



Administrative **REPORT**

2023-2024



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



This Administrative Report
summarises the activities of The
Accreditation Council of Trinidad
and Tobago for the period October
01, 2023 to September 30, 2024.

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List of Acronyms

ABE	Association of Business Executives
ACTT	Accreditation Council of Trinidad and Tobago
CANQATE	Caribbean Area Network for Quality Assurance in Tertiary Education
CARICOM	Caribbean Community
NEBOSH	National Examination Board for Occupational Safety and Health
NQF-TT	National Qualifications Framework of Trinidad and Tobago
UWI	The University of the West Indies

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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 the ACTT 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.

The ACTT is committed to furthering the advancement of *quality higher education* and *protecting students and stakeholders' interests*.

The ACTT is committed to furthering the advancement of quality higher education and protecting students and stakeholders' interests. At the end of the reporting period, the Council had on its register 27 registered institutions, 11 accredited institutions, 13 recognised foreign awarding bodies/institutions and one local awarding body.

During the reporting period, the ACTT co-hosted the 19th Annual Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) Conference and Annual General Meeting, alongside the University of Trinidad and Tobago and the National Training Agency. The organisation also hosted a two-day online workshop on International Credential and CV Fraud, aimed at equipping participants with skills to identify fraudulent credentials and curriculum vitae.

As the ACTT fulfils its mandated role of assuring the highest standards of higher education and training, the organisation ensures its world-class standards are met through relationships with international accreditation agencies. The ACTT aspires to the continual improvement of the higher education and training sectors and being a leader in innovation and best practice.



1.1
VISION

ACTT is to be the *vanguard* and *catalyst* of a quality post secondary and tertiary education sector which is *globally relevant, responsive* and *supportive of the development* of a qualified workforce and society in Trinidad and Tobago and the wider Caribbean.

1.2
MISSION

ACTT *assures and enhances* the quality of post secondary and tertiary education *nationally and abroad* through *innovative business, globally-benchmarked standards* and *service excellence*.



Vision, Mission,
Strategic Goals
and Objectives
and Core Values

1.3
THE VISION AND MISSION KEYWORDS

The Keywords used in the Vision and Mission of the ACTT are described as follows:

Vanguard

ACTT is leading and paving the pathway for a quality post secondary and tertiary education sector.

Catalyst

ACTT stimulates and challenges post secondary and tertiary education institutions to meet its standards.

Globally relevant

ACTT embraces and adapts international models, best practices and standards in the design of its systems and services.

Responsive

ACTT understands that it operates in an environment of constant change, is nimble and responds to needs.

Supports the development

ACTT ensures that post secondary and tertiary education institutions contribute to the development of a knowledgeable and skilled workforce and society.

Assures and enhances

ACTT applies its policies, standards and processes for external quality assurance of post secondary and tertiary education institutions and qualifications.

Nationally and abroad

ACTT engages and supports post secondary and tertiary education institutions and awarding bodies located in Trinidad and Tobago and overseas institutions and awarding bodies offering in-country or education abroad programmes via distance and online learning.

Innovative business

ACTT establishes new business models and approaches that have been adopted or modelled after its own best practices.

Globally-benchmarked standards

ACTT contextualises and adapts global external quality standards to design its own.

Service excellence

ACTT establishes standards for providing efficient and effective service to stakeholders.

1.4
STRATEGIC GOALS AND OBJECTIVES

As outlined in the Strategic Plan 2020 to 2025, the four priority areas are as follows:

- Organisational Transformation;
- Financial Sustainability;
- Post Secondary and Tertiary Education Sector Quality and Performance; and
- Post Secondary and Tertiary Education Qualifications Recognition.

Figure 1 shows the strategy map for the ACTT outlining the four priority areas, four strategic goals and strategic objectives, together with the Vision, Mission and Core Values.

