

# PUBLIC STATEMENT of THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO (ACTT) in compliance with SECTIONS 7, 8 AND 9 of the FREEDOM OF INFORMATION ACT CHAPTER 22:02 (FOIA)

In accordance with sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA), The Accreditation Council of Trinidad and Tobago (hereinafter called “ACTT” or “the Council”) is required to publish and annually update the following statements which list the documents and information generally available to the public and which outline ACTT’s compliance with the FOIA. ACTT therefore publishes the following statements as approved by the Board of Directors of the Council and the Minister of Education.

## **The Freedom of Information Act gives members of the public:**

- a legal right with exemptions to access information held by The Accreditation Council of Trinidad and Tobago.
- a legal right to have official information relating to him/her amended where it is incomplete, incorrect or misleading.
- a legal right to obtain reasons for adverse decisions made regarding an application for information under the FOIA.
- a legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made in relation to applications pursuant to the FOIA.

## **STATEMENTS UNDER SECTION 7 OF THE FOIA**

### **SECTION 7 (1) (a) (i)**

#### **Function and Structure of The Accreditation Council of Trinidad and Tobago**

The Accreditation Council of Trinidad and Tobago is a statutory body and its line Ministry is the Ministry of Education. ACTT was established by the Accreditation Council of Trinidad and Tobago Act, Chapter 39:06 of the Laws of the Republic of Trinidad and Tobago (“the Act”). The Act was proclaimed on July 09, 2004. ACTT commenced its operations as a body corporate in February 2005.

Section 8 of the Act established ACTT as the principal body in Trinidad and Tobago with the following functions:

- (a) to maintain a list of accredited post secondary and tertiary institutions operating in Trinidad and Tobago and a list of accredited programmes and awards offered in Trinidad and Tobago;
- (b) to accredit post secondary and tertiary institutions operating in Trinidad and Tobago and the programmes and awards of such institutions;
- (c) to register post secondary institutions, foreign and local, which offer programmes in Trinidad and Tobago;

- (d) to recognise accredited programmes and awards of foreign institutions operating in Trinidad and Tobago;
- (e) to advise on the recognition of foreign programmes and awards and the recognition of post secondary and tertiary institutions operating in Trinidad and Tobago;
- (f) to determine the equivalency of programmes and awards;
- (g) to develop and advise on a unified credit-based system for the post secondary and tertiary education sector;
- (h) to establish relationships including joint accreditation exercises with regional and international accrediting and quality assurance bodies and to keep under review their systems of accreditation, procedures and practices;
- (i) to provide authoritative advice on accreditation and related matters, including the conferment on institutions of such titles as “university”, “tertiary college”, “technical institute”, “polytechnic”, “community college”, “technical college” and “technical university”;
- (j) to seek to raise the quality of post secondary and tertiary education delivered in Trinidad and Tobago to the standards set by the Council;
- (k) to disseminate good practices in the tertiary education and training sector by conducting research and training;
- (l) to provide the public with information about the quality and recognition of programmes and institutions in order to protect the public interest;
- (m) to provide for the advancement in Trinidad and Tobago of education and training;
- (n) to ensure that the quality of all post secondary and tertiary education delivered in Trinidad and Tobago meets the standards set by the Council;
- (o) to ensure that the appropriate standards set by the Council are being maintained and improved;
- (p) to protect the interests of students and other stakeholders;
- (q) to undertake audits, reviews and evaluations independently, or in co-operation with other bodies as the Council may consider necessary;
- (r) to establish the standards, requirements and regulations with which registered institutions must comply in order to have their programmes accredited and re-accredited or to have their awards recognised by the

Council;

- (s) to advise the Minister on the authorisation to be granted to post secondary and tertiary institutions seeking to operate or to continue to operate in Trinidad and Tobago;
- (t) to advise the Minister on the criteria for registration of post secondary and tertiary institutions seeking to operate or to continue to operate in Trinidad and Tobago;
- (u) to withdraw or cancel approval, recognition or title granted to or conferred on any institution or provider for good and sufficient cause, after evaluation by the Council;
- (v) to facilitate the free movement of skills and knowledge within the Caribbean Community;
- (w) to perform such other related functions as the Minister may from time to time assign to the Council; and
- (x) to do or cause to be done such other things as the Council considers expedient or necessary for the performance of its functions under the Act.

