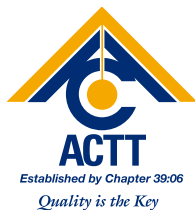


'24
5

ADMINISTRATIVE REPORT



**The Accreditation Council of
Trinidad and Tobago**

OCTOBER 01, 2024 TO SEPTEMBER 30, 2025



This Administrative Report
summarises the activities of The
Accreditation Council of Trinidad
and Tobago for the period October
01, 2024 to September 30, 2025.

Published at
Level 1, Maritime Centre
29 Tenth Avenue, Barataria
San Juan 250606
Trinidad and Tobago, W.I.

T: 285-9177
E: info@actt.org.tt
W: www.actt.org.tt

Contents

<i>List of Acronyms</i>	v		
<i>List of Figures</i>	v		
<i>List of Tables</i>	v		
EXECUTIVE SUMMARY	1		
1. Vision, Mission, Strategic Goals and Objectives and Core Values	2		
1.1 Vision	2		
1.2 Mission	3		
1.3 The Vision and Mission Keywords	2		
1.4 Strategic Goals and Objectives	4		
1.5 Core Values	4		
2. Organisational Structure	6		
2.1 The ACTT's Organisational Profile	6		
2.2 Legislative and Regulatory Framework	8		
2.3 Delegated Levels of Authority	8		
2.4 Reporting Functions	8		
2.5 Policy and Development Initiatives	8		
2.6 The ACTT SWOT Analysis	10		
3. Core Functions/Services	12		
3.1 Conferment of Institutional Title	12		
3.2 Registration of Post-Secondary and Tertiary Institutions	12		
3.3 Accreditation of Post-Secondary and Tertiary Institutions and Programmes	14		
3.4 Programme Approval	15		
3.5 Recognition	15		
3.6 Recognition of Foreign Awarding Bodies and Institutions	16		
3.7 Registration of Local Awarding Bodies	16		
		3.8 Recognition of Programmes and Awards	17
		3.9 National Qualifications Framework of Trinidad and Tobago	17
		3.10 Free Movement of Skills	17
		3.11 Equivalence Assessment	18
		3.12 Quality Enhancement/Institutional Development	18
		3.13 Comparison of Major Activities between October 01, 2023 to September 30, 2024 and October 01, 2024 to September 30, 2025	19
		4. Special Activities and Projects	22
		4.1 External Evaluators' Training (September 30-October 04, 2024/May 05-09, 2025)	22
		4.2 Equivalence Assessment Workshop (April 15-16, 2025)	22
		4.3 Conferment of Institutional Accreditation Ceremony – Cipriani College of Labour and Co-operative Studies (CCLCS) (April 22, 2025)	23
		4.4 International Credential and CV Fraud workshop (May 01-02, 2025)	23
		4.5 Evaluating Online and Blended Learning Programmes (May 27-28, 2025)	24
		4.6 Career Fairs	24
		5. Financial Operations	26
		5.1 Budget Formulation	26
		5.2 Recurrent Expenditure	26
		5.3 Internally Generated Revenue	27
		5.4 Financial Comparisons	27
		5.5 Public Sector Investment Programme	27
		5.6 Debt Policy	27
		5.7 Investment Policy	27

6. Human Resource Development	29
6.1 Organisational Establishment	29
6.2 Categories of Employees	29
6.3 Career Path Systems	29
6.4 Performance Assessment/Management Strategies	29
6.5 Selection Procedures	29
6.6 Employee Support Services	29
7. Procurement Procedures	30
7.1 Open Tendering	30
7.2 Selective Tendering	30
7.3 Sole Tendering	30
7.4 Consultancy Services	31
7.5 Emergencies	31
8. Public and Community Relations	32
8.1 Client and Public Access to Services/Service Delivery Systems	32
8.2 Strategic Partnerships	32
CONCLUSION	34

List of Acronyms

ACTT	The Accreditation Council of Trinidad and Tobago
CARICOM	Caribbean Community
NQF-TT	National Qualifications Framework of Trinidad and Tobago
UWI	The University of the West Indies

List of Figures

Figure 1	ACTT Strategy Map (2020-2025)	4
Figure 2	Organisational Structure of the ACTT	7

