

The
Accreditation Council of
Trinidad and Tobago

Administrative Report



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

OCT 01
SEP 30
20¹⁸
20¹⁹



This Administrative Report summarises the activities of The Accreditation Council of Trinidad and Tobago for the period October 01, 2018 to September 30, 2019.

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LIST OF ACRONYMS

| | |
|----------------|--|
| ACTT | Accreditation Council of Trinidad and Tobago |
| CAAM-HP | Caribbean Accreditation Authority for Education in Medicine and other Health Professions |
| CQF | CARICOM Qualifications Framework |
| CANQATE | Caribbean Area Network for Quality Assurance in Tertiary Education |
| NTA | National Training Agency |
| NQF | National Qualifications Framework |

Executive Summary

The Accreditation Council of Trinidad and Tobago (ACTT) is the nation's principal body for conducting and advising on the accreditation and recognition of higher education and training institutions, programmes and awards in Trinidad and Tobago. In 2004, the ACTT was established as a statutory body by Act Chapter 39:06 of the Laws of the Republic of Trinidad and Tobago and the organisation was launched in November, 2005. The ACTT is responsible for quality assurance through the services of Conferment of Institutional Title, Registration, Accreditation, Programme Approval and Recognition of Transnational Programmes, Foreign Awarding Bodies and Institutions. At present, the Council has on its register thirty-six (36) registered institutions, nine (9) accredited institutions and twenty-one (21) recognised awarding bodies/institutions. The Council is committed to furthering the advancement of quality higher education and protecting students and stakeholders' interests.

The ACTT is committed to promoting and enhancing institutional development within institutions under its purview. In 2018, the Council hosted its inaugural Annual Conference of Accredited Institutions (ACAI). The Conference provided a forum for higher education professionals aligned with accredited institutions to share their expertise, experiences and research in fostering the transformation of the local higher education sector into one that is

globally competitive. In November 2018, the ACTT collaborated with the National Training Agency (NTA) in hosting public sensitisation fora on the endorsement of the CARICOM Qualifications Framework (CQF), which will be used to inform the National Qualifications Framework for Trinidad and Tobago.

Other special activities hosted by the ACTT included two (2) External Evaluators' Workshops and the conferment of institutional accreditation on three (3) of the nation's post secondary and tertiary education institutions at the Conferment of Institutional Accreditation Ceremony in April, 2019.

As the ACTT fulfils its mandated role of assuring the highest standards of higher education and training, the Council ensures its world-class standards are met through relationships with international accreditation agencies. Through its participation at career and college fairs and its social media platforms, the ACTT continues to enlighten the students of Trinidad and Tobago on the importance of attaining post secondary or quality tertiary level education. The ACTT aspires to the continual improvement of the higher education and training sectors and being a leader in innovation and best practice.

1.0

VISION, MISSION, STRATEGIC GOALS AND CORE VALUES

1.1

VISION

The Accreditation Council of Trinidad and Tobago (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.

1.2

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.

1.3

STRATEGIC GOALS

Guided by the Council's vision and mission, the ACTT strives to achieve the following strategic goals:

- Facilitate the growth and development of human capital to meet national development needs
- Support the continual improvement of quality within institutions, inclusive of their programmes
- Provide an enabling framework to monitor the development and

implementation of quality standards and to enforce the law applicable to its services

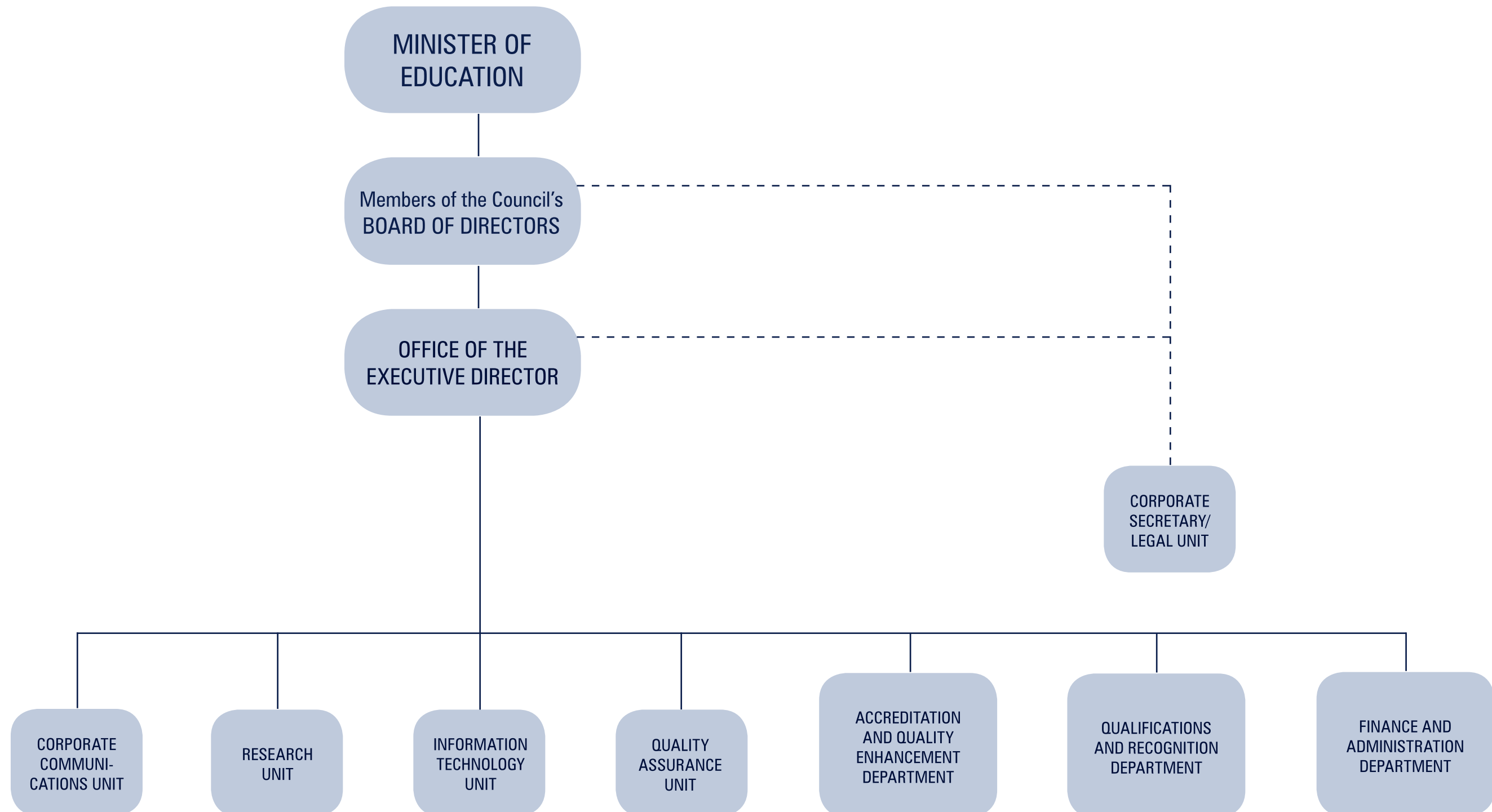
- Strengthen relationships with local, regional and international stakeholders towards the learning and sharing of international best practice in quality assurance
- Create a corporate image that positions the ACTT as the leader in quality assurance and accreditation
- Introduce the latest developments in information and communication technology throughout the organisation
- Strengthen and develop the ACTT's internal human resource capacity
- Acquire facilities to house the ACTT's head office