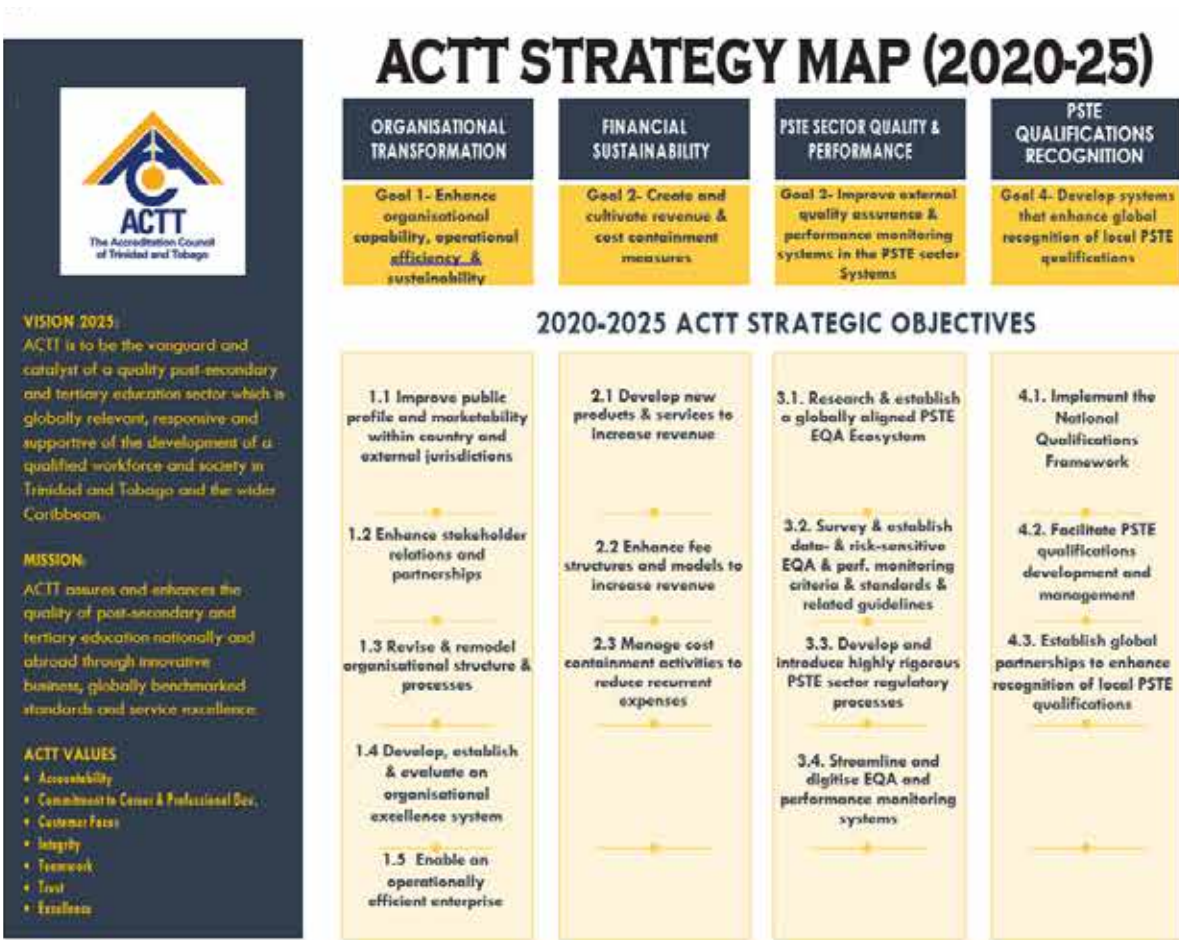


Figure 1: ACTT Strategy Map (2020-2025)

Source: ACTT Strategic Plan, 2020

1.5
CORE VALUES

The Core Values of the ACTT are described as follows:

Accountability



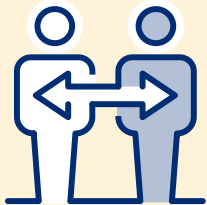
We answer to our governing authorities and ensure that our stakeholders do the same.

Commitment to Career and Professional Development



We support the career and professional development of our employees.

Customer Focus



We listen to and consider our customers' needs when making decisions and taking action.

Integrity



We embrace, comply with and administer national laws, Government policy, organisational policies and best-in-class post secondary and tertiary education quality practices. We are above reproach in our actions.

Teamwork



We perform better together while seeking our stakeholders' interests instead of attempting to work individually.

Trust



We speak the truth and support and respect each other. We guarantee honest business when we engage our stakeholders.

Excellence



We model innovations and best practices, going beyond what our customers expect of us.

Organisational Structure

2.1 THE ACTT’S ORGANISATIONAL PROFILE

A 13-member Council (12 Executive Members and one Non-Executive Member), which is responsible for charting the overall direction of the ACTT, governs the ACTT’s corporate structure. The Council's composition and term of office are contained in Section 4 of the ACTT Act Chapter 39:06. All appointments to the Council are required to be published in the Trinidad and Tobago Gazette.

The Members of the Council for the period were:

- Dr. Ruby S. Alleyne – Chairman
- Ms. Delamae Wilson – Deputy Chairman
- Dr. Barbara Reynolds
- Mr. Archibald Prime
- Dr. Casandra Harry
- Ms Deborah Souza-Okpofabri
- Ms. Kize-Ann Jones
- Mrs. Lennon Ballah-Lashley
- Mrs. Pramatee Gajadhar
- Ms. Maureen Giddings-Estwick
- Mr. Randy Monilal
- Dr. Sean Roche
- Mr. Curtis Floyd – Ex-Officio

A staff of 42, divided into three departments

and three units, performs the operations of the organisation. These departments/units are listed as follows:

- 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 (reporting to the Office of the Executive Director); and
- Information Technology Unit (reporting to the Director of Finance and Administration).

Contract workers in these three subgroups are:

- Management Team – five members;
- Technical staff – 18 members; and
- Administrative Staff – 19 members.

In the organisational structure, all departments report to the Office of the Executive Director. The Organisational Structure of the ACTT is shown in **Figure 2**.

