

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**

A list of our functions may be found in our Act on the website
www.actt.org.tt

WHERE WE ARE LOCATED

TRINIDAD

Ground Floor and Level 3
Building B, Pan American Life Plaza
91-93 St Vincent Street
Port of Spain, Trinidad, W.I.
Tel: (868) 623-2500/5282/8389
Fax: (868) 624-5711
Email: customerservice@actt.org.tt
Webste: www.actt.org.tt

SAN FERNANDO

108 Independence Avenue
Tel/Fax: (868)652-0729

TOBAGO

Tobago Technology Center
79 Milford Road, Canaan
Tel/Fax: (868)639-1333



Facebook.com/
ACTTNews



Twitter.com/
ACTTNews

ACTT Celebrates its Tenth Anniversary



Michael Bradshaw
Executive Director, ACTT



2014 was a very exciting year for us at The Accreditation Council of Trinidad and Tobago (ACTT). In our short ten (10) years of existence, we have made significant strides in regulating the higher education sector. While there is still a lot to do, there is much to celebrate! We accredited our tenth higher education institution. Further, we issued more than 10,000 "Statements on Recognition". ACTT also observed its 7th Annual Quality Assurance Month in October, with activities designed to engage key stakeholders in conversations about quality and quality assurance in higher education and training and to facilitate an exchange of ideas and sharing of best practice.

ACTT held its 2nd National Quiz on Quality Assurance in Higher Education for secondary school students forms 2-4 and its 4th National Essay Competition for sixth formers and undergraduate students. These initiatives were designed to provide students with information on ACTT and its services and to highlight the importance of making informed decisions on higher education and training.

ACTT continues to prepare a cadre of highly skilled individuals to serve as External Evaluators. The much anticipated Forensics of Credential Fraud and CV Fraud workshop and Calculating Credits and Determining the Level of Academic Programmes workshop were also held during Quality Assurance Month at the Radisson Hotel. The Credential Fraud and CV Fraud Workshop focussed on techniques to detect fraudulent credentials and institutions (diploma/accreditation mills) and curriculum vitae misrepresentation. This year, we witnessed greater participation from human resource personnel and employers mainly

due to a partnership with the Employers Consultative Association (ECA). We are thankful for this strategic alliance. The Calculating Credits and Determining the Level of Academic Programmes workshop was held to assist institutions in determining academic credit. This will be critical when the National Qualifications and Credit Framework (NQCF) is implemented.

ACTT's Quality Assurance Month culminated with the prestigious Quality in Tertiary Education (QuiTE) Awards Ceremony which was held at the Hyatt Regency Trinidad. ACTT presented awards to deserving individuals in the tertiary education sector in three (3) categories: Excellence in Applied and Academic Research, Excellence in Teaching and Leadership in Tertiary Education. ACTT also used the occasion to recognise Dr Stephen Joseph who has made significant contributions to the development and advancement of quality assurance systems for tertiary education. He was presented with the Lifetime Achievement Quality Assurance Award. In addition, institutions were recognised for their excellence in Quality Management Systems, Student Support Services and Teaching and Learning.

I take this opportunity to say thanks to both our internal and external stakeholders, including Senator the Honourable Fazal Karim, Minister of Tertiary Education and Skills Training; Angela Sinaswee-Gervais, Permanent Secretary, the Board of Directors, Management and Staff of ACTT. Thank you for making 2014 a memorable year for ACTT. Best wishes for a productive 2015!

ACTT Hosts Quality Assurance Agency for Higher Education

The Accreditation Council of Trinidad and Tobago (ACTT) is pleased to have hosted representatives of the UK-based Quality Assurance Agency for Higher Education (QAA) during the period November 09-21, 2014. The QAA is 'the independent body entrusted with monitoring and advising on standards and quality in UK higher education'. ACTT and QAA have been strategic partners for several years. In 2011, Some members of ACTT's management and Board of Directors paid a courtesy visit to the QAA's headquarters with the aim of examining the agency's policies and criteria for assuring the quality of higher education institutions.

The visit to Trinidad by the QAA team represented one stage in its

process of review of UK institutions offering programmes in collaboration with international partners. The review was conducted against the QAA's Code for Higher Education, which identifies, inter alia, an institution's responsibility in managing delivery of its programmes through collaborative arrangements. Members of ACTT's staff were afforded the opportunity to observe the QAA's process, as the QAA reviewers met with key personnel and students at several ACTT-registered institutions offering UK programmes, as well as with representatives of UK universities.