Section 9 of the Act further empowers the ACTT to:

- do all things necessary or convenient for or in connection with the performance of its functions;
- to acquire, hold, sell or otherwise dispose of any property;
- to accept gifts or donations whether or not subject to any trust;
- to enter into or co-ordinate appropriate arrangements with countries, bodies or persons, public or private, for the promotion or dissemination of materials and information relating to the registration, accreditation and recognition of institutions, programmes and awards; and
- to enter into or co-ordinate appropriate arrangements with such other competent authorities, public or private, responsible for the accreditation of institutions or the recognition of accredited programmes and awards.

ACTT is a key organisation in the development of quality tertiary education in Trinidad and Tobago and plays a major role in facilitating quality assurance across the tertiary education sector. ACTT assures the quality and integrity of higher education through the recognition, registration and accreditation of institutions and programmes, as well as through the dissemination of information related to these matters to the public via its many public outreach and awareness activities.

#### **ACTT’s Core Functions**

- Registration and continuing registration of post secondary and tertiary institutions;

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- Conferment of institutional titles;
- Accreditation and continuing accreditation of post secondary and tertiary institutions and programmes;
- Recognition of local and foreign institutions and their degrees, programmes and awards;
- Approval and continuing approval of locally developed programmes; and
- Quality enhancement of post secondary and tertiary institutions.

## ACTT’S Vision

ACTT will be the principal authority in Trinidad and Tobago for quality assurance and continuous improvement in higher education and a leader in innovation and best practice.

## ACTT’S Mission

To assure the quality and integrity of higher education primarily through registration, accreditation and recognition as well as public education and related activities, while ensuring the efficiency and transparency of our operations and demonstrating commitment to national development and global competitiveness.

## ACTT’S Core Values

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

## Corporate Information

ACTT is headed by a Board of Directors (“the Board”) which is responsible for charting the overall direction of ACTT. Section (4) of the Act provides the areas of representation on the Board. All appointments to the Board are published in the Trinidad and Tobago Gazette. The President of the Republic of Trinidad and Tobago appointed the present Members of the Board of Directors of ACTT for a term of two (2) years.

The Board currently comprises twelve (12) Members as follows:

- Dr John Prince (Chairman)
- Dr Ruby S. Alleyne (Deputy Chairman)
- Dr Alvin Ashton
- Dr Naseem Koylass
- Mrs Lennon Ballah-Lashley
- Dr Sandra Reid
- Professor Emeritus Funso Aiyejina
- Mr Archibald Prime
- Professor Emeritus Winston Mellowes
- Dr Gaynelle Holdip
- Dr Dave Seerattan

ACTT’s Executive Director is an *ex officio* Member of the Board of Directors.

Generally, the Board meets once per month to conduct meetings. Committees of the Board meet as required.

There are five (5) Committees of the Board, which make recommendations to the Board on matters relating to:

- Finance
- Human Resource and Governance
- Operations
- Tenders
- Accreditation

## Company Structure

ACTT currently has forty-nine (49) members on staff and is managed by an Executive Director. It is made up of the following departments/units:

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

## Details of Responsibility

### 1. THE OFFICE OF THE EXECUTIVE DIRECTOR

The Office of the Executive Director is responsible for overall strategic leadership and management of the Council’s daily affairs. This office focusses on the development of the strategic, policy and performance infrastructure; provides authoritative advice to the Government, Board of Directors and other stakeholders; increases access to and availability of ACTT’s services; improves organisational effectiveness and efficiency; motivates staff and enhances job satisfaction, creating a harmonious, respectful and productive work environment; builds a quality culture both externally in the higher education sector and within ACTT; creates and strengthens local, regional and international linkages, partnerships and strategic alliances. This department implements programmes to assure that ACTT is effective, efficient, and economically viable and would be continually relevant in addressing the needs of all our customers, stakeholders and various interested parties.