List of Tables

Table 1	Delegated Levels of Authority	8
Table 2	Summary of the ACTT’s Reporting Functions to the Government of the Republic of Trinidad and Tobago	9
Table 3	The ACTT SWOT Analysis	10-11
Table 4	Comparison of Major Activities	19-21
Table 5	The ACTT’s Budget Releases/Actual Expenditure	26
Table 6	The ACTT’s Internally Generated Revenues	27
Table 7	Financial Comparison	28

Executive Summary

The Accreditation Council of Trinidad and Tobago (ACTT) is the national authority responsible for the accreditation, recognition, and quality assurance of higher education and training institutions, programmes and awards in Trinidad and Tobago. Established as a statutory body under Chapter 39:06 of the Laws of the Republic of Trinidad and Tobago ('the ACTT Act') in 2004, the ACTT commenced operations in November 2005 and continues to play a central role in safeguarding educational standards nationwide.

The organisation delivers its quality assurance mandate through the services of Conferment of Institutional Title, Registration, Accreditation, Programme Approval and Recognition of Transnational Programmes, Foreign Awarding Bodies and Institutions. At the end of the reporting period, the ACTT had on its register 18 registered institutions, seven accredited institutions and 13 recognised foreign awarding bodies or institutions, reflecting continued oversight of a diverse and expanding tertiary education sector.

Throughout the reporting period, the ACTT strengthened its quality assurance framework through targeted capacity-building initiatives. These included a three-day online External Evaluator Training Workshop for individuals selected through the ACTT's 'Call for External

Evaluators' initiative launched in 2021, as well as workshops on International Credential and CV Fraud and Equivalence Assessment. The latter two workshops were facilitated by Educational Credential Evaluators Inc. of the United States and focussed on enhancing technical expertise and integrity in credential evaluation. ACTT continued its public outreach initiatives by participating in career fairs held by the Ministry of Public Administration.

In fulfilling its statutory mandate, the ACTT continues to uphold internationally benchmarked standards through strategic relationships with accreditation agencies globally. The ACTT remains committed to the continuous improvement of higher education and training in Trinidad and Tobago, the protection of student and stakeholder interests, and leadership in innovation and best practice in quality assurance.



Curtis Floyd
Executive Director, ACTT



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.

1.5
CORE VALUES

The Core Values of the ACTT are described as follows:

ACTT STRATEGY MAP (2020-25)

ORGANISATIONAL TRANSFORMATION	FINANCIAL SUSTAINABILITY	PSTE SECTOR QUALITY & PERFORMANCE	PSTE QUALIFICATIONS RECOGNITION
Goal 1- Enhance organisational capability, operational efficiency & sustainability	Goal 2- Create and cultivate revenue & cost containment measures	Goal 3- Improve external quality assurance & performance monitoring systems in the PSTE sector Systems	Goal 4- Develop systems that enhance global recognition of local PSTE qualifications

2020-2025 ACTT STRATEGIC OBJECTIVES

1.1 Improve public profile and marketability within country and external jurisdictions 1.2 Enhance stakeholder relations and partnerships 1.3 Revise & remodel organisational structure & processes 1.4 Develop, establish & evaluate an organisational excellence system 1.5 Enable an operationally efficient enterprise	2.1 Develop new products & services to increase revenue 2.2 Enhance fee structures and models to increase revenue 2.3 Manage cost containment activities to reduce recurrent expenses	3.1. Research & establish a globally aligned PSTE EQA Ecosystem 3.2. Survey & establish data- & risk-sensitive EQA & perf. monitoring criteria & standards & related guidelines 3.3. Develop and introduce highly rigorous PSTE sector regulatory processes 3.4. Streamline and digitise EQA and performance monitoring systems	4.1. Implement the National Qualifications Framework 4.2. Facilitate PSTE qualifications development and management 4.3. Establish global partnerships to enhance recognition of local PSTE qualifications
---	--	---	---

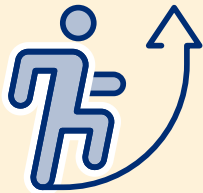
Figure 1: ACTT Strategy Map (2020-2025)
Source: ACTT Strategic Plan, 2020

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

- 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 – 20 members; and
- Administrative Staff – 15 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**.

