

# ACTT NOW

A Publication of the Accreditation Council of Trinidad and Tobago  
A Project of the Office of the Executive Director

## WHO WE ARE

The Accreditation Council of Trinidad and Tobago (ACTT) was established by Chapter 39:06 as the principal body in Trinidad and Tobago for conducting and advising on the accreditation and recognition of post secondary and tertiary education training institutions, programmes and awards, whether local or foreign and for the promotion of quality and standards for post secondary and tertiary education and training in Trinidad and Tobago.

## WHAT WE DO

- Conferment of Institutional Title
- Registration of Higher Education Institutions
- Accreditation of Higher Education Institutions
- Recognition of Foreign Programmes and Awards
- Institutional Development
- Programme Approval

For a full list of our functions you can find a copy of our Act at [www.actt.org.tt](http://www.actt.org.tt)

## WHERE WE ARE LOCATED

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*Dr. Michael Dowlath, Chairman, ACTT*

# Chairman's message

positions carry the responsibility of guiding institutions in conducting self analyses to determine eligibility for Registration, Accreditation, Conferment of Title and Programme Approval.

One milestone achievement during 2011 was the granting of Institutional Accreditation to three (3) public higher education institutions, the first to be accredited by ACTT in Trinidad and Tobago and the first institutions to have been awarded Institutional Accreditation in the Caribbean, by an accrediting body from within the region.

The Board has also recognised ACTT's duty to comply with various statutory requirements pertaining to its operations. As such, the Board ensured the establishment of a Safety and Health Committee at ACTT. This was in accordance with the relevant provisions of the Occupational Safety and Health Act, Chapter. 88:08. Further, The Board continued to push ACTT's innovative capacity by facilitating the development and launch of ACTT's on-line Compendium of Registered, Accredited and Recognised Institutions, Awarding Bodies and Programmes for the period 2011 to 2012.

The Board aims to ensure that ACTT is a future focussed organisation which fosters a culture of innovation while improving organisational performance and ensuring sustainability and growth. As Chairman, I express thanks to the Minister of Science Technology and Tertiary Education on behalf of the Board of Directors, Executive Leadership and staff of ACTT for his support and willingness to work alongside ACTT, in the interest of the development of the higher education sector.

During 2011, ACTT's Board of Directors, Management Team and members of staff worked diligently to ensure that ACTT realised its vision, mission and core values.

The Board took all the necessary steps to ensure the smooth operations of ACTT. This entailed for example, the filling of vacant positions. Of particular note was the appointment of the Executive Director. In addition, the Board was able to oversee the recruitment and appointment of two (2) Accreditation Officers, along with the Director of Accreditation and Quality Enhancement. These appointments were critical to the operations of ACTT as these

# ACTT APPOINTS

## New Executive Director



Senator the Honourable Fazal Karim, Minister of Science, Technology and Tertiary Education (MSTTE), and Dr. Michael Dowlath, Chairman of the Board of Directors, ACTT, join the Council in congratulating and welcoming Michael "Mike" Bradshaw on his appointment as Executive Director of the Accreditation Council of Trinidad and Tobago.

Michael Bradshaw, a scholarship winner, is a graduate of The University of the West Indies and possesses a Cert. Ed. (Science), BEd. (1st. Class Hon.), MEd. Administration, MPhil. Leadership and PhD. Educational Leadership (Cand.). He also holds a Teachers' Diploma (Dist.) and Certificates in Project, Human Resource and Quality Management and is at present pursuing a Doctor of Business Administration Degree (Change Management).

Prior to assuming the position of Executive Director, ACTT, he served as Director, Accreditation and Quality Enhancement, as well as in several senior positions in the education and training sector. These include the National Training Agency, Secondary Education Modernisation Programme Coordinating Unit, Ministry of Education and the Ministry of Science, Technology and Tertiary Education. He also served as a Lecturer, UWI School of Education and Lecturer/Course Coordinator, UWI Distance Education Centre (Open Campus).

Mr. Bradshaw also worked extensively as an Education Consultant in the Region and the Commonwealth. At present, he serves as Vice Chairman of the Commonwealth of Learning, Virtual University Qualifications Framework Committee. He is a member of several regional and international quality assurance bodies. He recently completed a term (2009-2011) as Vice Chairman of the Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) and serves in an advisory capacity for many other associations and organisations.