### 2. ACCREDITATION AND QUALITY ENHANCEMENT DEPARTMENT

The Accreditation and Quality Enhancement Department is responsible for managing and maintaining ACTT’s system of registration, accreditation and quality enhancement. ACTT has adopted a developmental approach to quality assurance and this department provides the necessary technical support and advice to assist institutions in satisfying the criteria and standards for the following services:

- Conferment of Institutional Titles such as “university”, “college”, “tertiary college”, “technical institute”, “polytechnic”, “community college”, “technical college” and

- “technical university”;
- Registration and continuing registration;
- Accreditation and continuing accreditation of institutions and specialised programmes; and
- Approval and continuing approval of locally developed programmes.

This Department is also responsible for creating and maintaining a national database of registered institutions, approved programmes and accredited institutions and programmes. Further, it has the responsibility to establish and maintain an effective mechanism for quality assurance in post secondary and tertiary education. The Accreditation and Quality Enhancement Department is also responsible for establishing relationships and conducting joint accreditation exercises with regional and international accrediting and quality assurance bodies and for keeping the procedures, practices and systems of accreditation under review.

## REGISTRATION

The Registration Unit is responsible for coordinating the registration of post secondary and tertiary institutions. Section 26 (1) of the Accreditation Council of Trinidad and Tobago Act, Chapter 39:06 of the Laws of the Republic of Trinidad and Tobago states:

*“26. (1) no institution shall carry on the business of post secondary or tertiary education or use any of the words “university”, “college”, “tertiary college”, “polytechnic”, “community college”, “technical college”, “technical institute” or “technical university” in its name unless registered under this Act and any regulations or rules made under this Act.”*

Through this service, ACTT provides support for institutions and guides them to implement quality management systems that meet the criteria for registration, thereby ensuring institutions’ continued compliance with the Accreditation Council of Trinidad and Tobago Act, Chapter 39:06 of the Laws of the Republic of Trinidad and Tobago. All registered institutions with graduates from indigenous programmes may seek candidacy for institutional accreditation. To date, there are fifty-four (54) registered institutions. A list of registered institutions can be found on the Council’s website: [www.actt.org.tt](http://www.actt.org.tt).

## ACCREDITATION

To date, there are thirteen (13) accredited institutions and one (1) institution that is a Candidate for Accreditation.

The Accredited Institutions are:

- Arthur Lok Jack Graduate School of Business (ALJGSB)
- Caribbean Nazarene College (CNC)
- Cipriani College of Labour and Cooperative Studies (CCLCS)
- College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)

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- MIC Institute of Technology
- St Andrew's Theological College (SATC)
- The University of the West Indies (UWI)
- The University of Trinidad and Tobago (UTT)
- Tobago Hospitality and Tourism Institute (THTI)
- Trinidad and Tobago Hospitality and Tourism Institute (THTI)
- University of the Southern Caribbean (USC)
- UWI School of Business and Applied Studies Limited (UWI-ROYTEC)
- West Indies School of Theology (WIST)

The Candidate for Accreditation is:

- National Energy Skills Center

### QUALITY ENHANCEMENT

Quality Enhancement support is provided to institutions to assist them in meeting and maintaining ACTT's requirements for its various services. The institutions' operational policies and procedures are examined and advice is provided regarding opportunities for improvement in order to maintain compliance with international quality standards.