1.4

CORE VALUES

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

2.0 ORGANISATIONAL STRUCTURE



2.1
THE ACTT’S ORGANISATIONAL
STRUCTURE

The ACTT is governed by no less than ten (10) and no more than thirteen (13) members, appointed by the President of the Republic of Trinidad and Tobago, who are responsible for charting the overall direction of the organisation. Section 4 of the Accreditation Council of Trinidad and Tobago Act, Chapter 39:06 (the Act) provides the areas of representation on the Board. All appointments to the Board are required to be published in the Trinidad and Tobago Gazette.

2.2
THE ACTT’S STAFF

The ACTT’s staff comprises forty-eight (48) members in the following departments/units:

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

2.3
LEGISLATIVE AND REGULATORY
FRAMEWORK

The ACTT has the overarching responsibility for and jurisdiction over the registration and accreditation of post secondary and tertiary education institutions and programmes in Trinidad and Tobago. By virtue of the Act, the ACTT is empowered, *inter alia*, to:

- develop, implement and monitor national quality standards for the higher education sector
- confer institutional titles
- register post secondary and tertiary level institutions
- accredit institutions and programmes
- recognise qualifications awarded by foreign institutions
- grant approval for locally developed programmes
- collaborate with recognised accrediting and professional bodies in the fulfilment of its mission

In the execution of its functions and in accordance with Section 66D of the Constitution of the Republic of Trinidad and Tobago, the ACTT is required to report to the public on its performance annually. In this regard, the ACTT submits an annual Administrative Report to its line Minister detailing the Council’s activities and containing financial statements and such other information relating to the operations and policies of the Council.

2.4 DELEGATED LEVELS OF AUTHORITY

Table 1 below summarises the levels of authority for the approval of expenditure for the purchase of articles/works/services that have been procured, in keeping with the Council's Policy and Procedures.

| VALUE OF PURCHASE/TENDERS | Authority |
|-------------------------------------|--|
| Up to TTD\$30,000.00 | Director, Finance and Administration |
| Up to TTD\$100,000.00 | Executive Director |
| TTD\$100,001.00 - TTD\$5,000,000.00 | The Board on the recommendation of the Tenders Committee |

TABLE 1
Levels of Authority for Approvals of Expenditure

2.5 REPORTING FUNCTIONS

Table 2 summarises the ACTT's reporting functions and responsibilities, in relation to the Council's operations.

| REPORTS | Line Minister | Ministry of Planning | Ministry of Finance | Auditor General | Parliament | Office of Procurement |
|------------------------------------|---------------|----------------------|---------------------|-----------------|------------|-----------------------|
| Annual Operating Budgets | ✓ | ✓ | ✓ | | | |
| Strategic Plan | ✓ | ✓ | | | | |
| Monthly/Annual Financial Reports | ✓ | | ✓ | | | |
| Annual Financial Statements | ✓ | | ✓ | ✓ | ✓ | |
| Monthly/Annual Performance Reports | ✓ | ✓ | ✓ | | | |
| Annual Audit Report | ✓ | | | ✓ | ✓ | |

TABLE 2
Summary of the ACTT's Reporting Functions to the Government of the Republic of Trinidad and Tobago

| REPORTS | Line Minister | Ministry of Planning | Ministry of Finance | Auditor General | Parliament | Office of Procurement |
|---|---------------|----------------------|---------------------|-----------------|------------|-----------------------|
| Annual Administrative Report | ✓ | | | | ✓ | |
| Public Sector Investment Programme: Monthly, Quarterly, Bi-annual and Annual Reports | ✓ | ✓ | ✓ | | | |
| Freedom of Information Report | ✓ | | | | | |
| Contribution to the Ministry of Education's (MoE's) Budget Presentation/Achievement Reports | ✓ | ✓ | ✓ | | | |
| Confirmed Minutes of Board Meetings | ✓ | | | | | |
| Performance Monitoring Reports | ✓ | ✓ | | | | |
| Quarterly Reports on 1-year Action Plan | ✓ | ✓ | | | | |
| Litigation Quarterly Reports | ✓ | | | | | |
| Annual Procurement Plan | | | | | | ✓ |
| Quarterly Return of Award of Contracts Report | ✓ | | | | | ✓ |

TABLE 2 (CONT'D)
**Summary of the ACTT's Reporting Functions to the
Government of the Republic of Trinidad and Tobago**

3.0

CORE FUNCTIONS / SERVICES

3.1

CONFERMENT OF INSTITUTIONAL TITLE

Conferment of Institutional Title is the granting of permission to institutions to use any of the titles protected by law. These titles are as follows:

- ‘Community College’ – a post secondary or tertiary institution that offers a variety of programmes primarily at the sub-baccalaureate level geared to meet the needs of the community in which it exists;
- ‘Polytechnic’ or ‘Technical College’ or ‘Technical Institute’ – a post secondary institution that offers programmes that prepare graduates for technical occupations and grants sub-baccalaureate awards in applied disciplines;
- ‘Technical University’ – a tertiary institution that has as its major emphasis the preparation of graduates for technological occupations through the award of baccalaureate and post-baccalaureate awards and also conducts research of an applied nature;
- ‘Tertiary College’ or ‘College’ – a tertiary institution that offers a range of programmes and grants awards mainly at the sub-baccalaureate level; and
- ‘University’ – a tertiary institution that offers programmes leading to awards at the baccalaureate or post-baccalaureate levels and is characterised as well by a commitment to research that maintains, advances, disseminates and assists the application of knowledge.

In accordance with Chapter 39:06, the ACTT has the authority to confer institutional titles on post secondary and tertiary level institutions in Trinidad and Tobago. This applies to institutions established subsequent to the proclamation of the Act in 2004, as well as to institutions that wish to change their name. In Trinidad and Tobago, an institution must apply for Conferment of Institutional Title if it wishes to carry any of the protected titles.

Conferment of Institutional Title is the only service offered by the ACTT prior to Registration. All other services of the Council are accessible after Registration.

There were no institutions
requiring Conferment of
Institutional Title during the
period under review.

3.2 REGISTRATION OF POST SECONDARY AND TERTIARY INSTITUTIONS

Section 8(2)(c) of the Act requires that local and foreign post secondary and tertiary level institutions desirous of operating in Trinidad and Tobago be registered by the ACTT. Registration is mandatory and is the process through which an institution is evaluated to determine if it has met the requirements to offer post secondary and tertiary education and training to the public. Registration provides the legal status to do so.

