



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
UPDATED PUBLIC STATEMENT OF THE ACCREDITATION COUNCIL
OF TRINIDAD AND TOBAGO (ACTT)
IN COMPLIANCE WITH SECTIONS 7, 8, AND 9 OF THE
FREEDOM OF INFORMATION ACT (FOIA) 1999**



In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Accreditation Council of Trinidad and Tobago is required by law to publish the following statements which list the documents and information generally available to the public. The Accreditation Council of Trinidad and Tobago publishes the following statements as approved by the Minister of Science, Technology and Tertiary Education and the Board of Directors of the Council.

The Freedom of Information Act gives members of the public:

- A legal right with exemptions for each person to access information held by the Accreditation Council of Trinidad and Tobago.
- A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading.
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

STATEMENTS UNDER SECTION 7 OF THE FOIA

SECTION 7 (1) (A) (I)

Function and structure of the Accreditation Council of Trinidad and Tobago.

The Accreditation Council of Trinidad and Tobago is a statutory body and its line Ministry is the Ministry of Science, Technology and Tertiary Education. ACTT was established by Chapter 39:06 of the Laws of the Republic of Trinidad and Tobago. This Act was proclaimed on July 9, 2004. ACTT commenced its operations as a corporate body in February 2005.

Chapter 39:06 established ACTT as the principal body in Trinidad and Tobago for advising on:

- The accreditation and recognition of post secondary and tertiary educational and training institutions.
- Qualifications awarded by institutions whether local or foreign.
- The promotion of the quality and standards of post secondary and tertiary education and training in Trinidad and Tobago.

Chapter 39:06 also empowers ACTT to develop, implement and monitor national quality standards for the higher education sector, confer institutional titles, and collaborate with recognised accrediting and professional bodies in the pursuit of the fulfillment of its mission. ACTT is a key instrument in the development of quality tertiary education in Trinidad and Tobago and plays a major role in facilitating quality assurance and accountability mechanisms across the tertiary education sector. ACTT assures the quality and integrity of higher education through the recognition, registration and accreditation of institutions and programmes.

ACTT'S CORE FUNCTIONS:

- Registration of post secondary & tertiary institutions.
- Conferment of institutional titles.
- Accreditation and re-accreditation of post secondary and tertiary institutions and Programmes.
- Recognition of foreign institutions and their degrees, programmes and awards.
- Approval of new programmes.
- Quality enhancement.

ACTT's VISION:

ACTT will be the principal authority in Trinidad and Tobago for quality assurance and continuous improvement in higher education and a leader in innovation and best practice.

ACTT's MISSION :

To assure the quality and integrity of higher education primarily through recognition, registration and accreditation as well as public education and related activities, while ensuring the efficiency and transparency of our operations and demonstrating commitment to national development and global competitiveness.

ACTT's CORE VALUES include the following:

- Accountability
- Customer Focus
- Teamwork
- Commitment to Personal Growth & Development
- Integrity
- Trust

Corporate Information

The Board of Directors of ACTT comprises nine (9) persons appointed by the President of the Republic of Trinidad and Tobago. Section (4) of Chapter 39:06 provides the areas of representation on the Board. All appointments to the Board of Directors of the Council are published in the Trinidad and Tobago Gazette.

The names of the Members of the Board of Directors of ACTT are as follows:

- **Dr. Michael R. Dowlath**, Chairman
- **Mr. Azim Ali**, Deputy Chairman
- **Dr. Bhesheem Ramlal**
- **Mr. Hatim Gardner**
- **Dr. Joycelyn Rampersad**
- **Mrs. Lennon Ballah-Lashley**
- **Mr. Mervyn Extavour**
- **Mr. Rodney Amar**
- **Ms. Veena Badrie-Maharaj**

The Council meets on the third Thursday of each month to conduct general meetings. Sub-Committees of the Board meet as required, but generally once per month.