### 3. QUALIFICATIONS AND RECOGNITION DEPARTMENT

The Qualifications and Recognition Department is responsible for recognising foreign and local institutions and qualifications and determining the equivalence of foreign qualifications in Trinidad and Tobago. These functions are accessed by members of the public through requests for *Statements on Recognition* and *Equivalence Assessments* of foreign qualifications. Statements on Recognition and Equivalence Assessments are used primarily by employers, graduates, prospective students and funding/scholarship agencies to determine the validity and/or value of a programme or qualification. ACTT offers these services through its offices in Port of Spain and San Fernando, Trinidad and Canaan, Tobago. To facilitate the efficient performance of these functions, ACTT accesses the most current and reliable information on institutions across the world through relationships with UK National Recognition Information Centre (UK NARIC), Educational Credential Evaluators (ECE) and quality assurance agencies (QAAs) regionally and internationally.

The department also quality assures foreign programmes being delivered through local institutions – transnational programmes. This is achieved through the external evaluation and recognition of transnational programmes and foreign awarding bodies and institutions.

Through collaboration with local stakeholders and regional accrediting bodies, ACTT is developing a *National Qualifications and Credit Framework (NQCF)* that is informed by international best practice and is in alignment with the CARICOM qualifications framework.

### 4. OFFICE OF THE CORPORATE SECRETARY/LEGAL OFFICER

The Office of the Corporate Secretary/Legal Officer provides legal advice, support and service to the Board and all departments/units of ACTT. This unit ensures legal and regulatory compliance in all of the Council's activities and minimises any exposure ACTT may have to legal risks, thereby allowing ACTT to achieve its objectives in a manner which complies with the local and international legal and regulatory frameworks. The unit ensures compliance with standards of corporate governance in all the Council's transactions and in all decisions taken by the Board of Directors and implemented by the Council. The unit also ensures that all Corporate Secretarial functions in support of the Board of Directors are effectively discharged.

### 5. THE FINANCE AND ADMINISTRATION DEPARTMENT

The Finance and Administration Department is responsible for providing service to all the Council's departments in the areas of:

- Finance and Accounting, including the procurement of goods and services
- Human Resource Management
- Records Management, including library services
- General Administration

### FINANCIAL SERVICES

Guided by the principles of accountability, integrity and transparency in managing the Council's resources, the Finance function is responsible for:

- processing and recording all the Council's financial transactions
- safeguarding all the Council's physical and financial assets and records, with particular emphasis on an assets register
- procuring of goods and services
- managing grant funding
- producing and managing the annual budgets, ensuring that budgets are always planned to address the Council's priorities
- establishing sound financial policies and procedures in accordance with generally accepted accounting principles, public service regulations and international best practice
- monitoring, evaluating and providing expenditure and other reports as necessary to guide management in the implementation of the Council's programmes
- providing support for all departments in projects, capital or otherwise, that are undertaken by the Council

### HUMAN RESOURCES

In collaboration with the Executive Leadership Team, the Human Resources function supports the Council's mission by serving as a source of quality information and expertise to ACTT's most valuable resource, its employees. Human Resource services include:

- overseeing recruitment, training, performance

management, payroll and benefits administration

- establishing, administering and effectively communicating sound policies, rules and practices that treat employees with dignity and equality while maintaining pro-active organisational compliance with employment and labour laws, regulations and policies
- creating a work atmosphere that is safe, healthy and secure, as well as conscious of personal, family and community goals

### RECORDS MANAGEMENT

Records Management ensures the proper creation, maintenance, use and disposal of records to achieve efficient, transparent and accountable governance. In the Finance and Administration Department, this service is achieved through:

- a well-organised filing system which enables the Council to find information easily. Records that are correctly filed and stored are easily accessible, and this facilitates transparency, accountability and democracy.
- an orderly and efficient flow of information which enables the organisation to perform its functions successfully and efficiently
- authoritative and reliable records which are created and maintained in an accessible and usable manner to support the Council's accountability requirements
- the elimination of duplication of records
- a retention and disposal programme which ensures that the Council maintains only those records that are really needed for functional purposes
- controls that are exercised to ensure that only authorised persons have access to the information, thus preventing information and/or the records from being stolen or damaged. This ensures the protection of privacy and confidentiality, and prevents the inappropriate disclosure of information that could harm the organisation or infringe upon the privacy rights of individuals.