An institution must be registered before it can access any of the other quality assurance services offered by the ACTT. The only service that may be accessed before Registration is Conferment of Institutional Title. There are seven (7) criteria and twenty-two (22) standards that cover a wide scope of institutional activities, such as: i) Legal, Policy and Regulatory Requirements, ii) Governance and Administration, iii) Quality Management System, iv) Resource Management, v) Teaching-Learning Process, vi) Review and vii) Continuous Improvement. An institution must provide relevant narrative and evidence, demonstrating how it has met or surpassed the requirements of the standards for Registration.

As part of the evaluation process, a site visit is conducted to verify the evidence through interviews with key stakeholders and examination of documents and resources. The evaluation is conducted by a team of External Evaluators who are education and subject matter experts in fields relevant to the programmes to be offered by the institution. An institution may be registered for a maximum period of three (3) years.

From October 01, 2018 to September 30, 2019, the ACTT received nineteen (19) Letters of Intent from institutions seeking to be registered.

During the reporting period, the ACTT:

- conferred registered status (Initial) on **1** new institution
- conferred registered status (Continuing) on **9** institutions

During the
reporting period,
the ACTT reviewed
15 Registered
Institution Annual
Reports (RIARs)
for the following
institutions:

- SAM Caribbean Limited
- Trinidad and Tobago College of Therapeutic Massage and Beauty Culture Limited
- Premier Accountancy Specialist School Ltd
- Kenson School of Production Limited
- Technical Institute for Learning Limited
- Automation Technology College Limited
- Caribbean College of the Bible International Limited
- Council of Legal Education – Hugh Wooding Law School
- Professional School of Accountancy Limited
- Emergency Training Institute of Trinidad and Tobago
- Institute of Law and Academic Studies Ltd
- Dawill Law Academy and Consultancy Services Limited
- Score Valves (Trinidad and Tobago) Limited
- Open Bible Institute of Theology
- School of Higher Education Limited

The number of registered institutions as
at September 30, 2019 was **36**.

3.3 ACCREDITATION OF POST SECONDARY AND TERTIARY INSTITUTIONS AND PROGRAMMES

The ACTT is the official body responsible for accrediting post secondary and tertiary institutions operating in Trinidad and Tobago, as well as programmes offered by these institutions. Accreditation is a voluntary process through which the ACTT, as the external quality assurance body, evaluates registered institutions in order to assure academic quality, improve accountability and support continual institutional development. While registration ensures that institutions have basic systems to operate, institutional accreditation examines the effectiveness of these systems. The evidence to be provided and the comprehensive site visit for institutional accreditation are greater in scope and depth than that of registration. Institutional accreditation is a status granted to an educational institution that has been evaluated and found to have met or exceeded stated criteria of educational quality. An institution may be accredited for a maximum period of seven (7) years.

The purpose of accreditation is to:

- evaluate the standard of education to assure its quality;
- encourage institutions to improve the quality of their offerings;
- ensure that institutions are accountable for their educational offerings; and
- foster public confidence in educational institutions.

The benefits of accreditation include:

- acceptance of qualifications internationally from graduates of

- accredited institutions and programmes;
- easier access to programmes and scholarships;
- smoother transfer of students and credits between institutions; and
- increased confidence that graduates from accredited institutions have the requisite knowledge, skills and attitudes for the workplace.

Specialised programme accreditation examines programmes offered at an accredited institution, focussing on programmes that require a licence to practise, such as Medicine, Engineering and Law. These specialised programmes are evaluated in collaboration with the relevant national, regional or international statutory and regulatory bodies, such as the Nursing Council of Trinidad and Tobago for programmes in Nursing and the Caribbean Accreditation Authority for Education in Medicine and other Health Professions (CAAM-HP) for programmes in Medicine and Allied Health. A close working relationship between the ACTT and recognised professional associations helps to ensure that the requirements for accreditation are related to the current requirements for professional practice.

Programme accreditation evaluates programmes using criteria that include, but are not limited to, the quality of teaching and the support of learning; design and planning of programmes of study; assessment and feedback to learners; learning environments and learner support systems; programme evaluation and quality assurance systems.

During the reporting period, the ACTT awarded Institutional Accreditation to the following institutions for periods of 5 and 7 years:

- Caribbean Nazarene College – 5 years (Continuing Accredited status)
- National Energy Skills Center – 5 years (Initial Accredited status)
- Arthur Lok Jack Global School of Business – 7 years (Continuing Accredited status)

By the end of the reporting period, the total number of accredited institutions was **9**, as follows:

- The University of the West Indies, St Augustine Campus
- The University of Trinidad and Tobago
- College of Science, Technology and Applied Arts of Trinidad and Tobago
- Arthur Lok Jack Global School of Business
- Cipriani College of Labour and Co-operative Studies
- Caribbean Nazarene College
- West Indies School of Theology
- UWI School of Business and Applied Studies Limited
- National Energy Skills Center

The following institutions are awaiting a decision by the Board of Directors:

- MIC Institute of Technology
- St Andrew's Theological College
- Tobago Hospitality and Tourism Institute
- University of the Southern Caribbean

The following institution is awaiting an evaluation:

- Trinidad and Tobago Hospitality and Tourism Institute

During the period,
the ACTT reviewed
Annual Accredited
Institution Reports
(AAIRs) for the
following **7**
institutions:

- Cipriani College of Labour and Co-operative Studies, Tobago Campus
- National Energy Skills Center
- Tobago Hospitality and Tourism Institute
- The University of Trinidad and Tobago
- University of the Southern Caribbean
- UWI School of Business and Applied Studies Limited
- West Indies School of Theology

3.4 PROGRAMME APPROVAL

This quality assurance process ensures that local programmes are consistent with the institution's mission, are appropriately designed and structured, have stated learning outcomes and assessment strategies appropriate to the level of the qualification to be awarded and are adequately resourced for delivery. Also, it ensures that programmes developed locally are aligned or referenced to other countries. It is a mandatory activity that registered post secondary and tertiary institutions access as a means of validating the quality of their locally developed programmes.

Programmes submitted by institutions for approval are evaluated by an External Evaluator who is an expert in the relevant field. Programmes, once evaluated and found to have met the standards, are approved for a maximum period of three (3) years or for a period that coincides with the institution's

period of registration. Prior to the expiration of the period of approval, programmes must be submitted for re-evaluation. Further, any substantive changes to programmes must be approved by the ACTT before being implemented.

During the reporting period,
the ACTT approved **25**
programmes from accredited
institutions and **2** programmes
from registered institutions.

3.5 RECOGNITION

The Act mandates that the ACTT recognise programmes and awards of foreign institutions operating in Trinidad and Tobago. The aim of recognition is to verify that requirements are met for the delivery of foreign post secondary and tertiary education and training programmes through partnership arrangements with institutions registered by the ACTT. While local institutions may apply for recognition of individual transnational programmes, a foreign awarding body/institution may alternatively seek recognition by the ACTT. A transnational institution is one that has its origin and main establishment in a foreign territory and is offering programmes in collaboration with a registered institution in Trinidad and Tobago.

