



INSTRUCTION MANUAL

THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO Essay/POSTER COMPETITION 2017

Submission Deadline:
Monday, October 16, 2017

OVERVIEW AND PURPOSE

The Accreditation Council of Trinidad and Tobago's (ACTT) Essay and Poster Competition 2017 will promote awareness of the importance of pursuing programmes at quality assured post secondary and tertiary educational and training institutions to ensure students earn recognised qualifications. Additionally, the Competition will highlight the benefits of quality assurance to the socio-economic development of Trinidad and Tobago. This initiative is expected to increase the visibility and profile of ACTT as the authority in higher education with respect to issues related to registration, accreditation and recognition.

GOALS

The competition will foster an appreciation for issues related to quality assurance in higher education and highlight the impact on and benefit to students, institutions, society and the economy.

OBJECTIVES

- Promote awareness of ACTT's role and the benefits of its services
- Influence students in making informed decisions on higher education

ELIGIBILITY

ACTT's Essay and Poster Competition 2017 is open to students at all secondary schools and registered or accredited post secondary and tertiary educational and training institutions in Trinidad and Tobago. The specific target groups are as follows:

Secondary Schools

- Essay (Category A) – Form 5
- Essay (Category B) – Lower and Upper Forms 6
- Poster – Forms 1 to 3

Higher Education Institutions

- Essay (Category C) – Undergraduate students

Exemptions

Members of ACTT's Board of Directors, management and staff and their immediate family members are **INELIGIBLE** to participate.

BRONZE SPONSOR

NLCB
National Lotteries Control Board

PRIZES

| ESSAY COMPONENT | POSTER COMPONENT |
|--|---|
| <i>Prizes for all three (3) categories are as follows (one winner each):</i> | |
| 1st Place: iPad Air 2 (64GB) Book vouchers valued at TT\$500 | 1st Place: UTC voucher valued at \$3,000 |
| 2nd Place: iPad mini 4 (64GB) Book vouchers valued at TT\$500 | 2nd Place: UTC voucher valued at \$2,000 |
| 3rd Place: Book vouchers valued at TT\$500 | 3rd Place: UTC voucher valued at \$1,000 |
| Honourable Mention: Book vouchers valued at TT\$400 | Honourable Mention: UTC voucher valued at \$500 |
| School Prize (Fifth and Sixth Form categories): TT\$3,000 | |

- Winners will receive a Certificate of Merit and one (1) complimentary Statement on Recognition
- Winners will be published on the Council's website, in the daily newspapers and via other electronic media

To learn more about the Essay/Poster Competition and ACTT, please visit our website at www.actt.org.tt.

HEAD OFFICE

Ground Floor, Building B
Pan American Life Plaza
91-93 St Vincent Street, Port of Spain
Tel: (868) 623-2500/5282
Fax: (868) 624-5711
E-mail: info@actt.org.tt

SOUTH OUTREACH OFFICE

2nd Floor, SSL Building
40-44 Sutton Street, San Fernando
Tel/Fax: (868) 652-0729 or
(868) 623-2500 Ext: 402

TOBAGO OFFICE

Tobago Technology Centre
79 Milford Road, Canaan
Tel/Fax: (868) 639-1333 or
(868) 623-2500 Ext: 302

ESSAY COMPONENT DETAILS

Theme

Quality assurance – safeguarding the interests of students at post secondary and tertiary education and training institutions

Essay Topics

Based on your understanding of ACTT’s services and contemporary developments in the higher education sector, write an essay on ONE of the following topics in ONE category below:

CATEGORY A: SECONDARY STUDENTS (FORM 5)

1. Quality assured post secondary and tertiary education and training institutions have a responsibility to prepare graduates from secondary schools to transition into the higher education sector. Discuss.
2. How can the quality assurance process assist institutions to adequately address the challenges experienced within the local higher education and training sector?

CATEGORY B: SECONDARY SCHOOL (FORM 6)

1. As a student entering the higher education sector you expect that an accredited institution will prepare you for the workplace. Discuss.
2. How can quality assurance agencies contribute to assisting post secondary and tertiary education and training institutions overcome the challenges of the education sector?

CATEGORY C: UNDERGRADUATES

1. The expectations of the 21st century student have evolved over the decades. You are a student body President, addressing a meeting of heads of post secondary and tertiary institutions. Present recommendations on how institutions can fulfil the expectations of the 21st century student in the pursuit of their goals.
2. Quality assured institutions add value that benefits the nation while simultaneously meeting students’ diverse expectations. Discuss.

Entrants are advised that plagiarism will be grounds for immediate disqualification.

Timeline

- **Submission Deadline:** Monday, October 16, 2017
- **Judges’ Decision:** Tuesday, November 07, 2017

PREPARATION OF THE ESSAY

REQUIREMENTS

- Standard (British) English must be used.
- Entries must be typewritten and formatted as specified in Submission Format.
- Students may quote from relevant texts/sources, but must credit with citations.
- Referencing must be aligned to APA 6th edition format.
- Work must be supported by relevant examples and/or illustrations.
- Essays must be original, creative and factual.
- Students must adhere to the scope of the topic chosen and information must be carefully researched.
- Ensure that the topic is adequately explored (develop arguments).

SUBMISSION FORMAT

All submissions must be typed in the following format:

- Microsoft Word
- Font: Times New Roman, 12 pt
- Line spacing: Double
- Alignment: Left
- Referencing style: APA 6th ed. You may visit <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx> for guidelines.