### GENERAL ADMINISTRATION

The General Administration services provided by the Finance and Administration Department include:

- maintaining office premises, including outfitting with furniture, fittings and equipment
- sourcing and monitoring security and janitorial services
- courier services
- providing general office assistance for the day-to-day operations of the Council

### 6. CORPORATE COMMUNICATIONS UNIT

The Corporate Communications Unit is responsible for managing ACTT's corporate image and reputation. This Unit disseminates information on ACTT's services such as registration, accreditation and recognition via promotional material to internal and external stakeholders. The Corporate

## ACTT Public Statement, cont'd

Communications Unit is actively engaged in the conceptualisation, development and implementation of public relations and communication strategies, whilst effectively developing working relationships with the media. This facilitates the proper marketing of ACTT's services and management of ACTT's public interface. The planning, coordination and execution of social and corporate events for and on behalf of ACTT is also the responsibility of this Unit.

### 7. THE INFORMATION TECHNOLOGY UNIT

The Information Technology (IT) Unit is responsible for providing all the Council's IT needs. The IT Unit is responsible for managing, maintaining and improving the technological systems and capabilities of the Council. ACTT currently has several IT projects in progress aimed at ultimately providing the public with easy access to reliable information on registered institutions and accredited institutions and programmes.

These projects are:

- establishing a database to assist in organising and processing the data of the Council to support fact-based and reliable decision making
- updating ACTT's website to create a more multi-media rich environment, with a contemporary look, to allow greater communication between ACTT and its clients
- developing a forum on ACTT's website to engage members of the public, institutions and students in discussions on higher education
- acquiring updated software and hardware to assist the Council in performing its functions
- improving the control, performance and reporting capabilities of ACTT's network and telephone systems

Along with these projects, the IT Unit also supports ACTT's staff in the use of technology, allowing them to utilise available and approved systems needed to accomplish their duties. These IT platforms and solutions are critical to establishing and expanding ACTT's local, regional and international presence, connectivity and integration.

### SECTION 7 (1) (a) (ii)

#### **Categories of documents that are in the possession of The Accreditation Council of Trinidad and Tobago**

These documents pertain to the operations and administration of both the Council and the Board of Directors of the Council.

#### **Operational Documents of ACTT**

- International Network of Quality Assurance Agencies for Higher Education (INQAAHE) Code of Good Practice Guidelines
- Annual Business Plan
- Annual Training Plan
- Application Forms for Registration of Institutions

- Application Forms for Conferment of Institutional Titles
- Application Forms for Programme Approval
- Application Forms for Accreditation of Institutions
- Application Forms for Accreditation of Programmes
- Application Forms for Recognition of Transnational Programmes
- Application Forms for Recognition of Foreign Awarding Bodies and Institutions
- Application Forms for Statements on Recognition
- Application Forms for Statements on Equivalence
- The Accreditation Council of Trinidad and Tobago Act [Chapter 39:06] and other Legislation and Legal instruments
- Corporate Governance Manual
- Criteria for Registration and Continuing Registration of Institutions
- Criteria for Programme Approval
- Criteria for Institutional Accreditation
- Criteria for Specialised/Programme Accreditation
- Criteria for the Conferment of Institutional Title
- Criteria for the Recognition and Continuing Recognition of Foreign Awarding Bodies
- Criteria for Recognition and Continuing Recognition of Foreign Awarding Institutions
- Criteria for the Recognition and Continuing Recognition of Transnational Programmes
- Designing and Approving Quality Programmes in Tertiary Education
- Guidelines for Submitting an Application for Transnational Recognition
- Guidelines for Submitting an Application for Registration
- Institutional Data Form
- Job specifications
- Periodicals and publications
- Technical Policies
- Administrative and Personnel Policies
- Financial Policies
- Administrative and Personnel Policies Manual
- Publications prepared by the Corporate Communications Unit
- Strategic Plan
- The Accreditation Process
- The Programme Approval Process
- Trinidad and Tobago Gazette (copies to be obtained from the Government Printery)
- Compendium of Registered, Accredited and Recognised Institutions, Awarding Bodies and Programmes