There are five (5) Sub-Committees of the Board which make recommendations to the Board on matters relating to:

- Finance
- Audit
- Human Resource
- Operations
- Tenders

Company Structure

ACTT comprises of the following Departments/Units:

- The Office of the Executive Director
- Accreditation and Quality Enhancement Department
- Qualifications and Recognition Department
- Quality Assurance Unit
- Finance and Administration Department
- Office of the Corporate Secretary/Legal Officer
- Corporate Communications Unit
- Information Technology Unit

THE OFFICE OF THE EXECUTIVE DIRECTOR

The Office of the Executive Director is responsible for overall strategic leadership and management of the Council's daily affairs. This office focuses on the development of the strategic, policy and performance infrastructure; providing authoritative advice to government and other stakeholders; increasing access to and availability of ACTT's services; improving organisational effectiveness and efficiency; motivating staff and enhancing job satisfaction; building a quality culture both externally in the higher education sector and internally within ACTT; creating and strengthening local, regional and international linkages, partnerships and strategic alliances and creating a harmonious, respectful and productive work environment. This department implements programmes to assure that ACTT is effective, efficient, and economically viable and would be continually relevant in addressing the needs of all our customers, stakeholders and various interested parties.

ACCREDITATION AND QUALITY ENHANCEMENT

The Accreditation and Quality Enhancement Department is responsible for managing and maintaining ACTT's system of accreditation and quality enhancement. ACTT has adopted a developmental approach to accreditation and quality assurance and this department provides the necessary technical support and advice to assist institutions in satisfying the criteria and standards for the following activities:

1. Conferment of institutional titles such as "university", "tertiary college", "technical institute", "polytechnic", "community college", "technical college" and "technical university";
2. Registration
3. Approval of Programmes
4. Accreditation and re-accreditation of institutions and programmes,
5. Quality enhancement.

This department is also responsible for creating and maintaining a national database of accredited institutions and programmes. Further, it has the responsibility to establish and main-

tain an effective mechanism for quality assurance in post secondary and tertiary education.

The Accreditation and Quality Enhancement Department is also responsible for establishing relationships, including joint accreditation exercises, with regional and international accrediting and quality assurance bodies and for keeping under review their systems of accreditation, procedures and practices. To date there are three (3) institutions that are accredited and eight (8) institutions that are Candidates for Accreditation.

These institutions are:

- College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)
- The University of Trinidad and Tobago (UTT)
- The University of the West Indies (UWI)

The candidates for accreditation are:

- Arthur Lok Jack Graduate School of Business (ALJGSB)
- Caribbean Nazarene College (CNC)
- Cipriani College of Labour and Cooperative Studies (CCLCS)
- Metal Industries Company Limited (MIC)
- St. Andrew's Theological College (SATC)
- Tobago Hospitality and Tourism Institute (THTI)
- Trinidad and Tobago Hospitality and Tourism Institute (TTHTI)
- University of the Southern Caribbean (USC)

QUALIFICATIONS AND RECOGNITION

The Qualifications and Recognition Department is responsible for recognising local and foreign institutions and qualifications and determining the equivalence of foreign qualifications in Trinidad and Tobago. These functions are accessed by members of the public through requests for *Statements on Recognition* and *Equivalence Assessments* of foreign qualifications. *Statements on Recognition* and *Equivalence Assessments* are used primarily by employers, prospective students and student funding/scholarship agencies to determine the validity and/or value of a qualification. ACTT offers these services through its offices in Port of Spain, Trinidad and Tobago. To facilitate the efficient performance of these functions, ACTT must access the most current and reliable information on institutions across the world. The department also quality assures foreign programmes being delivered through local institutions. This is achieved through the external evaluation of transnational programmes and the recognition of foreign awarding bodies and institutions. Through collaboration with local stakeholders and regional accrediting bodies, ACTT is developing a *National Qualifications and Credit Framework (NQCF)* that will be in alignment with the regional qualifications framework and informed by international best practices.