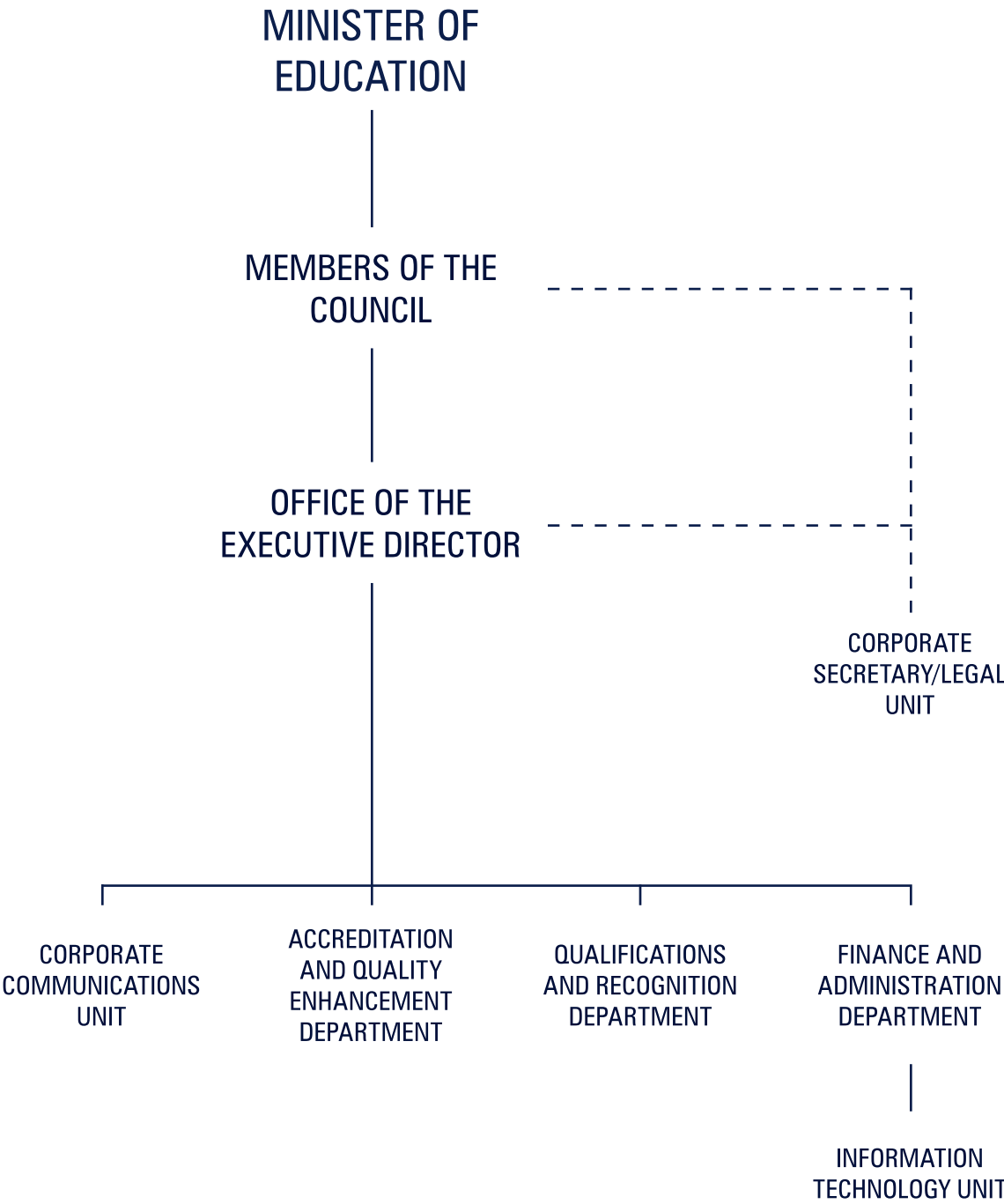


Figure 2: Organisational Structure of the ACTT

2.2
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; and
- 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 other information relating to the operations and policies of the Council.

2.3
DELEGATED LEVELS OF AUTHORITY

Table 1 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
No limit	Executive Director

Table 1: Delegated Levels of Authority

2.4
REPORTING FUNCTIONS

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

2.5
POLICY AND DEVELOPMENT
INITIATIVES

2.5.1 Tecnical Policies

The Council’s core services, as mandated by the ACTT 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, Statements on Recognition and Equivalence Assessments.

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	✓			✓	✓	
Annual Administrative Report	✓				✓	
Public Sector Investment Programme: Monthly, Quarterly, Bi-annual and Annual Reports	✓	✓	✓			
Contribution to the Ministry of Education’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: Summary of the ACTT’s Reporting Functions to the Government of the Republic of Trinidad and Tobago

2.5.2 Financial Policies

The Council’s financial policies are guided by the public service regulations and comply 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, Ministry of Finance, Comptroller of Accounts and the Director of Personnel Administration;
- Public Procurement and Disposal of Public Property Act No. 1 of 2015; and
- State Enterprises Performance Monitoring Manual.

2.5.3 Administrative Policies

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

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

2.6 THE ACTT SWOT ANALYSIS

An analysis of the Strengths, Weaknesses, Opportunities and Threats of the ACTT as adapted from the ACTT’s Strategic Plan 2020-2025 is presented in **Table 3**.



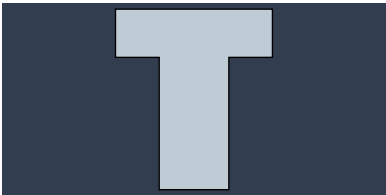
- First port of call in the country for registration, programme approval, institutional accreditation, transnational programme recognition and recognition of qualifications
- Specialised technical staff performing roles that support regulation of tertiary education institutions
- Receives income from clients and customers for services offered
- Stable/permanent location of headquarters
- Positive reputation among students, graduates, CARICOM nationals and employers for Statements on Recognition
- Qualified Council members representing different sectors impacting higher education governance
- Quality assurance standards, policies and processes regularly utilised by institutions
- Frequently consulted and utilised evaluators and Team Chairs to support the evaluation process
- A Cabinet-approved National Qualifications Framework for Trinidad and Tobago
- Potential for systems and structures to be developed to meet the requirements for external review



- Varied response times for services create frustration for clients and customers
- Insufficient coordination between the ACTT and National Training Agency as it pertains to regulation of programmes
- Staff qualifications, knowledge, skills, competencies and compensation are not at a comparable level to other international accreditation agencies in most instances
- Number of income streams is inadequate and fees are not at desired rates as compared to other accreditation agencies
- Lack of online payment platform to receive payment from stakeholders
- Standards, policies and processes have not been sufficiently revised or updated since inception
- Inadequate number of qualified, competent and experienced locally-based evaluators in certain areas or fields
- Delay in implementation of the National Qualifications Framework for Trinidad and Tobago
- Lack of readiness to undergo external review



- Market position could be maintained since there are no competing entities, except for specialised accreditation
- Channels for expansion of the ACTT’s services to stakeholders online with a special emphasis on Tobago
- Technical staff should be trained and compensated to provide higher level value-added services, which would support sector accountability and quality assurance
- Revenue generation through the provision of traditional as well as diversified services
- Several local providers available for processing online payments at low cost
- Market available for additional accreditation services in countries with no accrediting bodies
- Alternative, more cost-effective facilities available on the market to relocate headquarters
- Available online and mobile-friendly application solutions to automate workflows
- Readily available international best practices in higher education quality assurance, which could be used for benchmarking
- Available highly qualified and experienced evaluators/experts documented on database from national and international jurisdictions



- International accreditation agencies offering transnational and international accreditation services
- Existing technical staff attrition due to resignations or poaching by institutions
- Institutions with declining revenues may not be in a financial position to remit fees
- Workflow automation solutions are either unavailable or customers not using applications
- Inadequate budgetary allocations for automated services
- Council does not sanction revised corporate governance processes, policies and regulations to ensure that decisions can be made in its absence
- Absence of budget and personnel to facilitate revisions of standards, policies and processes
- Inability to source and recruit potential evaluators
- Funding unavailable for research-based project to implement the National Qualifications Framework of Trinidad and Tobago (NQF-TT)
- Lack of funding and personnel to facilitate external review

Table 3: The ACTT SWOT Analysis

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 and 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 the ACTT Act 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 after the proclamation of the Act in 2004, as well as to institutions that wish to change their names. 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 ACTT are accessible after Registration.