#### **Operational Records of ACTT**

- Completed Application Forms for the Recognition of Foreign Awarding Bodies
- Completed Application Forms for the Recognition of Foreign Awarding Institutions
- Completed Application Forms for the Recognition of Transnational Programmes
- Completed Application Forms for Conferment

- of Institutional Titles
- Completed Application Forms for Approval of Programmes
- Completed Application Forms for Accreditation of Institutions and Programmes
- Completed Institutional Data Forms
- Applications for Equivalence Assessment
- Applications for Statements on Recognition of programmes and institutions
- Certificates of Registration and Accreditation
- Certificates of Recognition of Foreign Awarding Bodies and Institutions
- Letters of Intent
- Letters of Omissions
- Self-study Reports from institutions
- External Evaluators Reports/Gap Analyses on Applications for Conferment of Institutional Titles, Recognition of Awarding Bodies/ Institutions/Transnational Programmes, Registration of Institutions
- Statements on Recognition and Equivalence Assessments
- Feedback from customer and employee surveys
- Files dealing with administrative support and general administrative documents for the operations of the Council
- Contracts, including contracts of employment and contracts of services and leases
- Files dealing with correspondence from the Ministry of Education and other government agencies, including the Ministry of Finance
- Files dealing with official functions, conferences and events hosted and attended by ACTT
- Files dealing with the accounting and financial management function of the Council, including files dealing with matters relating to the procurement of supplies and equipment and inventories of stocks
- Financial Records, which include cheques, vouchers, receipts and journals
- General office files required for internal administration of the departments
- Human resource matters, including personal files of ACTT employees, which detail all staff appointments, job applications, promotions, transfers, resignations, leave, vacation, attendance logs, etc.
- Internal and external circulars, memoranda, notices and bulletins
- Internal and external correspondence files
- Inventories
- Legal opinions
- Performance Appraisals (employees, contractors)
- Progress reports on projects and all plans
- Registers/Certificates/Licences
- Consultants' reports
- Reports: statistical, annual/monthly/quarterly, audits
- Training records: local, foreign and technical co-operation
- Audited and unaudited financial statements

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### SECTION 7 (1) (a) (iii)

#### **Documents prepared for publication or inspection**

The public may inspect and/or obtain copies of certain material between the hours of 8:00 a.m. and 4:00 p.m. on normal working days at ACTT's offices. ACTT's offices are located at:

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

South Outreach Office  
Second Floor, SSL Building  
40-44 Sutton Street  
San Fernando, Trinidad

Tobago Technology Centre  
79 Milford Road  
Canaan, Tobago

ACTT's Head Office may be contacted by telephone at 623-2500 / 5282 / 7340 / 8620 / 8389; fax: 624-5711.

ACTT's South Outreach Office may be contacted via telephone/fax at 652-0729.

ACTT's Tobago Office may be contacted via telephone/fax at 639-1333.

Email address: [info@actt.org.tt](mailto:info@actt.org.tt)

Website: [www.actt.org.tt](http://www.actt.org.tt)

#### **List of material that may be inspected**

Subject to the exempt documents as defined by the FOIA, the public may inspect and/or obtain copies of all documents listed as "OPERATIONAL DOCUMENTS" in section 7 (1) (a) (ii) above.