Deadline for submissions: Monday, October 16, 2017 at 4:00 pm

Word Limit (exclusive of reference list and footnotes)

- Category A – Form 5 students: 1000 to 1200 words
- Category B – Form 6 students: 1500 to 1700 words
- Category C – Undergraduate students: 2500 to 3500 words

GUIDELINES FOR SUBMITTING AN ENTRY (APPLICABLE TO ALL CATEGORIES)

- Each essay must be submitted with a completed entry form. Names or other identifiable markings must not be written or printed on submissions, other than on the entry form.
- The electronic file must be saved with a filename in the format as follows: **Level_Question_Student Name**. For example: *Category B_Question 2_John Doe*.
- One response to each question in any category will be accepted from an individual.
- Submissions should be:
 - i. emailed to essayposter2017@actt.org.tt OR
 - ii. submitted on CD or USB Drive which must be secured in an envelope addressed to **ACTT’s Essay and Poster Competition 2017** and delivered to any one of ACTT’s three offices.

Essays will become the property of The Accreditation Council of Trinidad and Tobago. Winning entries and those of honourable mention may be placed on ACTT’s website and winners will be highlighted in ACTT’s promotional material.

JUDGING

A panel of distinguished judges from the education sector will conduct the grading of all essays. To ensure anonymity during the judging process, staff of ACTT will code the entry forms and the essays received. Judges will receive the coded submissions only. This panel will select the top 3 essays in each category. In addition, 1 submission in each category may be awarded a special prize for honourable mention.

NOTES

- The judges reserve the right NOT to award prizes in any of the categories if entries do not meet the criteria.
- Judges may interview finalists before a final decision is made.
- Decisions of ACTT’s judges are final.

Students must demonstrate the following:

- Knowledge and understanding of quality assurance in tertiary education
- Knowledge and understanding of the ACTT’s quality assurance services
- Originality
- Creativity
- Evidence of research
- Academic discussion/discourse/logical argument

POSTER COMPONENT DETAILS

Theme

A world without quality education and training.

Guidelines

- The poster component of the competition is open to public and private secondary school students of forms 1 to 3 in Trinidad and Tobago.
- Posters should measure either 11” x 17” or 18” x 24”.
- An artist’s statement should accompany the poster and completed entry form. This statement, limited to 250 words, should also include the types of media used and the title of the poster.
- Two-dimensional, original artwork, conceived and created by the entrant, will be considered.
 - o *Two-dimensional* means that mixed media should not exceed ¾ of an inch in depth.
 - o *Original* means that if a poster is based on photos, the photos were taken by the artist **or** the artist has written permission from the photographer to use the photos. Artists will be required to provide proof of the photographer’s written permission as part of the submission. ACTT reserves the right to verify the legitimacy of the claim provided by the artist.
- Artwork may be created in any medium or combination of not more than 4 media, including traditional media and new media.

(Continued on back panel)

- o Traditional media include, but are not limited to, oil, pastels, ink, charcoal, chalk, watercolour, collage, printmaking.
 - o Chalk, charcoal and pastel entries should be sealed with a fixative spray to prevent smearing. Entries should not be laminated.
 - o New media (digital art, computer graphics) should be restricted to static elements on the canvas/artboard.
 - o Entries that are only photographs will not be accepted.
 - o Sculpture will not be accepted due to the nature of the competition.
- All posters should be submitted flat and not rolled or folded. Entrants are not required to mat or frame their posters.
 - Artwork that can be considered offensive or unrelated to the theme of the competition will not be considered.

Timeline

- **Submission Deadline:** Monday, October 16, 2017
- **Judges’ Decision:** Tuesday, November 07, 2017

PREPARATION OF THE ARTIST STATEMENT

REQUIREMENTS

- Standard (British) English must be used.
- The artist statement must be typewritten and formatted as specified below:
 - o Microsoft Word
 - o Font: Times New Roman, 12 pt
 - o Line spacing: Double
 - o Alignment: Left
- Statements must be original, creative and factual.

Deadline for submissions: Monday, October 16, 2017 at 4:00 pm

GUIDELINES FOR SUBMITTING AN ENTRY

- Names or other identifiable markings must not be written or printed on submissions, other than on the entry form.
- One poster will be accepted per entrant
- The artist statement and the entry form should be secured in an envelope addressed to **ACTT’s Essay and Poster Competition 2017**
- Entries should be delivered to any one of ACTT’s three offices.

Winning posters and those of honourable mention may be placed on ACTT’s website and winners will be highlighted in ACTT’s promotional material. ACTT shall, without limitation, be entitled to use the images of the poster in whole or in part for promotional activities.

JUDGING

A panel of distinguished judges from the education and arts sectors will conduct the grading of all posters. To ensure anonymity during the judging process, staff of ACTT will code the entry forms and the posters received. Judges will receive the coded submissions only. This panel will select the top 3 posters overall. In addition, 1 submission may be awarded a special prize for honourable mention.

NOTES

- The judges reserve the right NOT to award prizes if entries do not meet the criteria.
- Judges may interview finalists before a final decision is made.
- Decisions of ACTT’s judges are final.

Students’ work will be judged on the following:

- Overall appearance
- Originality
- Creativity
- Relevance of title, graphic and content
- Layout
- Required elements