# Address from the Executive Director

2011 has been a record breaking year for ACTT. Our achievements include institutional accreditation of three public tertiary level institutions, namely College of Science, Technology & Applied Arts of Trinidad and Tobago, The University of Trinidad and Tobago and The University of the West Indies, St. Augustine Campus. This landmark achievement was cause for celebration on two counts, as it was the first award of Institutional Accreditation in the country as well as the first in the region. ACTT also successfully hosted its first National Conference during Quality Assurance Month, attracting a number of papers presented over the two days.

In its efforts to make ACTT and its services more accessible to the people and to support the printed edition, ACTT launched an online version of its Compendium of Registered, Accredited and Recognised Institutions,

Awarding Bodies and Programmes 2011-2012. ACTT continues to reach out to remote areas of the country and, as such, launched its Student Caravan at the Iere High School. The Student Caravan has been transporting the ACTT name and its services across the country.

It is expected that 2012 will be another successful year with regard to ACTT's activities. One of those promising and highly anticipated successes is the conclusion of the Institutional Accreditation process by several of the current candidates for accreditation. ACTT also proposes to expand its reach with the intended launch of a Student Caravan in our sister isle of Tobago, as well as to re-launch the Trinidad Student Caravan with a larger, improved vehicle. ACTT is an advocate for the generation and dissemination of knowledge and it is in that light that ACTT will launch a



*Michael Bradshaw, Executive Director, ACTT*

refereed journal on quality assurance in higher education. It is also anticipated that ACTT will make headway in the development of the National Qualification and Credit Framework. It is anticipated that this will alleviate some of the difficulties encountered by students seeking to further their education. One can rest assured that ACTT and its staff will continue to protect students and regulate the industry in keeping with international best practice.

# Quality Assurance Month 2011

**Q**uality Assurance (QA) Month organised by the Accreditation Council of Trinidad and Tobago focused on the theme of 'Promoting a Culture of Quality Through Continuous Improvement of the Higher Education Sector'. Spanning the months of October and November 2011, ACTT organised student caravans to secondary schools, community outreach initiatives, an External Evaluator Workshop, a workshop on the Forensics of Academic and C.V. Fraud and a Panel Discussion entitled 'The Role of the State in the Provision of Higher Education'. These events were intended to educate and sensitise the public and to promote issues relating to quality in higher education.

During QA Month November 2011, ACTT achieved another milestone in hosting its 1st National Conference on Quality in Higher Education. Twenty-three (23) papers were presented by local

practitioners in the higher education sector in Trinidad and Tobago.

This year's Quality Assurance Month culminated in the Quality in Tertiary Education Awards (QITE) Ceremony, which was held on Friday November 18, 2011 at the National Academy for the Performing Arts (NAPA). The QITE Awards not only recognise excellence in quality assurance, but also provide tertiary institutions with an incentive to strive for improvement of their quality management systems, thus developing and enhancing the higher education sector of Trinidad and Tobago.

In addition to these awards, ACTT also presented the Lifetime Achievement for Excellence in Higher Education Quality Assurance Award 2011 to Dr. Sandra Giff, Senior Programme Officer, Quality Assurance Unit, The University of the West Indies St. Augustine. Dr. Giff has over several decades, made sterling contributions to the development and advancement of quality assurance systems, policies and processes for tertiary education. Dr. Giff is an educator and administrator with 28 years experience in the field of education and development regionally and internationally. Senator the Honourable Fazal Karim, Minister of Science, Technology and Tertiary Education presented Dr. Giff with her award.

**Visit [www.actt.org.tt](http://www.actt.org.tt) for ACTT's**

**Compendium of Registered, Accredited and Recognised Awarding Bodies and Programmes 2011-2012**





**ACTT**

The Accreditation Council  
of Trinidad and Tobago

Established by Chapter 39:06

*Quality is the Key*

# Quality Assurance

**Our Premier  
Institutions  
Achieve Awards for  
Excellence in Quality**

**Award for  
Student Support Services  
in Tertiary Education (SITE)**



University of the Southern Caribbean (USC)

**Award for Excellence in  
Institutional Research Capacity**



The University of Trinidad and Tobago (UTT)