During this period, there were no institutions requiring Conferment of Institutional Title:

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, except for Conferment of Institutional Title. There are seven criteria and 22 standards that cover a wide scope of institutional activities, such as:

- Legal, Policy and Regulatory Requirements;
- Governance and Administration;
- Quality Management System;
- Resource Management;
- Teaching-Learning Process;
- Review; and
- 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 years. From October 01, 2023, to September 30, 2024, the ACTT received 41 Letters of Intent from new institutions seeking to be registered (Initial) and 21 Letters of Intent from existing institutions seeking to be registered (Continuing).

3.2.1 Achievements

During the reporting period, the ACTT:

- conferred registered status (Initial) on zero new institutions;
- conferred registered status (Continuing) on ten institutions;
- reviewed 15 Registered Institution Annual Reports for the following institutions:

- Caribbean College of the Bible International Limited (two reports reviewed);
- Council of Legal Education – Hugh Wooding Law School;
- CTS College of Business and Computer Science Ltd;
- Global Medical Response of Trinidad and Tobago Education Limited;
- Kenson School of Production Technology Limited;
- Occupational Safety and Health and Environmental Services Limited;
- SERVOL Limited;
- Shadrack Safety Institute Company Limited;
- SITAL College of Tertiary Education Ltd;
- Students Accountancy Centre;
- T&T Business Etiquette & Protocol Specialist Limited;
- Technical Institute for Learning;
- Trinidad and Tobago Association of Insurance and Financial Advisors (TTAIFA) Ltd.; and
- Trinidad and Tobago Civil Aviation Authority

The number of registered institutions as of September 30, 2024, was 27.



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 to assure academic quality, improve accountability and support continual institutional development. While Registration ensures that institutions have the 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 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 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 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.

3.3.1 Achievements

By the end of the reporting period, the total number of accredited institutions was 11, as follows:

- Arthur Lok Jack Global School of Business, The University of the West Indies;
- Caribbean Nazarene College;
- College of Science, Technology and Applied Arts of Trinidad and Tobago;

- MIC Institute of Technology;
- NESC Technical Institute;
- The University of the West Indies, St Augustine Campus;
- The University of Trinidad and Tobago;
- Tobago Hospitality and Tourism Institute;
- University of the Southern Caribbean;
- UWI School of Business and Applied Studies Limited; and
- West Indies School of Theology.

During the period, the ACTT reviewed five Annual Accredited Institution Reports for the following institutions:

- The University of the West Indies, St Augustine Campus (two Reports submitted);
- The University of Trinidad and Tobago;
- UWI School of Business and Applied Studies Limited; and
- 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. It ensures that programmes developed locally are aligned with 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 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.

3.4.1 Achievements

During the reporting period, the ACTT:

- approved 33 programmes from accredited institutions; and
- approved two programmes from registered institutions.

3.5
RECOGNITION

The Qualifications and Recognition Department is responsible for the execution of four main areas of responsibility of the ACTT Act, as dictated by Section 8 of Chapter 39:06. These areas are:

- “to recognise accredited programmes and awards of foreign institutions operating in Trinidad and Tobago” [Section 8(2)(d)];
- “to determine the equivalency of programmes and awards” [Section 8(2)(f)];
- “to develop and advise on a unified credit-based system for the post secondary and tertiary education sector” [Section 8(2)(g)]; and
- “to facilitate the free movement of skills and knowledge within the Caribbean Community” [Section 8(2)(v)].

3.6
RECOGNITION OF FOREIGN AWARDING BODIES AND INSTITUTIONS

Foreign universities and awarding bodies are accredited or quality assured in their country of origin and, as such, are recognised by the ACTT. 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 or accredited 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 or accredited institution in Trinidad and Tobago.

Through this process, foreign awarding bodies and institutions must meet the ACTT’s published criteria and standards. The requirements include ensuring 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.

The recognition process includes an application by the foreign awarding body or institution for recognition by the ACTT, submission of a self-study report and, finally, the conduct of a site visit by a team of external evaluators.

3.6.1 Achievements

During the reporting period, the ACTT conducted:

- one face-to-face site visit for Initial Recognition of the following transnational programmes:
 - Level 4 Diploma in Computing with Business Management; and
 - Level 5 Diploma in Computing with Business Management.
- two virtual site visits for Continuing Recognition of the following transnational programmes:
 - International General Certificate in Occupational Health and Safety awarded by NEBOSH and Automation Technology College Limited; and
 - National General Certificate in Occupational Health and Safety awarded by NEBOSH and Shadrack Safety Institute Company Limited.
- one virtual site visit for continuing Recognition of the University of Bedfordshire as a foreign awarding institution
- one virtual site visit for Initial Recognition of EDUQUAL Ltd. as a foreign awarding body;
- two virtual site visits for the accreditation of programmes offered by awarding bodies (local and foreign):
 - Advanced Diploma in Accounting and Business awarded by the Association of Chartered Certified Accountants; and
 - Certificate for Financial Advisors awarded by the Institute of Banking and Finance of Trinidad and Tobago.
- a review of 12 Annual Reports from the following ACTT-recognised foreign awarding

bodies/institutions:

- ABE Global Limited;
 - ABMA Education Limited;
 - Association of Chartered Certified Accountants;
 - Anglia Ruskin University;
 - Chartered Institute of Procurement and Supply;
 - City and Guilds of London Institute;
 - Heriot-Watt University;
 - Pearson Education Limited;
 - University of Greenwich;
 - University of Hertfordshire;
 - University of London; and
 - University of Sunderland
- a review of Annual Reports for the following four recognised transnational programmes:
 - Occupational Safety and Health and Environmental Services Ltd for the International General Certificate in Occupational Health and Safety awarded by NEBOSH;
 - UWI School of Business and Applied Studies Limited for the Master of Science in Business Psychology awarded by Franklin University;
 - Shadrack Safety Institute Company for the National General Certificate in Occupational Health and Safety awarded by NEBOSH; and
 - Automation Technology College for the International General Certificate in Occupational Health and Safety awarded by NEBOSH.

3.7
REGISTRATION OF LOCAL AWARDING BODIES

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, both local and foreign, are also subject to Section 8(2)(c). While the ACTT registers local awarding bodies, it recognises those that are foreign. To determine whether an awarding body meets the criteria and standards for registration, it is required to submit to an evaluation by the ACTT.

