvement. Here in Trinidad and Tobago accreditation is a voluntary process. However, institutions and programmes that are not accredited may not enjoy public confidence or earn an international reputation.

Accreditation can be described as both a process and a status. It is the status granted to an educational institution or programme that has been evaluated and found to meet or exceed stated criteria of educational quality. It is also the process used to evaluate the quality of an institution or programme and to assist in institutional or programme improvement.

There are several criteria set by the Council that must be met by institutions seeking accreditation. The evaluation focuses on such characteristics as governance; administrative strength; academic policies and procedures; quality of faculty; physical facilities and financial stability. Accreditation goes beyond assessing an institution's capacity to deliver quality and includes the evaluation of student learning outcomes. The criteria are intentionally broad enough to allow for the diversity and innovation among institutions yet precise enough to ensure that critical aspects of acceptable quality are encompassed.

The key components of the accreditation process are institutional self-evaluation and external evaluation. Institutional self-evaluation is an internal self-study done by the institution. It documents and reports on the extent to which the institution has fulfilled the criteria established by ACTT for accredited

status while it seeks to fulfill its stated mission and goals. External evaluation is conducted by a team of expert external evaluators appointed by ACTT. During the evaluation process, the team investigates the characteristics of the institution or programme with reference to the institution's self-study report and ACTT's established criteria.

The ACTT is responsible for both institutional and programme accreditation. Institutional accreditation reviews the characteristics of the institution as a whole and evaluates the organisational capacity to deliver quality educational programmes at the post secondary or tertiary level. On the other hand, programme or specialised accreditation evaluates specific educational programmes and is primarily undertaken by specialised accrediting or

professional bodies in such fields as medicine, engineering, law, teaching and other professions. In Trinidad and Tobago, only a registered institution may apply for accreditation.

To date, there are eight (8) institutions that are Candidates for Accreditation:

- Arthur Lok Jack Graduate School of Business (ALJGSB)
- Cipriani College of Labour and Cooperative Studies
- College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT)
- Tobago Hospitality and Tourism Institute (THTI)
- Trinidad and Tobago Hospitality and Tourism Institute (TTHTI)
- The University of The West Indies (UWI)
- The University of Trinidad and Tobago (UTT)
- University of the Southern Caribbean (USC)

ACTT is committed to working with these institutions to achieve accreditation status and congratulates them on taking the next step to ensure a higher level of quality tertiary education.



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The school has produced some of Tobago's most competent and skilled technical and vocational persons in the areas of electrical, construction, civil and mechanical engineering. This model institute has been able to provide opportunities for its students to acquire contemporary workplace skills. TTS was successful in providing qualified employees for governmental, non governmental and private institutions; electrical inspectors in Tobago and in Trinidad, the introduction of female civil engineering technicians.

Today TTS boasts of being a leading vocational and technical tertiary level institution with an expanded curriculum including introductory programmes, certificate courses, diploma and advanced diploma. The school has developed a world class faculty, with state of the art equipment and technology laboratory. TTS is adding a new programme to its curriculum, that of Renewable Energy Engineering which will be coming on stream from January 2010. The benefits of this new course to students is to maximise their opportunity to become one of Tobago's first renewable energy engineers and an innovator and contributor in moving Tobago forward into the next

century.


TTS and Tobago House of Assembly (THA) began a relationship in 2009, to chart the way forward in technical and vocational studies. We thank THA for this commitment and look forward to its continued support in the school's prolific drive.

TTS has a quality culture that it has promoted through a number of initiatives including faculty professional development, upgrading teaching and learning facilities. However, it is recognised that a formalised

and sustained system of quality assurance is vitally important to the continued advancement to attain accreditation, particularly as the institution endeavours to create new opportunities to meet the challenges of this ever expanding super-highway of technology and the need for highly skilled operatives.

For further information, please contact **Tobago Technical School Administration office:** Tele/Fax 1-868-639-8712 or email: [rollyquaccoco@gmail.com](mailto:rollyquaccoco@gmail.com)





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