**Award for Excellence  
for an Established Quality  
Management System**



College of Science Technology and Applied  
Arts of Trinidad and Tobago (COSTAATT)



The University of Trinidad and Tobago (UTT)



The University of West Indies (UWI)

**2nd**

CTS College of Business and  
Computer Science (CTSCBCS)

**2nd**

Arthur Lok Jack Graduate School  
of Business (ALJGSB)

**Lifetime Achievement for  
Excellence in Higher Education,  
Quality Assurance Award 2011**

**3rd**

The University of Trinidad and Tobago (UTT)

**3rd**

Metal Industries Company Limited (MIC)



**Dr. Sandra Gift,  
Senior Programme Officer,  
Quality Assurance Unit,  
The University of the West Indies**

# Month 2011



Community Outreach  
North Eastern College



Community Outreach  
Toco Secondary



Panel Discussion: 'The Role of the State in the Provision of Higher Education'



Forensics of Academic Credential and C.V. Fraud Workshop



External Evaluator Training



On-Line Launch of ACTT's Compendium



Community Outreach  
Vessigny High School



ACTT's 1st National Conference:  
Quality Assurance in Higher Education 2011

## Acknowledgements:

- Ministry of Food Production, Land and Marine Affairs
- The University of the West Indies • Print on Demand

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Trinidad and Tobago



Moving a generation ahead

## ACTT

CELEBRATES

## NATIONHOOD



Chairman of the Board of Directors, Dr. Michael Dowlath (L), presents the Ideal Citizen Award to Zellon Bethel (R).

The Accreditation Council of Trinidad and Tobago has recognised the need to foster nationalism and patriotism amongst members of staff. In this regard, the Council held a ceremony to celebrate our nationhood, which included recognising Independence and Republic Days, two holidays that signify our growth as a nation. This year was indeed a special one for ACTT and was reflected in the choice of feature speaker, fondly referred to as Mr. Tim Tim in the storytelling world. Paul Keens-Douglas is one of the most eloquent and best-known raconteurs and social commentators in the English-speaking Caribbean and therefore brought the necessary skills and experience to enlighten the staff on the importance of being a proud Trinbagonian in a globalised society. He expounded on family as a major aspect of nation building and described nationhood as a feeling of togetherness, a sense of belonging to a unique group. He added to the theme of nation-building stating that we are responsible

for the next generation and must all be leaders. He further stated that to be a leader is to recognise the combined talent of people, understand the changing world, uphold standards and have happy families.

In addition to thought provoking commentary from Mr. Keens-Douglas, Dr. Michael Dowlath, Chairman of the Board of Directors, ACTT, remarked on the significance of the day since at its 10th meeting of the Board of Directors a decision was taken to appoint Mr. Michael Bradshaw to the post of Executive Director. He also praised Mr. Bradshaw and staff for their dedication to the maintenance of quality and integrity in the Council since its inception. He illustrated the importance of ownership to staff, to own problems, use their skills and be driven to find solutions. He stressed that each member of staff was especially chosen for a purpose, as their job is not routine. He stated, "We are here to make a difference in the lives of people who depend on us and we must be patriotic and focused on uplifting the country".

At this event, the Members of the Board of Directors and the Executive Leadership Team presented ACTT's Ideal Citizen's Award 2011 to Zellon Bethel. Mr. Bethel was selected by his peers on the basis of his willingness to serve others at home, work and in his community. Mr. Bethel lives by the words "*Ask not what your country can do for you but ask what you can do for your country*", made famous by JFK in 1961. On behalf of the Accreditation Council of Trinidad and Tobago, we extend our congratulations to ACTT's Ideal Citizen Award 2011 recipient, Mr. Zellon Bethel.



The Accreditation Council  
of Trinidad and Tobago  
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*Quality is the Key*

ACTT represents  
at the 8th Annual

CANQATE.  
CONFERENCE

The 8th Annual Conference of the Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) was held at the Sheraton Hotel, Nassau, Bahamas, from October 5-7, 2011. The theme, 'Enhancing Access to Tertiary Education in a Globalized Environment: The Quality Imperative', focussed on issues related to tertiary education and its significance in the global environment. There were approximately twenty-seven (27) presentations delivered over the two-day (2) period. All presenters were committed to enhancing the educational capacity of the Caribbean region.