During the reporting period, Trinidad and Tobago Insurance Institute submitted an application for initial registration as a Local Awarding Body; and the Institute of Banking and Finance of Trinidad and Tobago submitted an application for continuing registration as a Local Awarding Body.

3.8
RECOGNITION OF PROGRAMMES AND AWARDS

Employers, higher education institutions and other entities (e.g., those responsible for awarding scholarships) require that 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.

3.8.1 Achievements

During the reporting period, the ACTT processed **1,049** applications for Statements on Recognition. From the start of its operations to the end of the reporting period, the ACTT has issued **22,494** Statements on Recognition.

3.9
NATIONAL QUALIFICATIONS
FRAMEWORK OF TRINIDAD AND
TOBAGO

Section 8(2)(g) of Chapter 39:06 mandates the ACTT to “develop and advise on a unified credit-based system for the post secondary and tertiary education sector”. On May 12, 2022, the ACTT was informed by the Ministry of Education that the Cabinet of Trinidad and Tobago approved the NQF-TT. This initial version of the NQF-TT identifies the ten levels of the framework but does not include credits. The NQF-TT is aligned with the CARICOM Qualifications Framework, which has been adopted by the Government of the Republic of Trinidad and Tobago and, as such, will simplify the process of comparing and establishing equivalence among qualifications issued throughout the region.

3.9.1 Achievements

During the reporting period, the ACTT:

- finalised the pilot proposal of the NQF-TT policies and application form.

3.10
FREE MOVEMENT OF SKILLS

Section 8(2)(v) of the ACTT Act Chapter 39:06 empowers the ACTT “to facilitate the free movement of skills and knowledge within the Caribbean Community”. To this end, during the reporting period, the ACTT collaborated with the Ministry of Foreign and CARICOM Affairs on the assessment of **629** qualifications for issuing CARICOM Skills Certificates.

3.11
EQUIVALENCE ASSESSMENT

Section 8(2)(f) of Chapter 39:06 mandates the ACTT “to determine the equivalency of programmes and awards”. The Equivalence Assessment service involves evaluation of a foreign qualification to determine its comparable academic value with a similar qualification awarded in Trinidad and Tobago. The ACTT conducts assessments of foreign post secondary and tertiary level qualifications and issues statements to applicants 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.

3.11.1 Achievements

During the reporting period, the ACTT completed **18** Equivalence Assessments. The total number of Equivalence Assessments processed from June 26, 2009, to September 30, 2024, was **397**.

3.12
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. The ACTT 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.

3.12.1 Achievements

During the reporting period, the ACTT conducted:

- focussed Site Visits for the following accredited institution:
 - College of Science, Technology and Applied Arts of Trinidad and Tobago
- Mid-Term Reviews for the following accredited institutions:
 - NESC Technical Institute
 - Arthur Lok Jack Global School of Business, The University of the West Indies.
 - University of the Southern Caribbean
- ‘Guiding the Self Study Process’ Workshops for the accredited institutions:
 - Tobago Hospitality and Tourism Institute;
 - NESC Technical Institute; and
 - MIC Institute of Technology
- one External Evaluator Workshop

3.13
COMPARISON OF MAJOR ACTIVITIES
BETWEEN OCTOBER 01, 2022 – SEPTEMBER 30, 2023 AND
OCTOBER 01, 2023 – SEPTEMBER 30, 2024

Table 4 shows the comparison of the major activities conducted by the ACTT in the 2022/2023 and 2023/2024 fiscal years.

DESCRIPTION	October 01, 2022 – September 30, 2023	October 01, 2023 – September 30, 2024
Conferment of Institutional Title	Conferred registered status on one institution	Conferred registered status on zero institutions
Registration	<ul style="list-style-type: none">Registered three new institutionsRe-registered 12 institutionsNumber of registered institutions as of September 30, 2023, was 27	<ul style="list-style-type: none">Registered zero new institutionsRe-registered ten institutionsNumber of registered institutions as of September 30, 2024, was 27
Institutional Accreditation	<ul style="list-style-type: none">Number of accredited institutions as of September 30, 2023, was 12:<ul style="list-style-type: none">Arthur Lok Jack Global School of Business, The University of the West Indies;Caribbean Nazarene College;Cipriani College of Labour and Co-operative Studies;College of Science, Technology and Applied Arts of Trinidad and TobagoMIC Institute of Technology;NESC Technical Institute;The University of the West Indies, St Augustine Campus;The University of Trinidad and Tobago;Tobago Hospitality and Tourism Institute;University of the Southern Caribbean;UWI School of Business and Applied Studies Limited; andWest Indies School of Theology.	<ul style="list-style-type: none">Number of accredited institutions as of September 30, 2024 was 11:<ul style="list-style-type: none">Arthur Lok Jack Global School of Business, The University of the West Indies;Caribbean Nazarene College;College of Science, Technology and Applied Arts of Trinidad and Tobago;MIC Institute of Technology;NESC Technical Institute;The University of the West Indies, St Augustine Campus;The University of Trinidad and Tobago;Tobago Hospitality and Tourism Institute;University of the Southern Caribbean;UWI School of Business and Applied Studies Limited; andWest Indies School of Theology.

N.b.: During the reporting period, the internal administrative process of the Members of the Council to arrive at a decision for Cipriani College of Labour and Co-operative Studies was still in progress; as such, the institution could not be included on the list of accredited institutions at the time the Report was prepared.