Through this process, foreign awarding bodies and institutions must provide evidence that the transnational qualifications offered locally are equivalent and comparable to qualifications that carry the same or similar titles in the country of the awarding institutions. The foreign awarding bodies/institutions must also ensure that the local context is considered in the design and/or delivery of the programmes.

Foreign awarding bodies/institutions must also implement reliable and tested systems to avoid credential fraud and maintain the highest integrity of the qualification. Enrolled students should also have the same rights of access to information regarding changes in fees, policy, examination results and other information available to students at the awarding institutions.

During the reporting period, the ACTT:

- conducted **2** site visits for continuing Recognition of the following transnational programmes at the following institutions:
 - Arthur Lok Jack Global School of Business – Programme offered in collaboration with International Trade Centre
 - ENSAFE: Institute for Health, Safety & Counselling Training Limited – Programme offered in collaboration with National Examination Board in Occupational Safety and Health
- reviewed Annual Reports from the following **15** ACTT-recognised foreign awarding bodies and institutions and the registered institutions in Trinidad and Tobago, through which their programmes are delivered:
 - Anglia Ruskin University
 - › Report from partner institution not submitted
 - Association of Business Executives:
 - › CTS College of Business and Computer Science Limited
 - › SBCS Global Learning Institute Ltd
 - › School of Higher Education Limited
 - Association of Chartered Certified Accountants:
 - › Premier Accountancy Specialist School
 - › Professional School of Accountancy
 - › SBCS Global Learning Institute Ltd
 - › Student Accountancy Centre Limited
 - Australian Institute of Business:
 - › School of Higher Education Limited
 - › CTS College of Business and Computer Science Limited
 - › SITAL College of Tertiary Education

- BPP University:
 - › SAM Caribbean Limited
- Chartered Institute of Procurement and Supply:
 - › SBCS Global Learning Institute Ltd
- Chartered Institute of Securities and Investment:
 - › SBCS Global Learning Institute Ltd
- City and Guilds of London Institute:
 - › Automation Technology College
 - › Kenson School of Production Technology
 - › SBCS Global Learning Institute Ltd
 - › Trinizuela Technical and Vocational College
 - › Score Valves Trinidad and Tobago Limited
- Heriot-Watt University:
 - › SBCS Global Learning Institute Ltd
 - › School of Higher Education Limited
- Pearson Education Limited:
 - › SBCS Global Learning Institute Ltd
- University of Bedfordshire:
 - › CTS College of Business and Computer Science Limited
 - › School of Higher Education Limited
 - › SITAL College of Tertiary Education
- University of Greenwich:
 - › SBCS Global Learning Institute Ltd
- University of London International Programmes:
 - › Academy of Tertiary Studies
 - › College of Legal Studies
 - › DAWILL Law Academy and Consultancy Services Limited
 - › Institute of Law and Academy Studies
 - › SBCS Global Learning Institute Ltd
- University of New Brunswick:
 - › UWI School of Business and Applied Studies Limited
- University of Sunderland:
 - › SBCS Global Learning Institute Ltd
- ENSAFE: Institute for Health, Safety and Counselling Training Ltd for the National General Certificate in Occupational Health and Safety awarded by the National Examination Board in Occupational Safety and Health
- Occupational Safety and Health and Environmental Services Limited for International General Certificate in Occupational Health and Safety awarded by the National Examination Board in Occupational Safety and Health
- UWI School of Business and Applied Studies Limited for the Bachelor of Science in Business Psychology awarded by Franklin University
- Shadrack Safety Institute Company Limited for the National General Certificate in Occupational Health and Safety awarded by National Examination Board in Occupational Safety and Health

— reviewed Annual Reports for the following **6** recognised transnational programmes:

- Arthur Lok Jack Global School of Business for the Professional Certificate in Events Management awarded by George Washington University
- Arthur Lok Jack Global School of Business for the International Diploma in Supply Chain Management awarded by the International Trade Centre

3.6 REGISTRATION OF LOCAL AWARDING BODIES

Section 8(2)(c) of Chapter 39:06 empowers the Council “to register post secondary institutions, foreign and local, which offer programmes in Trinidad and Tobago”. Organisations that develop content and/or standards for educational programmes leading to the award of qualifications in their name are known as awarding bodies. Awarding bodies are not directly involved in the delivery of the tuition for the programme. Awarding bodies are also subject to 8(2)(c). In order for the Council to determine whether an awarding body meets the criteria and standards for registration of an awarding body, it is required to submit to an evaluation by the Council.

During the reporting period, the ACTT:

- reviewed an Annual Report for **1** local awarding body registered by the ACTT:
 - Institute of Banking and Finance of Trinidad and Tobago
- reviewed an Annual Report for **1** accredited local awarding body qualification:
 - Certificate for Financial Advisors

3.7 STATEMENTS ON RECOGNITION

Employers, higher education institutions and other entities (e.g. those responsible for awarding scholarships) require that local and foreign institutions and programmes be recognised. The ACTT provides authoritative advice and guidance on the recognition of local and foreign qualifications through Statements on Recognition. A Statement on Recognition confirms the status of qualifications from local and foreign institutions/awarding bodies.

During the reporting period, the ACTT:

- processed **1,242** applications for Statements on Recognition
- collaborated with the Ministry of Foreign and CARICOM Affairs on the assessment of **492** qualifications for issuing CARICOM Skills Certificates

From the start of its operations to the end of the reporting period, the ACTT has issued **17,235** Statements on Recognition.

3.8 EQUIVALENCE ASSESSMENT

This service determines the comparable academic value of foreign qualifications in Trinidad and Tobago. An Equivalence Assessment is an evaluation of a foreign qualification to determine its comparative level and value to a similar qualification awarded by an institution in Trinidad and Tobago.

The ACTT conducts assessments of foreign post secondary and tertiary level qualifications and issues statements on the equivalence of these qualifications. A Statement on Equivalence also provides information on the accreditation/recognition status of the institutions and programmes of study, which may:

- assist a student to gain access to further study in Trinidad and Tobago; and
- facilitate credit exemptions.

However, in the case of further study, the institution receiving the student makes the final decision on the acceptability and value of credits towards completion of its programmes.

3.9 QUALITY ENHANCEMENT / INSTITUTIONAL DEVELOPMENT

Quality enhancement support is afforded to institutions to provide guidance on meeting the requirements of the ACTT's criteria and standards for the various services offered. Quality Enhancement is achieved through one-on-one preparatory meetings, workshops, seminars, training and technical support.

Quality enhancement support is also provided to registered and accredited institutions to strengthen an institution's ability to deliver quality education and training. It also extends its services to quality assurance bodies in the wider CARICOM region, facilitating attachments to the ACTT and observation at site visits for registration and accreditation.

Monitoring of registered or accredited institutions is also under the remit of quality enhancement support. This monitoring is achieved through the evaluation of progress reports, annual reports, mid-term reviews, scheduled focussed site visits and unscheduled site visits.

During the reporting
period, the ACTT
completed **43**
Equivalence Assessments.