THE QUALITY ASSURANCE UNIT

The Quality Assurance (QA) Unit is essentially responsible for maintaining ACTT's Quality Management Systems and coordinating the registration of post secondary and tertiary institutions. The QA Unit develops and implements operational policies and procedures that meet with international standards, conducts ongoing internal and external performance reviews and quality audits to maintain compliance with international quality standards and establishes links with international accrediting and regulatory bodies for tertiary education to gain access to expertise and resources. ACTT will provide support for institutions and guide them to implement quality management systems that meet the criteria for registration. All tertiary institutions operating in Trinidad & Tobago must be registered by ACTT and all registered institutions offering indigenous programmes may seek candidacy for accreditation. To date there are seventy-eight (78) registered institutions which account for approximately 60,000 students and more than 97% of tertiary level enrolment.

THE CORPORATE SECRETARY/LEGAL OFFICER

The Office of the Corporate Secretary/ Legal Officer performs general legal work and provides essential legal input and support to both the Council and the Board of Directors. This department is responsible for ensuring that ACTT complies with all legal and statutory requirements and provides effective corporate secretarial services to the Board and its Sub-Committees.

FINANCE AND ADMINISTRATION DEPARTMENT

The Finance and Administration Department is responsible for ensuring the financial transparency, accountability and integrity of the financial management of the Council. The department focuses on creating a robust, efficient and effective system of financial administration and management of the Council, acquiring and distributing the human, financial and physical resources and ongoing monitoring and evaluation of work programme objectives and achievements. The department provides both technical and administrative support to the Executive Leadership Office in addressing the resource needs of the Council. The department is responsible for providing monthly/quarterly and yearly management reports and financial and other statistical data on ACTT's operations and facilitates the preparation of the Council's annual budget and financial statements.

CORPORATE COMMUNICATIONS UNIT

The Corporate Communications Unit is responsible for managing the corporate image of ACTT, disseminating information to its various stakeholders, maintaining communication with its internal and external publics and generally, managing ACTT's public interface. The

planning and coordinating of social events for and behalf of ACTT is also the responsibility of this department. The Corporate Communications Department is actively engaged in various aspects of planning and coordinating conferences, training sessions and stakeholder fora. The department is also responsible for planning, developing and implementing public relations and communication strategies. These include disseminating information on registration, accreditation and recognition to post secondary and tertiary level institutions both locally and internationally. Additionally, this department manages the image and reputation of ACTT whilst effectively developing working relationships with print and electronic media to facilitate the proper marketing of ACTT's services.

THE INFORMATION TECHNOLOGY UNIT

The Information Technology (IT) Unit is responsible for providing all the Council's IT needs. The IT Unit is responsible for improving the information management system and capability of the Council. ACTT is in the process of establishing databases to provide the public with easy access to reliable information on registered institutions and accredited institutions and programmes. The database will also provide links to information on recognised and accredited institutions in other countries. Additionally, the information management system will focus on developing the Council's document management system and other systems that will support fact based and reliable decision making. These IT platforms and solutions are critical to establishing and expanding ACTT's local, regional and international presence, connectivity and integration.

Section 7 (1) (A) (II)

Categories of documents which are in the possession of the Accreditation Council of Trinidad and Tobago

These documents pertain to the operations and administration of both the Council and the Board of Directors of the Council.