DESCRIPTION	October 01, 2022 – September 30, 2023	October 01, 2023 – September 30, 2024
Recognition of Foreign Awarding Bodies/Institutions	<ul style="list-style-type: none">Number of recognised foreign awarding bodies/institutions as of September 30, 2023, was 13:<ul style="list-style-type: none">ABMA Education Limited;Anglia Ruskin University;ABE Global Limited;Association of Chartered Certified Accountants;Chartered Institute of Procurement and Supply;City and Guilds of London Institute;Heriot-Watt University;Pearson Education Limited;University of Bedfordshire;University of Greenwich;University of Hertfordshire;University of London; andUniversity of Sunderland.	<ul style="list-style-type: none">Number of recognised foreign awarding bodies/institutions as of September 30, 2024, was 13:<ul style="list-style-type: none">ABMA Education Limited;Anglia Ruskin University;ABE Global Limited;Association of Chartered Certified Accountants;Chartered Institute of Procurement and Supply;City and Guilds of London Institute;Heriot-Watt University;Pearson Education Limited;University of Bedfordshire;University of Greenwich;University of Hertfordshire;University of London; andUniversity of Sunderland
Registration of Local Awarding Bodies	<ul style="list-style-type: none">Number of registered local awarding bodies as of September 30, 2023, was one:<ul style="list-style-type: none">Institute of Banking and Finance of Trinidad and Tobago	<ul style="list-style-type: none">Number of registered local awarding bodies as of September 30, 2024, was one:<ul style="list-style-type: none">Institute of Banking and Finance of Trinidad and Tobago
Programme Approval	<ul style="list-style-type: none">Approved 24 programmes from accredited institutionsApproved seven programmes from registered institutions	<ul style="list-style-type: none">Approved 33 programmes from accredited institutionsApproved two programmes from registered institutions
Statements on Recognition	<ul style="list-style-type: none">Processed 1083 applications for Statements on RecognitionNumber of Statements processed as of September 30, 2023, was 21,445	<ul style="list-style-type: none">Processed 1049 applications for Statements on RecognitionNumber of Statements processed as of September 30, 2024, was 22,494
Equivalence Assessments	<ul style="list-style-type: none">Processed 18 Equivalence AssessmentsNumber of Equivalence Assessments processed as of September 30, 2023, was 379	<ul style="list-style-type: none">Processed 18 Equivalence AssessmentsNumber of Equivalence Assessments processed as of September 30, 2024, was 397
Workshops	Hosted two ‘Guiding the Self Study Process’ workshops and one External Evaluator Workshop	Hosted three ‘Guiding the Self Study Process’ workshops and one External Evaluator Workshop

DESCRIPTION	October 01, 2022 – September 30, 2023	October 01, 2023 – September 30, 2024
Special activities/projects	<ul style="list-style-type: none">• Hosted three webinars• Hosted one training session for institutional personnel• Participated in ten career fairs	<ul style="list-style-type: none">• Hosted one Credential Fraud Workshop• Participated in ten career fairs
Staff Count	<ul style="list-style-type: none">• Management team: four• Technical staff: 20• Administrative staff: 17	<ul style="list-style-type: none">• Management team: five• Technical staff: 18• Administrative staff: 19

Table 4: Comparison of Major Activities

Special Activities and Projects

4.1 19TH ANNUAL CANQATE CONFERENCE AND AGM (OCTOBER 24-27, 2023)

Alongside the University of Trinidad and Tobago and the National Training Agency, the ACTT co-hosted the 19th Annual CANQATE Conference and Annual General Meeting from October 24-27, 2023. The Conference has established itself as a platform for attendees to discuss the current academic and workforce climate, industry challenges and advancements relating to quality assurance. In 2023, it served yet again as a forum to strengthen professional networks in an atmosphere that fostered critical thinking, creativity and innovation.

Guided by the theme *Higher Education Quality and Workforce Development in the Caribbean: Issues, Challenges, Opportunities and Solutions*, higher education practitioners and other key stakeholders from the local, regional and international communities participated in discourse on:

- Employability and Higher Education Quality: Synergies between Employers and Educators;
- Enhancing Higher Education Quality for Environmentally Sustainable Development and Mitigating the Challenges Posed by Climate Change;
- The Impact of Artificial Intelligence on Higher Education Quality and Workforce Development; and
- Higher Education in a Post-pandemic World: How many of our pandemic practices do we keep without compromising quality?

Four members of the ACTT team presented or co-presented on a range of topics at the CANQATE Conference. Their presentations included:

- *‘The Other Side of Ethics: ChatGPT as an Agent for Responsible Business Education in Emerging Economies’*, by Dr Kamla Mungal;
- *‘Social and Emotional Learning in the National Qualifications Framework of Trinidad and Tobago (NQF-TT): A Guide for Curriculum Development and Teaching-Learning in Higher Education’*, authored by Sherma Joseph, Nyron Seaton and Curtis Floyd, in collaboration with Tenille Fanovich and Professor Jerome De Lisle of the UWI; and
- *‘The NQF-TT: A Guide for Broadening Admissions and Ensuring Warranted Outcomes in Higher Education’*, also by Joseph, Seaton, Floyd, Fanovich and De Lisle.



4.2 INTERNATIONAL CREDENTIAL AND CV FRAUD WORKSHOP (MAY 22 & 23, 2024)

The ACTT, in collaboration with Education Credential Evaluators (ECE) Inc., hosted a two-day online workshop that aimed to equip participants with skills to identify fraudulent credentials and curriculum vitae. Facilitated by Sheree Yates, Senior Director of Human Resources, and Majka Drewitz, Senior Manager of Research and Knowledge Evaluation (both of ECE Inc, USA), the *International Credential and CV Fraud Workshop* was tailored to professionals in quality assurance, human resources, fraud detection, educational administration, higher education faculty, and other sectors.

The workshop covered such topics as: ‘CV and résumé best practices’, ‘Academic qualifications fraud’, ‘Documentation standards’, ‘Forensics of paper documents’, ‘Electronic documents and online verification tools’ and ‘Challenges with document authentication’. Having been on a hiatus since 2015, the return of ‘CV Fraud’ was highly anticipated, as evidenced by the turnout; positive feedback has called for a part two, to be executed in the upcoming fiscal year. It is anticipated that the next iteration will also include a session conducted by a member of the Trinidad and Tobago Fraud Squad, for local context.



4.3 LAUNCH OF TOBAGO OFFICE (SEPTEMBER 10, 2024)

The ACTT launched its new office at D Colosseum Building II, Corner Bypass and Milford Road, Crown Point, Tobago on September 10, 2024. The launch constituted one of the activities commemorating the Council’s 20th anniversary – as well as the 25th anniversary of the National Training Agency, which simultaneously launched its newly relocated Tobago office in the same building.

The feature address was delivered by Dr the Honourable Nyan Gadsby-Dolly, Minister of Education, while the Honourable Farley Augustine, Chief Secretary, offered remarks on behalf of the Tobago House of Assembly. Both officials then participated in the official ribbon-cutting ceremony.