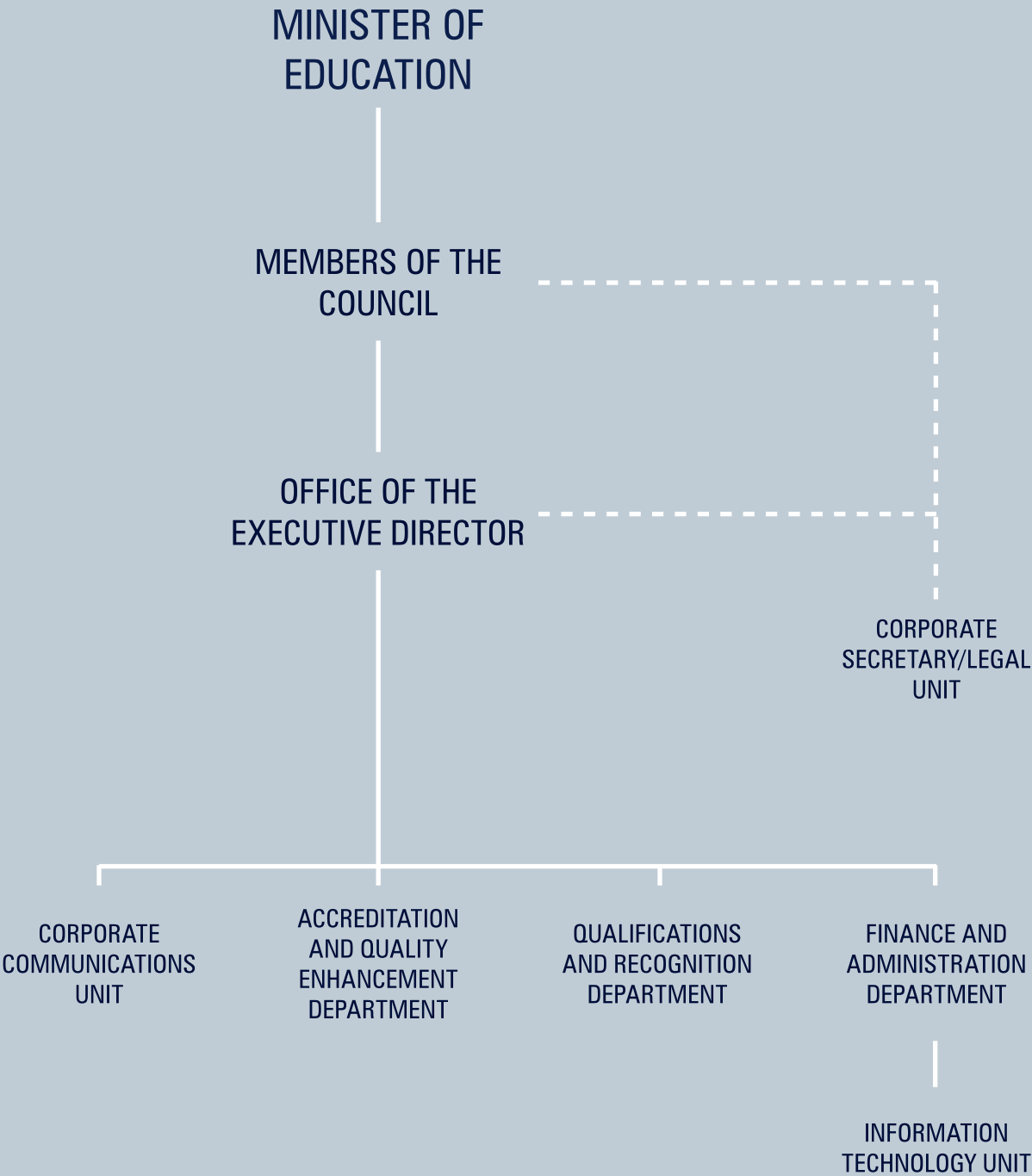


Figure 2: Organisational Structure of the ACTT

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, programmes and awards 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 Technical 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 Post-Secondary and Tertiary 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 Members of the Council representing different sectors impacting higher education governance
- Quality assurance standards, policies and processes regularly utilised by institutions
- Frequently consulted and utilised External Evaluators to support the evaluation process
- A Cabinet-approved NQF-TT
- 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 NTA as it pertains to regulation of institutions and 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; fees are not at desired rates as compared to other accreditation agencies
- 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 NQF-TT
- 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 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, 2024, to September 30, 2025, the ACTT received 13 Letters of Intent from new institutions seeking to be registered (Initial) and 18 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 eight institutions;
- reviewed 19 Registered Institution Annual Reports for the following institutions:
 - Automation Technology College Limited;
 - Caribbean College of the Bible International Limited;
 - CTS College of Business and Computer Science Ltd;
 - Darul Uloom Trinidad and Tobago;
 - Emergency Training Institute of Trinidad and Tobago;
 - Global Medical Response of Trinidad and Tobago Education Limited;
 - SERVOL Limited;
 - School of Practical Accounting (S.P.A.) Education Ltd;
 - Students Accountancy Centre Limited;
 - The Institute of Medical Education.; and
 - Trinidad and Tobago Civil Aviation Authority.

The number of registered institutions as of September 30, 2025, was 18.



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 seven:

- Arthur Lok Jack Global School of Business, The University of the West Indies;
- Cipriani College of Labour and Co-operative Studies;
- College of Science, Technology and Applied Arts of Trinidad and Tobago;
- The University of the West Indies, St Augustine Campus;
- The University of Trinidad and Tobago;
- University of the Southern Caribbean; and
- West Indies School of Theology.

During the period, the ACTT reviewed 10 Annual Accredited Institution Reports for the following institutions:

- Cipriani College of Labour and Co-operative Studies (three reports submitted);
- The University of the West Indies, St Augustine Campus (four reports submitted); and
- West Indies School of Theology (three reports submitted).

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. 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 44 programmes from accredited institutions; and
- approved one programme from a registered institution.

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 only 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:

- a review of three Annual Reports from the following ACTT-recognised foreign awarding bodies/institutions:
 - University of Bedfordshire;
 - University of Greenwich; and
 - University of Sunderland.
- a review of one Annual Report for a recognised transnational programme:
 - Automation Technology College for the International General Certificate in Occupational Health and Safety awarded by the National Examination Board for Occupational Safety and Health.

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, National Training Agency applied for initial registration of a Local Awarding Body.

The ACTT conducted two face-to-face site visits for Initial Registration of a Local Awarding Body at Trinidad and Tobago Insurance Institute and National Training Agency. The registration of both entities are currently in process. The Institute of Banking and Finance of Trinidad and Tobago is currently in process for Continuing Accreditation of the Certificate for Financial Advisors programme.

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 1,017 applications for Statements on Recognition. From the start of its operations to the end of the reporting period, the ACTT has issued 23,511 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 developed a roadmap for implementation of the NQF-TT. The road map includes the following action items:

- develop quality assurance mechanisms;
- conduct sensitisation sessions;
- host capacity-building workshops;
- pilot the quality assurance mechanisms;
- implement and monitor the NQF-TT; and
- design and develop a database that contains all programmes according to the respective levels on the NQF-TT.

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 454 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, 2025, was 415.

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 institutions:
 - The Institute of Medical Education Limited
 - UWI School of Business and Applied Studies Limited (at the Penal/Debe South campus)
- ‘Guiding the Self Study Process’ Workshops for the following accredited institutions:
 - Arthur Lok Jack Global School of Business, The University of the West Indies
 - University of the Southern Caribbean
- three External Evaluator Workshops

3.13
COMPARISON OF MAJOR ACTIVITIES
BETWEEN OCTOBER 01, 2023 – SEPTEMBER 30, 2024 AND
OCTOBER 01, 2024 – SEPTEMBER 30, 2025

Table 4 shows the comparison of the major activities conducted by the ACTT in the 2023/2024 and 2024/2025 fiscal years.

DESCRIPTION	October 01, 2023 – September 30, 2024	October 01, 2024 – September 30, 2025
Conferment of Institutional Title	Conferred registered status on zero institutions	Conferred registered status on zero institutions
Registration	• Registered zero new institutions • Re-registered 10 institutions • Number of registered institutions as of September 30, 2024, was 27	• Registered zero new institutions • Re-registered eight institutions • Number of registered institutions as of September 30, 2025, was 18
Institutional Accreditation	• Number of accredited institutions as of September 30, 2024 was 11: – 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.	• Number of accredited institutions as of September 30, 2025, was seven: – Arthur Lok Jack Global School of Business, The University of the West Indies; – Cipriani College of Labour and Co-operative Studies; – College of Science, Technology and Applied Arts of Trinidad and Tobago; – The University of the West Indies, St Augustine Campus; – The University of Trinidad and Tobago; – University of the Southern Caribbean; and – West Indies School of Theology.