During the
reporting
period, the
ACTT:

- conducted Comprehensive Site Visits for continuing Institutional Accreditation to **4** accredited institutions:
 - St Andrew’s Theological College
 - Tobago Hospitality and Tourism Institute
 - MIC Institute of Technology
 - University of the Southern Caribbean
- conducted Focussed Site Visits to the following **3** accredited institutions:
 - Cipriani College of Labour and Co-operative Studies, Tobago Campus
 - The University of Trinidad and Tobago, Tobago Campus
 - The University of Trinidad and Tobago, O’Meara Campus
- hosted **2** ‘Guide to the Self Study Process’ Workshops for Candidacy for Institutional Accreditation:
 - The Institute of Medical Education Limited
 - Council of Legal Education

3.10

COMPARISON OF MAJOR ACHIEVEMENTS BETWEEN OCTOBER 01, 2017 – SEPTEMBER 30, 2018 AND OCTOBER 01, 2018 – SEPTEMBER 30, 2019

| DESCRIPTION | October 01, 2017 – September 30, 2018 | October 01, 2018 – September 30, 2019 |
|--------------------------------------|--|---|
| Conferment of Institutional Title | None | None |
| Registration | <ul style="list-style-type: none"> • registered one (1) new institution • re-registered fourteen (14) institutions • number of registered institutions as at September 30, 2018 was forty-one (41) | <ul style="list-style-type: none"> • registered one (1) new institution • re-registered nine (9) institutions • number of registered institutions as at September 30, 2019 was thirty-six (36) |
| Institutional Accreditation | <ul style="list-style-type: none"> • conferred continuing institutional accredited status on four (4) institutions • number of accredited institutions as at September 30, 2018 was thirteen (13): <ul style="list-style-type: none"> – The University of the West Indies, St Augustine Campus – The University of Trinidad and Tobago – College of Science, Technology and Applied Arts of Trinidad and Tobago – Arthur Lok Jack Global School of Business – University of the Southern Caribbean – Cipriani College of Labour and Co-operative Studies – Caribbean Nazarene College – St Andrew's Theological College | <ul style="list-style-type: none"> • conferred initial institutional accredited status on one (1) institution • conferred continuing institutional accredited status on two (2) institutions • number of accredited institutions as at September 30, 2019 was nine (9): <ul style="list-style-type: none"> – The University of the West Indies, St Augustine Campus – The University of Trinidad and Tobago – College of Science, Technology and Applied Arts of Trinidad and Tobago – Arthur Lok Jack Global School of Business – Cipriani College of Labour and Co-operative Studies – Caribbean Nazarene College – West Indies School of Theology |

| DESCRIPTION | October 01, 2017 – September 30, 2018 | October 01, 2018 – September 30, 2019 |
|--------------------------------------|--|---|
| Institutional Accreditation (cont'd) | <ul style="list-style-type: none"> – Trinidad and Tobago Hospitality and Tourism Institute – Tobago Hospitality and Tourism Institute – MIC Institute of Technology – West Indies School of Theology – UWI School of Business and Applied Studies Limited | <ul style="list-style-type: none"> – UWI School of Business and Applied Studies Limited – National Energy Skills Center |
| Programme Approval | <ul style="list-style-type: none"> • approved fifty-five (55) programmes from accredited institutions • approved four (4) programmes from registered institutions | <ul style="list-style-type: none"> • approved twenty-five (25) programmes from accredited institutions • approved two (2) programmes from registered institutions |
| Statements on Recognition | <ul style="list-style-type: none"> • processed one thousand, one hundred and eight (1,108) applications for Statements on Recognition • number of statements processed as at September 30, 2018 - sixteen thousand, two hundred and twenty-two (16,222) | <ul style="list-style-type: none"> • processed one thousand, two hundred and forty-two (1,242) applications for Statements on Recognition • number of statements processed as at September 30, 2019 - seventeen thousand, two hundred and thirty-five (17,235) |
| Equivalence Assessments | <ul style="list-style-type: none"> • issued thirty-two (32) Equivalence Assessments | <ul style="list-style-type: none"> • issued forty-three (43) Equivalence Assessments |
| Workshops | <ul style="list-style-type: none"> • hosted one (1) workshop titled 'Guide to the Self Study Process' for: <ul style="list-style-type: none"> – Tobago Hospitality and Tourism Institute | <ul style="list-style-type: none"> • hosted two (2) 'Guide to the Self Study Process' workshops for Candidacy for Institutional Accreditation: <ul style="list-style-type: none"> – The Institute of Medical Education Limited – Council of Legal Education |
| Special activities/projects | <ul style="list-style-type: none"> • ACTT hosted the following activities during Quality Assurance Month: <ul style="list-style-type: none"> – Excellence in Higher Education Awards Ceremony on October 31, 2017 | <ul style="list-style-type: none"> • Hosted the Annual Conference of Accredited Institutions (ACAI) on October 18, 2018 |

| DESCRIPTION | October 01, 2017 – September 30, 2018 | October 01, 2018 – September 30, 2019 |
|---|---|--|
| Special activities/projects (cont'd) | <ul style="list-style-type: none"> – National Essay/Poster Competition for Secondary Schools and Tertiary Institutions – 5th National Quiz on QA in Higher Education and Training for Secondary Schools | <ul style="list-style-type: none"> • Hosted three (3) public sensitisation fora on the adoption of the CARICOM Qualifications Framework (CQF) on: <ul style="list-style-type: none"> – November 12, 2018 at the Scarborough Library Auditorium, Scarborough – November 23, 2018 at The University of Trinidad and Tobago, Pt Lisas Campus – November 30, 2018 at the Arthur Lok Jack Global School of Business, Mt Hope |
| Staff Count | <ul style="list-style-type: none"> • Management Team (6) • Technical Staff (19) • Administrative Staff (23) | <ul style="list-style-type: none"> • Management Team (6) • Technical Staff (19) • Administrative Staff (23) |

4.0

SPECIAL ACTIVITIES AND PROJECTS

4.1

ANNUAL CONFERENCE OF ACCREDITED INSTITUTIONS (ACAI)

On October 18, 2018, the ACTT hosted its first Annual Conference of Accredited Institutions (ACAI) on the theme '*Higher Education Innovations: Adapting to Economic Challenges*'. The Conference provided a forum for higher education professionals aligned with accredited institutions to share their expertise, experiences and research in fostering the transformation of the local higher education sector into one that is globally competitive. Dr Lynn Priddy, who serves as Provost and Chief Academic Officer of the National American University (NAU),

delivered the Keynote Address on the topic '*Innovation, Learning and Quality – Amidst Economic Constraint*'. Representatives from the accredited institutions also presented on the following strands:

- Expanding access in a contracting economy
- Novel initiatives to ensure sustainability and financial viability
- Enhancing the student learning experience in a dynamic environment



Dr Priddy presents at the ACTT's Annual Conference of Accredited Institutions

4.2 PUBLIC SENSITISATION ON THE ADOPTION OF THE CARICOM QUALIFICATIONS FRAMEWORK

The ACTT, in collaboration with the National Training Agency (NTA), hosted public sensitisation fora on the adoption of the CARICOM Qualifications Framework (CQF) that will be used to inform the National Qualifications Framework for Trinidad and Tobago. During these fora, stakeholders were afforded the opportunity to provide feedback on the CQF. These sessions took place as follows:

- November 12, 2018 at the Scarborough Library Auditorium, Scarborough
- November 23, 2018 at The University of Trinidad and Tobago, Pt Lisas Campus
- November 30, 2018 at the Arthur Lok Jack Global School of Business, Mt Hope



Panellists from the ACTT and NTA at the CQF Public Sensitisation Forum in Tobago

4.3 DEVELOPMENT OF THE NATIONAL QUALIFICATIONS FRAMEWORK

The National Qualifications Framework (NQF) is designed to assist in recognition and equivalence of qualifications in different jurisdictions. It will also regulate all qualifications at various levels of the education and training system in Trinidad and Tobago. The NQF will also lead to greater transparency, comparability and portability of citizens' qualifications and will establish national standards for knowledge, skills and competencies.