ACTT plays a crucial role in safeguarding the quality of education in higher learning institutions. Through the Tobago office, ACTT will provide more direct services to and interaction with our institutional clients on the sister isle, related to registration, programme accreditation and recognition of foreign qualifications. Tobagonians who intend to

study abroad (or have done so) will benefit from in-person assistance with ACTT’s recognition and equivalence assessments of foreign qualifications, which could allow individuals to pursue further education or employment without unnecessary delays or barriers.

4.4 YOUTH CAREER AND EDUCATION CARAVAN (JANUARY, FEBRUARY, MARCH, AUGUST, SEPTEMBER 2024)

In alignment with its mission to raise awareness about its role and services and to strengthen collaborative relationships with key agencies, the ACTT continued its engagement with the Ministry of Youth Development and National Service’s Youth Career and Education Caravan. This initiative is a valuable extension of the ACTT’s historical outreach efforts – particularly our own former Students’ Caravans – that have allowed direct connection with students and communities on the significance of quality-assured post-secondary and tertiary education.

During the reporting period, the ACTT staff engaged with students and community members at the Youth Career and Education Caravan events in Sangre Grande (January 20, 2024), Chaguanas (February 24, 2024 and March 23, 2024), St. Joseph (August 10, 2024) and La Horquetta (September 28, 2024).

In addition, the ACTT was represented at various secondary school career fairs, including Couva West Secondary School, Naparima College and Bishop Anstey High School and Trinity College East. These engagements provided critical opportunities to support informed educational choices among students, reinforcing the ACTT’s commitment to quality education and community outreach.



Financial Operations

5.1 BUDGET FORMULATION

The ACTT is funded through subventions from the Government of the Republic of Trinidad and Tobago for recurrent expenditure. Based on the ACTT’s projected activities for the fiscal year, and in accordance with its strategic direction, a budget request of \$14,934,164 for Recurrent Expenditure was submitted to the line Ministry. Arising from the budget presentation for fiscal 2023/2024, the ACTT was advised that its allocation of funds under Estimates of Recurrent Expenditure for fiscal year 2023/2024 was \$13,218,500.

SUB-HEAD	Budget Releases \$	Actual Expenditure \$	Variances \$
Personnel Expenditure	729,000	638,383	90,617
Goods and Services	2,293,893	3,211,770	(917,877)
Contract Employment	8,590,000	7,825,451	764,549
Minor Equipment	-	544,398	(544,398)
Current Transfers and Subsidies	1,605,607	2,216,231	(610,624)
Total Recurrent Expenditure	13,218,500	14,436,233	(1,217,733)

Table 5: The ACTT’s Budget Releases / Actual Expenditure
October 01, 2023 to September 30, 2024

The ACTT’s unavoidable expenditure on salaries (\$7,825,451), gratuity (\$1,607,144) and rent (\$1,706,250) amounted to \$11,138,845. These three items of expenditure were below the ACTT’s total 2024 subventions of \$13,218,500 by \$2,079,655. 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.

5.2 RECURRENT EXPENDITURE

For the financial year ended September 30, 2024, the ACTT was allocated \$13,218,500 to fund its recurrent expenditure, and as of September 30, 2024, total releases received from the Ministry of Education amounted to \$13,218,500. The ACTT had incurred total recurrent expenditure of \$14,436,233 for the fiscal year. **Table 5** summarises the ACTT’s recurrent expenditure for the period October 01, 2023, to September 30, 2024.

Throughout fiscal 2023/2024, the ACTT employed stringent cost-cutting measures and opted to repair rather than replace its equipment to better manage its finances. However, these measures could not be sustained as computer equipment had become obsolete and beyond repair and, additionally, the ACTT had prior commitments that needed to be settled, thereby leading to a deficit of \$1,217,733.

5.3 INTERNALLY GENERATED REVENUE

A breakdown of revenues generated from Evaluation/Registration/Certification Fees and Interest earned for the period under review is shown in **Table 6**.

REVENUE/EXPENDITURE	Actual Amounts (\$)
Fee Income	825,041
CV Fraud Workshop	101,900
Interest Income	185,151
Less: Expenses	(375,594)
Net Internal Revenue	736,498

Table 6: The ACTT’s Internally Generated Revenues
October 01, 2023 to September 30, 2024

5.4 FINANCIAL COMPARISONS

Table 7 presents a comparison of the ACTT’s financials for the fiscal years ended September 30, 2023, and September 30, 2024. It can be observed that expenditure increased by 19% during 2023/2024. This, coupled with no increase in Government subventions, prevented the ACTT from maintaining the surplus from the last fiscal year.

5.5 PUBLIC SECTOR INVESTMENT PROGRAMME

The ACTT did not receive any allocations under the Public Sector Investment Programme for fiscal year ended September 30, 2024.

5.6 DEBT POLICY

Section 19 of the ACTT Act gives the ACTT 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.

5.7 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 ACTT currently maintains an interest-bearing account with its bankers, First Citizens Bank, under this proviso. Revenues generated by the ACTT are held in this account. The Council follows guidelines set out in the State Enterprises Performance Monitoring Manual, outlined by the Ministry of Finance.

Human Resource Development

ITEM	2022/2023 \$	2023/2024 \$	Percentage change
INCOME			
Government Subventions	13,218,500	13,218,500	0%
Evaluation/Registration/Certification Fees	92,275	222,704	141%
CV Fraud Workshop	-	88,236	100%
Statements on Recognition Fees	217,020	240,406	11%
Total Recurrent Income	13,527,795	13,769,846	2%
EXPENDITURE			
Personnel Expenditure	729,000	638,383	(12%)
Goods and Services	2,252,059	3,211,770	43%
Contract Employment	7,918,968	7,824,451	(1%)
Vehicles, Furniture, Fixtures & Equipment	11,373	544,398	4,687%
Current Transfers and Subsidies	1,233,100	2,216,231	80%
Total Recurrent Expenditure	12,144,500	14,435,233	19%
Surplus/Deficit	1,383,295	(665,387)	(148%)

Table 7: Financial Comparison
offiscal years 2022/2023 and 2023/2024

6.1 ORGANISATIONAL ESTABLISHMENT

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

6.2 CATEGORIES OF EMPLOYEES

During the fiscal period, the ACTT's staff comprised the following:

- Management team: five;
- Technical staff: 18; and
- Administrative Staff: 19.