DESCRIPTION	October 01, 2023 – September 30, 2024	October 01, 2024 – September 30, 2025
Recognition of Foreign Awarding Bodies/ Institutions	• Number of recognised foreign awarding bodies/institutions as of September 30, 2024, was 13: – 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; and – University of Sunderland	• Number of recognised foreign awarding bodies/institutions as of September 30, 2025, was 13: – 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; and – University of Sunderland.
Registration of Local Awarding Bodies	• Number of registered local awarding bodies as of September 30, 2024, was one: – Institute of Banking and Finance of Trinidad and Tobago	• Number of registered local awarding bodies as of September 30, 2025, was zero
Programme Approval	• Approved 33 programmes from accredited institutions • Approved two programmes from registered institutions	• Approved 44 programmes from accredited institutions • Approved one programme from a registered institution
Statements on Recognition	• Processed 1,049 applications for Statements on Recognition • Number of Statements processed as of September 30, 2024, was 22,494	• Processed 1,017 applications for Statements on Recognition • Number of Statements processed as of September 30, 2025, was 23,511
Equivalence Assessments	• Processed 18 Equivalence Assessments • Number of Equivalence Assessments processed as of September 30, 2024, was 397	• Processed 18 Equivalence Assessments • Number of Equivalence Assessments processed as of September 30, 2025, was 415

DESCRIPTION	October 01, 2023 – September 30, 2024	October 01, 2024 – September 30, 2025
Workshops	Hosted three ‘Guiding the Self Study Process’ workshops and one External Evaluator Workshop	Hosted two ‘Guiding the Self Study Process’ workshops and three External Evaluator Workshops
Special activities/ projects	• Hosted one International Credential and CV Fraud Workshop • Participated in 10 career fairs	• Hosted one International Credential and CV Fraud Workshop • Participated in three career fairs

Table 4: Comparison of Major Activities

--

Special Activities and Projects

4.1 EXTERNAL EVALUATORS' TRAINING (SEPTEMBER 30-OCTOBER 04, 2024 / MAY 05-09, 2025)

The ACTT continued to augment its External Evaluator Corps with online training workshops conducted between September 30 and October 04, 2024, and May 05 and 09, 2025. The three-day training sessions were targeted towards individuals selected from the 'Call for External Evaluators' exercise, which began in 2021, as well as specialists for particular professions. It was also extended to the newly established National Accreditation Council of St Lucia.

The training aimed to align External Evaluators with ACTT's expectations and strategic goals, while providing an overview of the Council's services and evaluation criteria. Key focus areas included the team evaluation process for registration, accreditation, programme approval and transnational recognition; developing practical competencies in conducting blended and virtual site visits; and effective report writing.

Overall, 66 participants successfully completed three-day training programmes and were officially added to ACTT's cohort of External Evaluators. Participant feedback indicated a high level of satisfaction with and understanding of the material presented, underscoring ACTT's effectiveness in preparing the next generation of evaluators. The positive reception and strong attendance reflect ACTT's ongoing dedication to enhancing the

quality of evaluations and fostering regional collaboration in higher education.

4.2 EQUIVALENCE ASSESSMENT WORKSHOP (APRIL 15-16, 2025)

As part of its ongoing commitment to promoting quality assurance in higher education, the ACTT hosted an Equivalence Assessment Workshop facilitated by Ms. Majka Drewitz, Senior Manager – Research and Knowledge Evaluation, of Educational Credential Evaluators Inc., USA. The seminar was designed to enhance the capacity of the ACTT and National Training Agency staffs, as well as Curriculum Officers from the Ministry of Education, by providing them with practical knowledge and tools to conduct consistent and accurate equivalence assessment of qualifications.



The workshop covered a comprehensive range of topics relevant to recognition and accreditation, authenticating documents, equivalence assessment procedures and methodologies and the application of qualifications frameworks. Participants explored essential processes such as determining comparability, credit and grade equivalence, and addressing cases where limited credit information is available. Specialised focus was also given to Technical and Vocational Education and Training, along with an overview of micro-credentials and short courses. By the end of the session, the Equivalence Assessment Workshop aimed to foster greater inter-agency collaboration and equip participants to make well-informed equivalence decisions that align with national education standards.