The framework allows for harmonisation of the education system in Trinidad and Tobago. Further, it will assist in assessing equivalence of foreign qualifications, and will allow for the recognition of skills across the CARICOM region to support the free movement of skilled persons.

The ACTT developed a proposal for the implementation of the NQF via the 9th European Development Fund (EDF) Funding

for Non-University Tertiary Education Reform, Sector Policy Support Programme (SPSP), which was submitted to the Ministry of Education.

The ACTT is analysing the survey responses and is working closely with the NTA and other stakeholders, as both agencies continue towards the refinement and implementation of the NQF by the end of the first quarter of 2020.

4.4 EXTERNAL EVALUATORS' WORKSHOP

The ACTT is committed to enhancing the level of quality and best practices in tertiary level education. In this regard, the Council hosted its External Evaluators' Workshop on October 19, 2018 and April 23-25, 2019, facilitated by Dr Lynn Priddy and Dr John Marr, respectively. Participants were introduced to key elements of a Self-Study Report, Site Visit, report writing and other relevant topics.



Dr John Marr presents at the External Evaluators training in April 2019.

4.5 CONFERMENT OF INSTITUTIONAL ACCREDITATION

The ACTT conferred accredited status on three of the nation's post secondary and tertiary education institutions at its Conferment of Institutional Accreditation Ceremony on April 03, 2019. Certificates of Institutional Accreditation were presented, as follows:

Conferment of Institutional Accreditation (Continuing)

- Caribbean Nazarene College, for the period January 19, 2019 – January 18, 2024



Representatives of the institutions proudly display their certificates of Institutional Accreditation

- Arthur Lok Jack Global School of Business, for the period March 15, 2019 – March 14, 2026

Conferment of Institutional Accreditation (Initial)

- National Energy Skills Centre, for the period December 06, 2018 – December 05, 2023

Each of the three (3) institutions signed the General Conditions of Institutional Accreditation for Post Secondary and Tertiary Institutions and the Trademark Licence Agreement. These conditions outline an accredited institution's obligations after Institutional Accredited status is granted by the ACTT.

4.6 MEETING WITH ACCREDITED INSTITUTIONS

The ACTT is committed to maintaining relationships with its stakeholders and, in this regard, commenced meetings with accredited institutions. These meetings provide a platform through which meaningful conversations may take place, with the aim of:

- identifying major concerns of the institutions
- acquiring feedback on how the ACTT could better serve institutions, leading to an improvement in services/operations
- providing information on some of the ACTT's initiatives, including its strategic planning exercise.

The ACTT will continue with these meetings in the next period.



Staff members of the ACTT and West Indies School of Theology

5.0

POLICY AND DEVELOPMENT INITIATIVES

5.1

TECHNICAL POLICIES

The Council's core services, as mandated by the Act, are governed by its Technical Policies on Conferment of Institutional Title, Registration of Post Secondary and Tertiary Institutions, Accreditation of Institutions, Programme Approval, Recognition of Foreign Awarding Bodies and Institutions, Recognition of Transnational Programmes, and Statements on Recognition and Equivalence.

5.2

FINANCIAL POLICIES

The Council's financial policies are guided by the public service regulations and are in compliance with the following:

- The Exchequer and Audit Act, Chapter 69:01
- The Statutory Authorities Act, Chapter 24:01
- Guidelines for Contract Employment in Government Ministries, Departments and Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01
- Circulars from the Chief Personnel Officer (CPO), Ministry of Finance, Comptroller of Accounts and the Director of Personnel Administration
- Public Procurement and Disposal of Public Property Act No. 1 of 2015
- State Enterprises Performance Monitoring Manual

5.3

ADMINISTRATIVE POLICIES

The Council maintains an Administrative and Personnel Policies Manual that provides information and procedures to all staff. This equips them with clear, specific and systematic approaches to executing their duties and to developing and maintaining the ACTT's relationships with various stakeholders. It is a fundamental communication tool containing information and instructions pertinent to the duties, responsibilities and functions of staff.

The Administrative and Personnel Policies are currently being revised in accordance with Public Service guidelines and best practice related to contract employment in the Government service.

6.0 FINANCIAL OPERATIONS

6.1 BUDGET FORMULATION

The ACTT is funded through government subventions for Recurrent Expenditure. Based on the Council's projected activities for the fiscal year, and in accordance with the ACTT's strategic direction, a budget request of \$17,597,921.00 for Recurrent Expenditure was submitted to the line Ministry. Arising from the budget presentation for fiscal 2018/2019, the Council was advised that its allocation of funds under Recurrent Expenditure for fiscal year 2018/2019 was \$12,000,000.00 in the first instance. This amount was subsequently reduced to \$10,000,000.00 in July 2019.

6.2 BUDGET / RECURRENT EXPENDITURE

For the financial year ended September 30, 2019, the ACTT was allocated \$10,000,000.00 to fund its recurrent expenditure. As at September 30, 2019, total releases received from the Ministry of Education amounted to \$10,000,000.00. The Council had incurred total recurrent expenditure of \$15,334,684.00 for the fiscal year. Table 3 below summarises ACTT's recurrent expenditure for the period October 01, 2018 to September 30, 2019.

| SUB-HEAD | Budget Releases \$ | Actual Expenditure \$ | Variances \$ |
|-------------------------------------|-----------------------|-----------------------------|-----------------------|
| Personnel Expenditure | 675,000.00 | 396,323 .00 | 278,677.00 |
| Goods and Services | 8,325,000.00 | 13,821,982 .00 | (5,496,982.00) |
| <i>of which contract employment</i> | <i>6,325,000.00</i> | <i>8,468,413 .00</i> | <i>(2,143,413.00)</i> |
| Minor Equipment | - | 13,664 .00 | (13,664.00) |
| Current Transfers and Subsidies | 1,000,000.00 | 1,102,715.00 | (102,715.00) |
| Total Recurrent Expenditure | 10,000,000.00 | 15,334,684.00 | (5,334,684.00) |

TABLE 3
The ACTT's Budget Releases / Actual Expenditure
October 01, 2018 to September 30, 2019

Personnel Expenditure relates to fees paid to members of the Council's Board. The term of the ACTT's Board, comprising eleven (11) members, expired with effect from May 03, 2019.