OPERATIONAL DOCUMENTS OF ACTT

- ACTT's commitment to the International Network of Quality Assurance Agencies for Higher Education (INQAAHE) Code of Good Practice Guidelines
- Annual Business Plan
- Annual Training Plan
- Application Forms for Conferment of Institutional Titles, Programme Approval and Accreditation of Institutions and Programmes
- Books, brochures, flyers
- Chapter 39:06 and other Legislation and Legal instruments (available at the Government Printery)
- Compendium of Registered, Accredited and Recognised Institutions, Awarding Bodies and Programmes
- Corporate Governance Manual
- Criteria for Accreditation of Institutions
- Criteria for Accreditation of Programmes
- Criteria for the Conferment of Institutional Titles
- Criteria for the Recognition of Foreign Awarding Bodies
- Criteria for the Recognition of Transnational Qualifications
- Data base of Registered and Accredited institutions
- Designing and Approving Quality Programmes in Tertiary Education
- Guidelines For Submitting an Application for Recognition
- Job specifications
- Periodicals and publications
- Policies, Processes & Procedures Manual
- Policy and procedure documents including Administrative and Personnel Policies Manual
- Promotional videos
- Public notice of accreditation, registration and recognition
- Publications prepared by the Communications Department
- Recognition Handbook
- Strategic Plan
- Tenders Policy
- The Accreditation Process
- The Programme Approval Process
- Trinidad and Tobago Gazette - copies to be obtained from the Government Printer
- Digital Video Discs (DVD's)

OPERATIONAL RECORDS AT ACTT

- Appeals
- Application Form for the Recognition of Foreign Awarding Bodies
- Application Form for the Recognition of Transnational Qualifications
- Application Forms for Conferment of Institutional Titles, Approval of Programmes and Accreditation of Institutions and Programmes

- Applications for Equivalence Assessment
- Applications for statements on recognition of programmes and institutions
- Certificates of registration and accreditation
- Contracts, including contracts of employment and contracts of services and leases
- Database of Institutions to which titles were conferred
- Feedback and input from customer and employee surveys
- Files dealing with administrative support and general administrative documents for the operations of the Council
- Files dealing with correspondence from the Ministry of Science, Technology and Tertiary Education and other government agencies including the Ministry of Finance
- Files dealing with official functions, conferences and events hosted and attended by ACTT
- Files dealing with the accounting and financial management function of the Council including files dealing with matters relating to the procurement of supplies and equipment and inventories of stocks
- Financial Records which include cheques, vouchers, receipts, journals, etc.
- General office files required for internal administration of the department
- Guidelines for Submitting an Application for Recognition
- Human resource matters including personal files of employees of ACTT which detail all staff appointments, job applications, promotions, transfers, resignations, leave, vacation, attendance logs etc.
- Independent Reports/Gap Analyses from Accreditation Officers on Applications for Conferment of Titles, Approval of Programmes, Recognition of Awarding Bodies, Registration of Institutions and Accreditation of Institutions and Programmes
- Institutional Data Forms
- Internal and external circulars, memoranda, notices and bulletins
- Internal and external correspondence files
- Inventories
- Legal opinions and related matters
- Management reviews
- Minutes/Agenda of Meetings of the Board of Directors and its Sub-Committees and other minutes
- Performance Appraisals
- Progress reports on projects and all plans
- Records of internal audit, corrective and preventive action – in developmental stage
- Registers/Certificates/Licences
- Reports of Consultants
- Reports- statistical, annual/monthly/quarterly, audits
- Self Studies from Institutions
- Statements on Recognition and Equivalence Assessments
- Tenders Evaluation
- Training records – local and foreign and technical co-operation
- Audited and unaudited financial statements

SECTION 7 (1) (A) (III)

Documents prepared for publication or inspection

The public may inspect and/or obtain copies of certain material between the hours of 8:00 a.m. and 4:00 p.m. on normal working days at ACTT's offices. ACTT's offices are located at:

Level 3, Building B, ALGICO Plaza, 91-93 St. Vincent Street, Port of Spain, Trinidad and The Tobago Technology Centre, 79 Milford Road, Canaan, Tobago

**ACTT can be contacted by Telephone at 623-2500/5282/7340/8620/8389
Fax: 624-5711**

**Tobago Office - Telephone/Fax: 639-1333
Email address: info@actt.org.tt
Website: http://www.actt.org.tt**

List of material that may be inspected:

All documents listed as "OPERATIONAL DOCUMENTS" in Section 7 (1) (A) (II) above.