4.3 CONFERMENT OF INSTITUTIONAL ACCREDITATION CEREMONY – CIPRIANI COLLEGE OF LABOUR AND CO-OPERATIVE STUDIES (APRIL 22, 2025)

On April 22, 2025, the ACTT hosted an official signing ceremony to commemorate the conferment of continuing Institutional Accreditation status on Cipriani College of Labour and Co-operative Studies. This milestone recognises the College's sustained commitment to delivering high-quality post secondary and tertiary education. During the event, Deputy Director of Academic Affairs, Sheldon Salino, signed the General Conditions of Institutional Accreditation and the Trademark License Agreement, formalising the institution's responsibilities as an accredited provider.

Accreditation was granted following a comprehensive evaluation conducted by a team of External Evaluators appointed by the ACTT. This process included site visits and assessments across several key criteria, such as governance, academic quality, institutional effectiveness and continuous improvement. By meeting the ACTT's internationally benchmarked standards, the College has reinforced its reputation as a leading educational institution in Trinidad and Tobago.



4.4 INTERNATIONAL CREDENTIAL AND CV FRAUD WORKSHOP (MAY 01-02, 2025)

The ACTT hosted the International Credential and CV Fraud Workshop from May 01–02, 2025, with the aim of strengthening national capacity to detect and prevent tertiary credential fraud. Building on ACTT's previous initiatives in credential evaluation (and again facilitated by Ms. Majka Drewitz from ECE, Inc.), the workshop brought together participants from various sectors to explore best practices in identifying fraudulent qualifications and curriculum vitae misrepresentations.

Sessions focussed on enhancing participants' ability to conduct basic assessments of foreign credentials and increasing awareness of the tools and methods used to verify authenticity. Practical exercises and case studies covered academic document standards, curriculum vitae and résumé best practices, the detection of forged documents and other related topics. Participants gained insight into document printing processes, security features, electronic document types, and techniques for authenticating emails and navigating blocked sites. The workshop also emphasised the importance of safeguarding personal information when using digital tools.

Through this initiative, ACTT continues its commitment to promoting integrity, transparency and trust in the education system of Trinidad and Tobago.

4.5
EVALUATING ONLINE AND BLENDED
LEARNING PROGRAMMES
(MAY 27-28, 2025)

Recognising the growing importance of blended and fully online programme delivery, the ACTT has considered potential gaps in expertise among its external evaluators in relation to the unique dynamics of online education. To address these gaps, an online training programme was developed and delivered by Dr. Leroy Hill, Director of the Centre for Excellence in Teaching and Learning and a respected authority in digital pedagogy.

Over 1½ days, 159 professionals were led to examine current trends and challenges in online and distance education practices relevant to Trinidad and Tobago's higher education context, apply ACTT's Programme Specification Guidelines in tandem with the Open SUNY Course Quality Review framework,

evaluate online assessment strategies for academic integrity and effectiveness, and develop clear recommendations for programme improvement based on evaluation findings.

It is expected that this seminar will be repeated, to ensure that the ACTT's cadre of evaluators may consistently conduct the robust evaluations that are expected.

4.6
CAREER FAIRS

ACTT views participation in career fairs as a vital component of its public engagement and outreach strategy. In alignment with its mission to raise awareness about its role and services and to strengthen collaborative relationships with key agencies, ACTT engaged the Ministry of Public Administration and participated in three of its Public Service Career Fairs, hosted in Port of Spain on October 25, 2024; Couva on March 21, 2025; and Tacarigua on March 28, 2025. These events provided strategic platforms to engage directly with students, jobseekers, educators and the wider public. Through these interactions, ACTT was able to promote the benefit of informed educational and career choices, clarify its role in the national education system, and reinforce the importance of quality assurance in higher education.



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 \$18,122,612 for Recurrent Expenditure was submitted to the line Ministry. Arising from the budget presentation for fiscal 2024/2025, the ACTT was advised that its allocation of funds under Estimates of Recurrent Expenditure for fiscal year 2024/2025 was \$13,218,500.