The Council's unavoidable expenditure on salaries (\$8,468,413.00), gratuity (\$1,102,715.00) and rent (\$3,246,602.00) amounted to \$12,817,730.00. These three (3) items of expenditure alone exceeded the ACTT's total 2019 subventions of \$10,000,000.00 by \$2,817,730.00. It should be noted that all the ACTT's staff members are employed on contract and a gratuity becomes payable upon successful completion of each employment contract.

There was no budgetary allocation for minor equipment expenses, resulting in a negative variance of \$13,664.00. Throughout fiscal 2018/2019, the Council employed stringent cost-cutting measures and opted to repair rather than replace its equipment to better manage its finances. Notwithstanding these measures, the Council still incurred a deficit of (\$5,334,684.00). This was due to the ACTT's significantly reduced 2018/2019 allocation and the fixed nature of over 80% of the Council's recurrent expenses. The Council's deficit was funded from accumulated revenues generated through the ACTT's services from previous years. A breakdown of minor revenues for the period under review is shown in Table 4.

| REVENUE/EXPENDITURE | Actual Amounts \$ |
|------------------------------------|----------------------|
| Fee Income | 1,228,294.00 |
| Quality Assurance Month Supplement | 35,000.00 |
| ACAI Conference | 22,200.00 |
| Interest Income | 141,096.00 |
| Less: Expenses | (624,086.00) |
| Net Internal Revenue | 802,504.00 |

TABLE 4
The ACTT's Internally Generated Revenues
October 01, 2018 to September 30, 2019

6.3

BUDGET / PSIP EXPENDITURE

The ACTT did not receive any allocations under the Public Sector Investment Programme (PSIP) for fiscal year ended September 30, 2019.

6.4

DEBT POLICY

Section 19 of the Act gives the Council the power to borrow for the purpose of discharging its functions, subject to the approval of the Minister of Finance. To date, the Council has never sought to exercise this power.

6.5

INVESTMENT POLICY

Under Section 18 of the Act, the Council may “... *accumulate reserves and such reserves and all other funds of the Council not immediately required to be spent in meeting the obligations of the Council or the discharge of any of its functions may be invested, from time to time, in such securities as the Council may with the approval of the Minister with responsibility for finance deem fit.*” The Council currently maintains an interest bearing account with its bankers, First Citizens Bank (FCB), under this proviso. Revenues generated by the Council are held in this account.

6.6 FINANCIAL COMPARISONS

| ITEM | 2018 | 2019 | Variance | Comments |
|--|-----------------------|-----------------------|-----------------------|--|
| INCOME | | | | |
| Government Subventions | 12,747,875.00 | 10,000,000.00 | (2,747,875.00) | |
| Evaluation/Registration/ Certification Fees | 48,665.00 | 471,856.00 | 423,191.00 | |
| Statements on Recognition Fees | 228,658.00 | 164,488.00 | (64,170.00) | |
| Conferences and Workshops | 61,400.00 | 25,064.00 | (36,336.00) | |
| Total Recurrent Income | 13,086,598.00 | 10,661,408.00 | (2,425,190.00) | |
| EXPENDITURE | | | | |
| Personnel Expenditure | 675,000.00 | 396,323.00 | 278,677.00 | Board term ended 03.05.19 |
| Goods and Services | 14,415,201.00 | 13,821,982.00 | 593,219.00 | Overall reduction in expenditure |
| <i>of which Contract Employment</i> | 9,184,036.00 | 8,468,413.00 | 715,623.00 | |
| Vehicles, Furniture, Fixtures & Equipment | 184,690.00 | 13,664.00 | 171,026.00 | 8 Desktop Computers purchased in Fiscal 2018 |
| Current Transfers and Subsidies | 1,890,756.00 | 1,102,715.00 | 788,041.00 | |
| Total Recurrent Expenditure | 17,165,647.00 | 15,334,684.00 | 1,830,963.00 | |
| Surplus/(Deficit) | (4,079,049.00) | (4,673,276.00) | (594,227.00) | <i>Deficit funded from ACTT's reserves</i> |

TABLE 5
Financial Comparisons
for years ended September 30, 2018 and September 30, 2019

7.0

HUMAN RESOURCE DEVELOPMENT

7.1

ORGANISATIONAL ESTABLISHMENT

For the development of the organisation, its personnel and the effective and efficient execution of its operations, the Council places emphasis on planning its human resource needs in order to achieve its strategic goals and objectives.

7.1.1 Categories of Employees

- Management Team (6)
- Technical Staff (19)
- Administrative Staff (23)

7.1.2 Career Path Systems

The employees of the ACTT are contract employees. When positions become vacant, eligible officers may apply for higher positions when advertised.

7.1.3 Performance Assessment / Management Strategies

The ACTT utilises a Performance Management Appraisal System as detailed in Policy 4:09 of the Council's Administrative and Personnel Policies Manual. Position descriptions have been developed for all officers. Periodic reviews, as well as annual Performance Appraisals, are completed to evaluate officers' performance.

7.1.4 Selection Procedures

The Council recruits persons on contract in accordance with terms and conditions approved by the Chief Personnel Officer.

7.2

EMPLOYEE SUPPORT SERVICES

The ACTT offers employee support as follows:

- Employee Assistance Programme (EAP)
- Coaching and mentoring activities
- Professional development workshops
- Access to learning resources
- Examination leave
- No pay study leave
- Employee recognition

7.3

TRAINING

With respect to training, staff participated in the following workshops:

- *Personal Branding Tips and Communication and Social Media Etiquette*
 - hosted by PEAPSL Consulting Limited
- *Caribbean Administrative Professional Conference*
 - hosted by the Global Conference Management Caribbean Limited
- *Video Editing Essentials Short Course*
 - hosted by the SBCS Global Learning Institute

- *External Evaluator Training Workshop*
 - hosted by the Accreditation Council of Trinidad and Tobago
- *Annual International Finance and Accounting Conference*
 - hosted by the Institute of Chartered Accountants of Trinidad and Tobago
- *Annual Conference of Accredited Institutions (ACAI) Conference*
 - hosted by the Accreditation Council of Trinidad and Tobago
- *15th Annual CANQATE Conference and Annual General Meeting*
 - hosted by the Accreditation Council of Trinidad and Tobago and the Tobago House of Assembly

8.0

PROCUREMENT PROCEDURES

The Council is guided by its existing Procedures for Procurement and Disposal of Assets and has ensured that all its procurement activities are in keeping with the Standard Procurement Procedures for the Acquisition of Articles, Provision of Services, Undertaking Works and Disposal of Unserviceable Items in State Enterprises/ Statutory Bodies (State Agencies). The following forms of tendering are used by the Council:

Open tendering

This is a process where Tenders and/or Bids are invited through advertisements or other forms of public notice. Open tendering is used in the following instances:

- when the Council's list of approved Vendors does not cater or adequately cater for particular types of articles/works/ services;
- where it is competitively more advantageous; and
- where the terms and conditions of the Council's borrowings so require.