SECTION 7 (1) (A) (IV)

Documents available by way of subscription

- Chronicle of Higher Education
- Phi Delta Kappan
- The Journal of Higher Education
- Times Educational Supplement

SECTION 7 (1) (A) (V)

Procedure to be followed to access documents from ACTT

• General Procedure

ACTT's policy is to answer all requests for information, both oral and written. In order to gain access to a document or other information, an applicant must submit a 'Request for Access to Official Documents' form providing sufficient information to enable the Council to determine what document is required. This form forms the back portion of the Freedom of Information Act and is available at the Government Printer or from the FOIA website @ www.foia.gov.tt. These forms should be addressed to the Designated Officer at ACTT (See Section 7 (i) (a) (vi) for further details).

• Details for requests

Applicants should provide details that will allow for ready identification and location of records that are being requested. If insufficient information is provided, clarification would be sought from the applicant. If an applicant is unclear of how to write a request or the relevant details required to be filled in, he/she should make a request to the Designated Officer (For further information see section 7 (1) (a) (vi) below) for assistance.

• Requests not handled under the FOIA

A request under the FOIA would not be processed if it seeks information which is readily available to the public either from ACTT, the Ministry of Science, Technology and Tertiary Education or from some other government agency or may be contained in brochures, pamphlets, reports etc.

• Responding to Request for Information

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received, for determination of your request for access to documents. If ACTT fails to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status. We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

Responding to your Request

• Retrieving Documents

ACTT is required to furnish copies of documents only when they are in its possession or they could be retrieved from storage.

• Furnishing documents

An applicant is entitled to copies of information ACTT has in its possession, custody or power. ACTT is required to furnish only one copy of a document. If ACTT cannot make a legible copy of a document to be released, ACTT may not attempt to reconstruct it. Instead ACTT will furnish the best copy possible and note its quality in our reply. ACTT is not compelled under the FOIA to do the following :

- Create new documents or re-format documents to meet the specifications of the applicant.
- Conduct research at the request of the applicant.

SECTION 7 (1) (A) (VI)

Officers at ACTT are responsible for :

- The initial receipt of and action upon notices under Section 10
- The requests for access to documents under Section 13 and
- Making applications for correction of personal information under Section 36 of the FOIA.

Requests should be submitted to the under mentioned persons:

The DESIGNATED OFFICER for the Accreditation Council of Trinidad and Tobago is:

Mr. Michael Bradshaw
Executive Director
Level 3, Building B
ALGICO Plaza
91-93 St. Vincent Street
PORT of SPAIN
623- 8620 Ext. 228
Email address - info@actt.org.tt

The ALTERNATE OFFICER is :

Ms. Karel Stephen
Corporate Communications Specialist
Level 3, Building B
ALGICO Plaza
91-93 St. Vincent Street
PORT of SPAIN
623- 8620 Ext. 278
Email – info@actt.org.tt.

SECTION 7 (1) (A) (VII)

Advisory Boards, Councils, Committees and other bodies (Where meetings/minutes are open to the public)

When tenders for ACTT's projects are being opened, members of the public who had submitted tenders for ACTT's projects may be invited to attend and witness the opening of the tenders.

SECTION 7(1) (A) (VIII)

Library/Reading Room Facilities

ACTT does not have these facilities at this time but ACTT is currently making arrangements to secure a Library/Reading Room Facility. Information in the public domain can be accessed through our website at www.actt.org.tt.