Picture 1: Rozina Hashmi, Review Manager of the Quality Assurance Group (QAA), presents Michael Bradshaw, Executive Director of ACTT, with a token of appreciation

Picture 2: Members of ACTT's Board of Directors with the visiting QAA contingent



2ND INTERNATIONAL CONFERENCE 2015 on Higher Education and Training

THINKING **Global**, ACTING **Local**:
The Changing Realities of Higher Education

Call for PAPERS & POSTERS

1. Creating the nexus between quality assurance and creating world-class higher education and training institutions
2. Effective student support services: implications for student retention and success
3. Meeting the labour market demands: increasing relevance in education and training
4. Designing curricula in higher education and training: the focus on national development
5. Applied research, innovation and entrepreneurship
6. Educational leadership in a time of change: issues of institutional governance and administration
7. Consuming vs Pioneering: challenges of indigenisation of programme offerings
8. Traditional vs non-traditional institutions: finding a balance

April 15-17, 2015
at the **Hyatt Regency Trinidad**

1 Wrightson Rd, Port of Spain
Trinidad and Tobago, West Indies

PRESENTER'S RATE:
USD\$350

CLOSING DATE FOR ABSTRACTS:
JANUARY 30, 2015
Acceptance of Abstracts:
FEBRUARY 12, 2015
Submission of complete Papers:
MARCH 20, 2015

CONFERENCE SECRETARIAT

Tel: (868) 623-1238 • Fax: (868) 624-6361 • E-mail: intlconference@actt.org.tt • Website: www.actt.org.tt



QUALITY ASSURANCE MONTH • October 2014 •

Highlights

Celebrating a Decade of Excellence in Quality Higher Education and Training



Winner of the Leadership in Tertiary Education (LITE) Award 2014, **Professor Miguel Carrillo, Arthur Lok Jack Graduate School of Business**



Winner of the Lifetime Achievement of Excellence in Quality Assurance Award in Higher Education 2014 **Dr Stephen Joseph**



Winner of the 1st place award for Excellence for an Established Quality Management System, **UWI School of Business and Applied Studies (ROYTEC).**

The Accreditation Council of Trinidad and Tobago (ACTT) observed its **7th Annual Quality Assurance Month** in 2014. The month of activities was designed to facilitate cross fertilisation of ideas among key stakeholders and also provide the opportunity to continue disseminating information about the services offered by ACTT. Some of these events included the External Evaluator Training and Team Chair workshops, Calculating Credits and Determining the Level of Academic Programmes workshop as well as the Forensics of Credential Fraud and CV Fraud workshop. In addition, ACTT also hosted the 2nd National Quiz on Quality Assurance in Higher Education and the 4th annual Essay Competition.

The Month concluded with the Quality in Tertiary Education (QuiTE) Awards Ceremony on Wednesday October 29, 2014 at the Hyatt Regency, Trinidad. At this auspicious event, awards were presented to exemplary institutions in the following categories:

- Excellence for Student Support Services
- Excellence in Teaching and Learning
- Excellence for an Established Quality Management System

ACTT also presented awards to individuals in the tertiary education sector in the following categories:

- Excellence in Applied and Academic Research
- Excellence in Teaching
- Leadership in Tertiary Education

In addition, ACTT presented the *Lifetime Achievement Quality Assurance Award* to *Dr Stephen Joseph*, who has made sterling contributions to the development and advancement of quality assurance system for tertiary education over several decades. Further, ACTT presented the *Leadership in Tertiary Education (LITE) Award 2014* to *Professor Miguel Carrillo-Executive Director, Arthur Lok Jack Graduate School of Business*. The LITE award recognises a leader, who has made a significant contribution to higher education in Trinidad and Tobago.

ACTT also presented Certificates of Institutional Accreditation to the Tobago Hospitality and Tourism Institute (THTI) and the MIC Institute of Technology. These bring the total number of institutions accredited by ACTT to eleven (11).

ACTT is an agency of
The Ministry of Tertiary Education
and Skills Training

TEST

ACTT is a member of:
INQAAHE, CANQATE, CHEA-CIQG, ASQ,
ACTI, ACHEA, CTPLA, IAU, UK-NARIC, NAFSA



Senator the Hon. Fazal Karim, Minister of Tertiary Education and Skills Training, addresses the audience



THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO

QUALITY ASSURANCE MONTH • October 2014 • Highlights



Flennon Ballah-Lashley receives an award for longest serving Member of the Board of Directors, ACTT.



Forensics of Credential Fraud and CV Fraud Workshop



Report Writing for Team Chairs Workshop



Calculating Credits and Determining the Level of Academic Programmes Workshop



External Evaluator Training Workshop



Presentation of Institutional Accreditation Certificates: Senator the Honourable Fazal Karim, Minister Tertiary Education and Skills Training, stands with Michael Bradshaw, Executive Director, ACTT, Anil Ramnarine - CEO, MIC Institute of Technology, David Lee-Chairman, MIC Institute of Technology, Dr Michael R Dowlath, Chairman, ACTT, Michael Simmons, Chairman, THTI and, Lyra Smith, Ag. CEO, THTI.



First place winner (Large Category) for the award for Excellence in Student Support Services in Tertiary Education, **University of the Southern Caribbean**



First place winner of the award for Excellence in Applied and Academic Research, **Dr Zaffar Khan**



First place winner of the award for Excellence in Teaching, **Dr Sandra Reid, The University of the West Indies**



First place winner of the award for Excellence in Teaching and Learning, **Arthur Lok Jack Graduate School of Business**



First place winner (medium category) for the award for Excellence in Student Support Services in Tertiary Education (SSSITE), **Trinidad and Tobago Hospitality and Tourism Institute (THTI)**



Senator the Hon. Fazal Karim, Minister of Tertiary Education and Skills Training (centre), Dr Michael Dowlath, Chairman of ACTT (right) and Mr Michael Bradshaw, Executive Director of ACTT (left) stand with winners of the 2014 Excellence in Higher Education QITE Awards.