SUB-HEAD	Budget Releases \$	Actual Expenditure \$	Variances \$
Personnel Expenditure	729,000	466,935	262,065
Goods and Services	2,967,980	2,985,130	(17,150)
Contract Employment	8,628,000	8,131,140	496,860
Minor Equipment	-	70,440	(70,440)
Current Transfers and Subsidies	893,520	1,004,374	(110,854)
Total Recurrent Expenditure	13,218,500	12,658,019	560,481

Table 5: The ACTT’s Budget Releases / Actual Expenditure
October 01, 2024 to September 30, 2025

The ACTT’s expenditure on salaries (\$8,131,140), gratuity (\$1,004,374) and rent (\$1,625,000) amounted to \$10,760,514. These three items of expenditure were below the ACTT’s total 2025 subventions of \$13,218,500 by \$2,457,986. 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, 2025, the ACTT was allocated \$13,218,500 to fund its recurrent expenditure, and as of September 30, 2025, total releases received from the Ministry of Education amounted to \$13,218,500. The ACTT had incurred total recurrent expenditure of \$12,658,019 for the fiscal year. **Table 5** summarises the ACTT’s recurrent expenditure for the period October 01, 2024, to September 30, 2025.

The financial year ended with a surplus of \$560,481.

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	1,269,259
International Credential and CV Fraud Workshop	63,800
Interest Income	219,432
Less: Expenses	(590,178)
Net Internal Revenue	962,313

Table 6: The ACTT’s Internally Generated Revenues
October 01, 2024 to September 30, 2025

5.4 FINANCIAL COMPARISONS

Table 7 presents a comparison of the ACTT’s financials for the fiscal years ended September 30, 2024, and September 30, 2025. It can be observed that expenditure decreased by 12% during 2024/2025. This decrease in expenditure, coupled with a 5% increase in Total Recurrent Income enabled the ACTT to move from a deficit from last fiscal year ended September 30, 2024, to a surplus for fiscal year ended September 30, 2025.

5.5 PUBLIC SECTOR INVESTMENT PROGRAMME

The ACTT was allocated \$250,000 under the Public Sector Investment Programme for the fiscal year ended September 30, 2025. The status of progress of the project did not warrant requests for drawdown from these funds during the period.

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

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

The ACTT employed the following categories of employees during the fiscal year:

- Management team – five;
- Technical staff – 20; and
- Administrative staff – 15.

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 by 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 Assistance Programme.

During the fiscal year, no employees requested support services.

ITEM	2023/2024 \$	2024/2025 \$	Percentage change
INCOME			
Government Subventions	13,218,500	13,218,500	0%
Evaluation/Registration/Certification Fees	222,704	1,061,986	377%
International Credential and CV Fraud Workshop	88,236	43,809	(50%)
Statements on Recognition Fees	240,406	196,742	(18%)
Total Recurrent Income	13,769,846	14,521,037	5%
EXPENDITURE			
Personnel Expenditure	638,383	466,935	27%
Goods and Services	3,211,770	2,985,130	(7%)
Contract Employment	7,824,451	8,131,140	4%
Vehicles, Furniture, Fixtures & Equipment	544,398	70,440	(87%)
Current Transfers and Subsidies	2,216,231	1,004,374	(55%)
Total Recurrent Expenditure	14,435,233	12,658,019	(12%)
Surplus/Deficit	(665,387)	1,863,018	380%

Table 7: Financial Comparison
of fiscal years 2023/2024 and 2024/2025

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 and its Tobago site, located at D Colosseum Building II, Corner Bypass and Milford Road, Crown Point. 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

Despite ongoing resource constraints, the Accreditation Council of Trinidad and Tobago continues to discharge its statutory mandate under Chapter 39:06 with resilience and purpose, as evidenced by the achievements detailed in this Report. In an increasingly complex and evolving higher education landscape, the ACTT remains committed to maintaining relevance, strengthening its regulatory oversight, and aligning its operations with international best practice in support of national development.

Looking ahead, the ACTT reaffirms its responsibility to the regulation and advancement of higher education and training by prioritising key strategic initiatives for the coming year. These include the implementation of the NQF-TT, the convening of Annual Business Meetings, the conduct of an external review by the International Network for Quality Assurance Agencies in Higher Education, and continued investment in External Evaluator Training. Collectively, these initiatives will enhance institutional effectiveness, reinforce quality assurance mechanisms, and position the ACTT to sustainably support excellence and credibility within the higher education and training sector.



*Published in 2026 by
The Accreditation Council of Trinidad and Tobago*