STATEMENTS UNDER SECTION 8 OF THE FOIA

SECTION 8 (1) (A) (I)

Documents containing interpretations or particulars of written laws or schemes administered by ACTT, not being particulars contained in another written law

- Chapter 39:06
- Financial regulations and instructions
- Freedom of Information Act No. 26 of 1999
- Limited copies of the Trinidad and Tobago Gazette

SECTION 8 (1) (A) (II)

Manuals, rules of procedure, statements of policy, records of decisions, non-personal letters of advice to persons outside ACTT, or similar documents containing rules, policies, guidelines, practices or precedents

- Chapter 39:06 and other Legislation and Legal instruments (available at the Government Printery)
- ACTT's commitment to the International Network of Quality Assurance Agencies for Higher Education (INQAAHE) Code of Good Practice Guidelines
- Corporate Governance Manual
- Criteria and Standards for recognition, accreditation, registration, conferment of title
- Elements of the Quality Management System
- Job specifications
- Policies, Processes & Procedures Manual
- Policy and procedure documents including Administrative and Personnel Policies Manual
- Public Sector Investment Programme
- Recognition Handbook
- Registration Handbook
- Strategic Plan
- Tenders Policy
- Trinidad and Tobago Gazette - copies to be obtained from the Government Printer

SECTION 8(1) (B)

In enforcing written laws or schemes administered by ACTT where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes

- Handbooks – Registration Handbook, Recognition Handbook
- Manuals
- Public guides
- Reviews

STATEMENTS UNDER SECTION 9 OF THE FOIA

SECTION 9 (1) (A)

A report or a statement containing the advice or recommendations, of a body or entity established within ACTT.

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within ACTT.

SECTION 9 (1) (B)

A report or a statement containing the advice or recommendations (1) of a body or entity established outside of ACTT by or under a written law or (2) by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to ACTT or to the Minister with responsibility for ACTT.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (C)

A report, or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of ACTT.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (D)

A report, or a statement containing the advice or recommendations, of a committee established within ACTT to submit a report, provide advice or make recommendations to the Minister with responsibility for ACTT or to another officer of ACTT who is not a member of the committee.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (E)

A report (including a report concerning the results of studies, surveys or tests) prepared for ACTT by a scientific or technical expert, whether employed within ACTT or not, including a report expressing the opinion of such an expert on scientific or technical matters.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (F)

A report prepared for ACTT by a consultant who was paid for preparing the report.

- The Strategic Plan for ACTT
- A Corporate Governance Manual
- A Job Evaluation and Compensation Survey

SECTION 9 (1) (G)

A report prepared within ACTT containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (H)

A report on the performance or efficiency of ACTT or of an office, division or branch of ACTT, whether the report is of a general nature or concerns a particular policy, programme or project administered by ACTT.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (I)

A report containing (1) final plans or proposals for the re-organisation of the functions of ACTT, (2) the establishment of a new policy, programme or project to be administered by ACTT, or (3) the alteration of an existing policy programme or project administered by ACTT, whether or not the plans or proposals are subject to approval by an officer of ACTT, another public authority or the Minister with responsibility for ACTT.

- The Strategic Plan
- The National Qualifications and Credit Framework (NQCF)
- Memorandum of Understanding between ACTT and the National Training Agency (NTA)

SECTION 9 (1) (J)

A statement prepared within ACTT containing policy directions for the drafting of legislation.

Policies, Procedures and Processes Manual for Drafting of Regulations for Chapter 39:06

SECTION 9 (1) (K)

A report of a test carried out within ACTT on a product for the purpose of purchasing equipment.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (L)

An environmental impact statement prepared within ACTT.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (M)

A valuation report prepared for ACTT by a valuator, whether or not the valuator is an officer of ACTT.

There are no statements to be published under this subsection at this time.

For further information, contact us at:

THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO (ACTT)

Level 3, Building B,
ALIGCO Plaza, 91-93 St. Vincent Street,
Port of Spain, Trinidad
Tel: 623-2500/8620/8389/7340/5282
Fax: 624-5711

Or

The Tobago Technology Centre,
79 Milford Road, Canaan, Tobago
Telephone/Fax: 639-1333

Website: <http://www.actt.org.tt>
Email: info@actt.org.tt