6.3 CAREER PATH SYSTEMS

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

6.4 PERFORMANCE ASSESSMENT / MANAGEMENT STRATEGIES

The ACTT utilises a Performance Management Appraisal System as detailed in Policy 4:09 of its 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. These annual Performance Appraisals are usually completed at the end of the performance period.

6.5 SELECTION PROCEDURES

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

6.6 EMPLOYEE SUPPORT SERVICES

The ACTT offers employee support as follows:

- Professional development workshops;
- Access to learning resources;
- Examination leave;
- No pay study leave; and
- Employee recognition.

During the fiscal year, four employees accessed support services.

Procurement Procedures

The ACTT adopted the Office of Procurement Regulators’ Guidelines for Procurement, Retention and Disposal of Public Property Handbook in February 2022. The ACTT is guided by its Procedures for Procurement and Disposal of Assets to ensure that all its procurement activities are in keeping with the provisions of the Public Procurement and Disposal of Public Property Act No. 1 of 2015 as amended by the Public Procurement and Disposal of Public Property (Amendment) Act, 2016 and 2017. Section 7 of the ACTT’s Procurement policy prescribes the forms of procurement used.

7.1 OPEN TENDERING

Open tendering is a competitive procurement process where any supplier or contractor can submit a bid in response to a public invitation. It is designed to maximise competition and transparency, ensuring that the best value is achieved for public funds. This method requires clear and detailed technical specifications for the goods, works, or services to be procured, and bidders are evaluated based on predefined criteria. Open tendering is used for straightforward procurements where the market has sufficient capable suppliers, aligning with the principles of fairness and non-discrimination under the Public Procurement and Disposal of Public Property Act.

7.2 SELECTIVE TENDERING

In selective tendering, only prequalified suppliers or contractors are invited to submit bids. This method is used for more specialised or complex procurements, ensuring that only capable and reliable bidders participate. Prequalification is based on factors such as technical expertise, financial capacity and experience. This approach streamlines the evaluation process while maintaining fairness, as all selected bidders compete on equal terms. Selective tendering is suitable when the public body requires higher assurance of bidders’ capabilities or when the procurement needs are highly specific.

7.3 SOLE TENDERING

Sole tendering, also known as single-source procurement, occurs when a contract is awarded to a single supplier without a competitive bidding process. This approach is used in situations where only one supplier can deliver the required goods, works or services, due to technical reasons, intellectual property rights, or other unique conditions. Justifications for sole tendering must be documented and approved by the relevant authorities to ensure accountability and alignment with the Act.

7.4 CONSULTANCY SERVICES

Procuring consultancy services involves engaging individuals or firms with specialised expertise to provide professional advice or support for a specific project or issue. According to the Office of Procurement Regulation, by which ACTT is guided, consultants must generally be chosen from a public body’s internal registry or the Procurement Depository. If no suitable consultants are available in these sources, public bodies may invite others, ensuring their registration within a specified timeframe after awarding the contract. The procurement of consultancy services requires detailed terms of reference outlining the scope, deliverables, and evaluation criteria. This process ensures transparency, fairness, and alignment with public procurement regulations. Consultancy services are often procured through methods like Request for Proposals, which allow the entity to assess technical proposals alongside financial offers. This ensures that the selected consultant/firm has the expertise and capability to meet the public body’s needs. The justification for selecting a specific procurement method for consultancy services must be documented, particularly when specialised skills or urgency are factors in the decision-making process.

7.5 EMERGENCIES

Emergency procurements allow public bodies to acquire goods, services, or works that are urgently required to address unforeseen and immediate needs, such as natural disasters or critical infrastructure failures. In such cases, the usual tendering procedures may be bypassed to expedite the procurement process. However, public bodies must ensure transparency and document the reasons for using this method, maintaining compliance with regulations while addressing the urgency of the situation.

Public and Community Relations

8.1 CLIENT AND PUBLIC ACCESS TO SERVICES / SERVICE DELIVERY SYSTEMS

The ACTT has continued to operate its main office, located at Level 1, Maritime Centre, 29 Tenth Avenue, Barataria, San Juan. Furthermore, its new Tobago site, which is located at D Colosseum Building II, Corner Bypass and Milford Road, Crown Point, opened its doors to the public on September 20, 2024. As most of the ACTT’s services could be accessed online, stakeholders have been encouraged to do so via its website (www.actt.org.tt), or to call and make an appointment where necessary.

The public was also able to keep abreast of the ACTT and the local post secondary and tertiary education sector via its social media channels:

- www.facebook.com/ACTTNews/;
- www.twitter.com/ACTTNews/; and
- www.linkedin.com/company/ACTTNews/.

8.2 STRATEGIC PARTNERSHIPS

This organisation recognises the importance of establishing and maintaining strong relationships with new and longstanding stakeholders, which ensures the longevity of its operations. The ACTT’s partners during the fiscal year were as follows:

- Local:
 - The Association of Professional Engineers of Trinidad and Tobago;
 - The Institute of Chartered Accountants of Trinidad and Tobago;
 - The Medical Board of Trinidad and Tobago;
 - The National Training Agency of Trinidad and Tobago;
 - The Nursing Council of Trinidad and Tobago;
 - The Trinidad and Tobago Association of Psychologists; and
 - The Trinidad and Tobago Group of Professionals Association.
- Regional:
 - Caribbean Evangelical Theological Association.
- International:
 - The Council for Adult and Experiential Learning, United States; and
 - UK National Information Centre.

Conclusion

The ACTT remains cognisant of its responsibilities to *higher education regulation and development*

Despite diminishing resources, the ACTT continues to carry out its mandate as outlined in Chapter 39:06. The organisation's achievements outlined in this Report are a testament to this. With the rapidly changing landscape of the higher education sector in Trinidad and Tobago, the ACTT strives to remain relevant and updated with global best practice to support the local sector.

The ACTT remains cognisant of its responsibilities to higher education regulation and development and, thus, proposes the following initiatives for the upcoming year:

- Implementation of the NQF-TT;
- External Review by INQAAHE;
- International Credential and CV Fraud Workshop;
- Equivalence Assessment Workshop; and
- External Evaluator Training.



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