The Accreditation Council of Trinidad and Tobago was represented through the following presentations:

- Online Learning: Issues and Trends – Michael Bradshaw, Executive Director;
- The impact of 'free' tuition on access to higher education in Trinidad and Tobago: The GATE Phenomenon – Dionne Smith, Quality Assurance Officer;
- Cross Border Education: Reversing the Trend – Curtis Floyd, Director, Accreditation and Quality Enhancement;
- Teaching for Social Justice – Ronald Brunton, Director, Qualifications & Recognition;
- Blended Learning in Higher Education: Utility or Futility? – Esther Ward, Research Officer.

The keynote speaker at the opening ceremony, Professor David Woodhouse, as well as a number of presenters, spoke at length about the importance of fostering the educational capabilities of the Caribbean, ensuring student retention and utilising ICT as a core component towards achieving competitive advantage in the education sector.

An underlying theme of the two-day conference was the importance of gathering data and conducting research on higher education and ensuring that the information gathered is used to guide decision-making. This conference encouraged the participants to conduct research that will be beneficial to the Caribbean.



The Accreditation Council  
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*Quality is the Key*

# Celebrates the DEDICATION of its Employees

The Accreditation Council of Trinidad and Tobago (ACTT) honoured its employees at the Annual Staff Appreciation and Award Luncheon at the Texas de Brazil Restaurant, Movie Towne, Port of Spain, on Wednesday December 14, 2011. Employees received awards to mark their dedication and commitment to the overall mission and vision of ACTT. The award categories were:

- Employees' Choice Award - Administrative, Technical and Management;
- The Board of Directors' Executive Leadership Award;
- The Executive Director's Award; and
- The ACTT Team Award, which was won by the Corporate Communications Unit for their exceptional team work and contributions to ACTT.

Further, Special Commendation Awards were presented to five members of staff who worked beyond the call of duty during ACTT's Quality Assurance Month and ACTT's 1st National Conference on Quality Assurance in Higher Education.

Senator the Honourable Fazal Karim in his feature address congratulated ACTT for the work done within the year and expressed his hope that the hard work would continue in the New Year as ACTT works towards expanding its operations and improving the higher education sector in Trinidad and Tobago.

Dr. Michael Dowlath, Chairman of the Board of Directors, ACTT, brought greetings on behalf of the board members and highlighted the achievements of the organisation, including the award of accredited status to three (3) public institutions.



(L-R): Senator the Honourable Fazal Karim, Minister of Science, Technology and Tertiary Education; Dr. Michael Dowlath, Chairman ACTT and Michael Bradshaw, Executive Director, ACTT with the awardees of ACTT's Employees' Choice Award 2011. (L - R) Karel Stephen (Management), Dineil Ignatius (Technical), Akeena Gonzales (Administrative).



Senator the Honourable Fazal Karim, Minister of Science, Technology and Tertiary Education, Dr. Michael Dowlath, Chairman and Michael Bradshaw, Executive Director, ACTT present the Executive Director's Award 2011 to Alice Dain, Corporate Communications Unit.



Dr. Michael Dowlath, Chairman, ACTT, presents the Board of Directors' Executive Leadership Award to Curtis Floyd, Director, Accreditation and Quality Enhancement.



Dr. Michael Dowlath, Chairman, and Michael Bradshaw, Executive Director, ACTT stand with the winners of ACTT's Special Commendation Awards: (L-R) Raquel Sukhu, Dionne Smith, Marissa Alexander-Wilkinson and Sharon Delochan. Missing from photo Daryl Steele.

# Career Fairs



Rodney Julien, Office Assistant, ACTT, presents a student of Cedros Secondary with a prize for answering a question about the company.



Students at the Arima Roteract Club Symposium sign up to ACTT's Facebook and Twitter pages.



Esther Ward, Research Officer, ACTT, shares information on the importance of checking ACTT first before applying to an institution locally or abroad with students at the Mayaro Secondary.



Students listen attentively to Dionne Smith, Quality Assurance Officer, ACTT, as she discusses ACTT's role in the higher education sector at NTA's Expo 2011.



Peter Thomas, Accreditation Officer, ACTT, shares information on the registration and accreditation of local institutions with students of St. Francois Girls College.

**THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO.**  
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