Selective tendering

Tenders and/or Bids are invited from the Council's list of approved suppliers. A minimum number of invitees shall be set so as to allow adequate competition in the procurement process. The invitees selected shall be the top ten (10) ranked suppliers registered to provide the particular articles/ works/services. In cases where there are less than ten (10) registered suppliers, all

the suppliers registered to provide the particular articles/works/services shall be invited.

Sole tendering

Where the circumstances so require, Merit Awards for purchase of materials/works/ services shall be issued without inviting competitive bids.

Consultancy services

The Council recognises that, due to the specialist nature of certain types of professional and technical services classified as Consultancy Services, it may not be viable or economically sensible to engage in open or selective tendering. Once a determination is made by the office of the Corporate Secretary/Legal Officer that the Services are classified according to Tenders and Procurement Policies, Rules and Procedures as Consultancy Services, and suitable consultants/service providers with a proven record/reputation of efficiently providing services of the kind required have been identified, the following procedure shall apply:

- *Consultancy Firms:* Except for Merit Consultancy contracts, all consulting services shall be competitively tendered out either using open tendering or selective tendering as appropriate.
- *Individual Consultants:* Individual consultants are normally hired to carry out assignments for which the experience

and qualifications of the individual are crucial to the task. They are selected on the basis of their qualifications and relevant experience for the assignment. An advertisement may not be required and Consultants do not need to submit proposals. Consultants shall be selected through comparison of qualifications and relevant experience of at least three (3) candidates among those who have expressed interest in the assignment or who have been approached directly by the Council. Individuals considered for comparison of qualifications and relevant experience shall meet the minimum qualifications deemed relevant for the assignment and those selected by the Council shall be the best qualified and fully capable of carrying out the assignment. Capability is judged on the basis of academic/ professional competence, as well as experience. Where appropriate, knowledge of the local conditions (such as local language, culture and administrative system), as well as the capacity to deliver on the proposed products or service within the prescribed timeframe required by the Council, may also be considered.

8.1 EMERGENCIES

In cases of emergency where the safety of people, property, plant and equipment is in jeopardy, the most senior official responsible for that operation, if unable to contact the Executive Director or the Chairman of the Tenders Committee, may award contracts for Articles, Works or Services necessary to avert the danger or to bring the situation under control. These contracts will then be brought to the attention of the relevant authority in the ACTT for subsequent ratification.

9.0

CLIENT AND PUBLIC ACCESS TO SERVICES / SERVICE DELIVERY SYSTEMS

The ACTT continued to operate three (3) offices, located at:

Head Office

Ground Floor and Level 3, Building B
Pan American Life Plaza
91-93 St Vincent Street
Port of Spain, Trinidad

South Outreach Office

40-44 Sutton Street
2nd Floor SSL Building
San Fernando, Trinidad

Tobago Office

MIC-IT/YTEPP Tobago Technology Centre
79 Milford Road
Canaan, Tobago

The public may also access the ACTT's services through its website (www.actt.org.tt) and social media sites (www.facebook.com/ACTTNews and www.twitter.com/ACTTNews).

- Carapichaima East Secondary School
- Chaguanas North Secondary School
- Couva West Secondary School
- Iere High School
- Junior Achievement Leadership Conference for Young Men (Trinidad)
- Junior Achievement Leadership Conference for Young Men (Tobago)
- Junior Achievement Leadership Conference for Young Women
- Junior Achievement of Trinidad and Tobago – Orientation programme
- Mount Hope Secondary School
- Penal Secondary School
- Princes Town East Secondary School
- Sangre Grande Secondary School
- Southern Academy of Seventh-Day Adventists
- SPARK Education Fair
- St Anthony's College
- St Francois Girls' College
- The UWI-ROYTEC, North Campus
- US Embassy's College Fair
- Williamsville Secondary School

9.1 CAREER FAIRS

The ACTT participated in twenty-two (22) career/college fairs that were geared towards sensitising students to the importance of attending quality assured institutions for further education and to introduce them to the ACTT's services: Registration, Accreditation and Recognition. These included visits to:

- A.S.J.A Girls' College, Barrackpore
- British Council University Law Fair

9.2 STRATEGIC PARTNERSHIPS

The Council recognises the importance of establishing and maintaining good relations with its stakeholders, which ensures the longevity of its operations. The ACTT continually seeks new ways to improve relations with existing stakeholders and to establish strong relationships with new stakeholders.

9.2.1 The ACTT Partners

Local:

- The Association of Professional Engineers of Trinidad and Tobago (APETT)
- The Institute of Chartered Accountants of Trinidad and Tobago (ICATT)
- The Medical Board of Trinidad and Tobago (MBTT)
- The National Training Agency of Trinidad and Tobago (NTA)
- The Nursing Council of Trinidad and Tobago (NCTT)
- The Trinidad and Tobago Association of Psychologists (TTAP)
- The Trinidad and Tobago Group of Professionals Association (TTGPA)

Regional:

- Caribbean Evangelical Theological Association (CETA)

International:

- The Council for Adult and Experiential Learning (CAEL), US
- Quality Assurance Agency for Higher Education (QAA), UK
- UK National Recognition Information Centre (UK NARIC)

9.2.2 Membership

The ACTT has full membership with the following organisations:

- Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE)
- International Association of Universities (IAU)
- International Network for Quality Assurance Agencies in Higher Education (INQAAHE)

9.2.3 Affiliations

The ACTT is affiliated with the following organisations:

- American Society for Quality (ASQ), USA
- Council for Adult and Experiential Learning (CAEL)
- Council for Higher Education Accreditation – International Quality Group (CHEA-CIQG)
- Educational Credential Evaluators (ECE), USA
- North Central Association Higher Learning Commission (NCA-HLC)
- Scottish Qualifications Authority (SQA)
- The Canadian Information Centre for International Credentials (CICIC)
- The National Assessment and Accreditation Council (NAAC)
- The Office of Qualifications and Examinations Regulation (Ofqual), UK
- Quality Assurance Agency for Higher Education (QAA)

Conclusion

The ACTT continues to carry out its mandate set out in Chapter 39:06. This is accomplished despite diminishing and aging resources; the Council's achievements outlined in this Report are testament to this.

The ACTT remains cognisant of its responsibilities to higher education regulation and development and thus, under the leadership of a new Executive Director, proposes several new initiatives. These include:

- Greater and more frequent engagement with institutional stakeholders in the form of annual business meetings
- Streamlined application processes for certain services, which would provide benefits and resource-savings for both the Council and its stakeholders
- The creation of a resource manual to guide institutions as they complete their applications for institutional accreditation
- Introduction of new services, such as:
 - accreditation of short and professional courses
 - registration of online and distance learning institutions and providers
 - accreditation of online and distance learning programmes and courses
 - recognition of Professional Development Units (PDUs) and Continuing Professional Development (CPD) units and awards
 - accreditation of specialised programmes



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