ACKNOWLEDGEMENTS

Allied Catering • Arthur Lok Jack Graduate School of Business • Artistic Touch • Balroops Sound System Limited • Caribbean New Media Group • Classic Awards • HYATT Regency, Trinidad Lasercuts Limited • Liz Franco Professional Ushering Services • Maser Ltd. • Memory Makers Limited • Party Ezee Tent Rental • Radisson Hotel • Rudranath Capildeo Learning Resource Centre Spring Communications Ltd. • The Award Centre • The University of Trinidad and Tobago • The University of the West Indies

QUALITY ASSURANCE MONTH *Highlights*



2nd
Quiz
COMMEMORATING
50 YEARS OF INDEPENDENCE
1962-2012

Winners of the 2nd National Quiz - Holy Faith Convent, Couva, with Deputy Mayor, San Fernando, Junia Regrello, Dr Michael R. Dowlath, Chairman ACTT and Michael Bradshaw, Executive Director, ACTT.



4TH NATIONAL
Essay
COMPETITION 2014

Winners of the 4th National Essay Competition with Junia Regrello, Deputy Mayor, San Fernando.

Tobago Hospitality and Tourism Institute (THTI) Receives Accreditation Status

The Tobago Hospitality and Tourism Institute (THTI) hosted a gala dinner to celebrate the awarding of institutional accreditation by The Accreditation Council of Trinidad and Tobago (ACTT). The event followed ACTT's Quality Assurance Month Closing Dinner in October 2014 during which THTI was presented with its Certificate of Institutional Accreditation.

At the dinner, Michael Bradshaw, Executive Director, ACTT, indicated that he was very pleased that accredited status was conferred on an indigenous Tobago institution. He challenged the institution to surpass the prescribed quality standards.

Mr Orville London, Chief Secretary, Tobago House of Assembly, expressed his vision of using the accreditation of the



Above: The Honourable Orville London, Chief Secretary of the Tobago House of Assembly (THA), and Assemblyman Tracy Davidson-Celestine, Deputy Chief Secretary and Secretary of Tourism and Transportation, celebrate THTI's Certificate of Institutional Accreditation. **Also pictured (l-r):** Michael Bradshaw, Executive Director, ACTT; Dr Michael R. Dowlath, Chairman, ACTT; Michael Simmonds, Chairman, THTI

THTI as a stepping stone for the establishment of the University of Tobago, which is a long held dream of his. He identified THTI as a benchmark for other institutions in Tobago. Mr London also stated his desire to utilise the facility at THTI for staff development within the THA.

Assemblyman Tracy Davidson-Celestine, in her capacity of Secretary of Tourism and Transportation, echoed the

sentiments of the Chief Secretary, and stated that she was delighted that one of the agencies under her purview had achieved accredited status. She described THTI as a vital cog in the master plan for tourism in Tobago with respect to training and human development and emphasised the need for such training, given the resumption of growth within the tourism sector in Tobago.

ACTT Shows Appreciation to its Stakeholders



ACTT recently paid tribute to various external stakeholders who provide critical input into the operations of the organisation. The President's Box, Queen's Park Cricket Club, was the venue for this gathering in which guests were treated to delightful entrees and lively parang entertainment in a festive atmosphere. Here are a few scenes from the event.



ACTT's Staff Appreciation Luncheon and Awards Ceremony

In recognition of their dedication and service to the organisation, ACTT presented awards to several members of staff at its annual Staff Appreciation Luncheon and Awards Ceremony. Recipients graciously accepted their awards for various achievements, and the entire ACTT team was encouraged to continue to give of their best. These photos feature some highlights of the event.



2015 Calendar of Activities



2ND INTERNATIONAL CONFERENCE 2015
**THINKING *Global*, ACTING *Local*:
 The Changing Realities of Higher Education**
April 15-17, 2015
 at the **Hyatt Regency Trinidad**
 1 Wrightson Rd, Port of Spain, Trinidad and Tobago, West Indies



ACTT
 The Accreditation Council
 of Trinidad and Tobago
 Established by Chapter 39:06
Quality is the Key

**National Qualifications
 and Credit Framework
 for Trinidad and Tobago**
 Coming in 2015



GET READY TO WRITE!
 ACTT's annual
 Essay Competition
 will be back this August!

**5TH NATIONAL
 Essay
 COMPETITION 2015**



**REGISTRATION BEGINS:
 JUNE 2015**

Q
 Quiz
3rd NATIONAL
 on Quality Assurance
 in Higher Education 2015



Quality Assurance Month *October 2015*

ACTT logo and various activity terms like Consultations, Institutional Workshops, NARIC, etc.