### SECTION 7 (1) (a) (iv)

#### **Documents available by way of subscription**

ACTT does not publish material to which members of the public may subscribe. As such, this section is not applicable at this time.

### SECTION 7 (1) (a) (v)

#### **Procedure to be followed to access documents from ACTT**

##### **• General Procedure**

ACTT's policy is to answer all requests for information, both oral and written. In order to utilise the rights granted under the FOIA, an applicant must submit a '*Request for Access to Official Documents*' form, providing sufficient information to enable the Council to determine what document is required. This form is located as a Schedule to the Freedom of Information Act and is available at the Sales Department of the Government Printery or from the FOIA website – [www.foia.gov.tt](http://www.foia.gov.tt).

These forms should be addressed to the designated officer at ACTT (see Section 7 (i) (a) (vi) for further details).

##### **• Details in the requests**

Applicants should provide details that will allow for ready identification and location of records and/or documents that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If an applicant is unclear about how to prepare a request or the details that need to be provided, he/she should contact the designated officer for assistance (for further information, see section 7 (1) (a) (vi) below).

##### **• Requests not handled under the FOIA**

A request under the FOIA will not be processed if it seeks information that is readily available to the public, either from ACTT, the Ministry of Education, or from some other government agency.

##### **• Responding to Request for Information/Time Limits**

The FOIA sets a time limit of thirty (30) calendar days from the date a request is duly made for an applicant to be notified of the approval or refusal of his request as soon as practicable, but in any case not later than thirty days. ACTT will try diligently to comply with the time limit. If it appears that processing a request may take longer than the statutory limit, ACTT will acknowledge the request and advise the applicant of its status. If ACTT fails to meet this deadline, the FOIA gives an applicant the right to proceed as though his/her request has been denied. Since there is a possibility that requests may be incorrectly addressed or misdirected, applicants may wish to call or write to confirm that ACTT has received the request and to ascertain its status. If a decision is taken to grant access to the information requested, an applicant will be permitted to inspect the documents and/or will be provided with copies.

##### **• Retrieving Documents**

ACTT is required to furnish copies of documents only when they are in its possession or they can be retrieved from storage.

##### **• Furnishing Documents**

Subject to the exemptions specified in the FOIA, an applicant is entitled to copies of documents ACTT has in its possession, custody or power. ACTT is required to furnish only one copy of a document. If ACTT cannot make a legible copy of a document to be released, ACTT may not attempt to reconstruct it. Instead, ACTT will furnish the best copy possible and note its quality in its response to the applicant. ACTT is not compelled under the FOIA to do the following:

- Create new documents or re-format documents to meet the specifications of the applicant
- Conduct research at the request of the applicant

### SECTION 7 (1) (a) (vi)

#### **Officers at ACTT are responsible for:**

- the initial receipt of an action upon notices under section 10 of the FOIA – the Librarian/Documentalist, Head Office or the Assessment Officer, ACTT's Tobago Office, or the Senior

Operations Assistant, ACTT's South Outreach Office;

- the requests for access to documents under section 13 of the FOIA – the Executive Director, ACTT; and
- applications for correction of personal information under section 36 of the FOIA – the Executive Director, ACTT.

Requests should be submitted to the undermentioned person:

The DESIGNATED OFFICER for The Accreditation Council of Trinidad and Tobago is:

The Executive Director  
ACTT

Ground Floor and Level 3, Building B  
Pan American Life Plaza  
91-93 St Vincent Street  
Port of Spain  
Tel: 623-8620 Ext. 228  
E-mail: [execdirector@actt.org.tt](mailto:execdirector@actt.org.tt)

The ALTERNATE OFFICER is:

Karel Stephen  
Corporate Communications Specialist  
Ground Floor and Level 3, Building B  
Pan American Life Plaza  
91-93 St Vincent Street  
Port of Spain  
Tel: 623-8620 Ext. 229  
E-mail: [kstephen@actt.org.tt](mailto:kstephen@actt.org.tt)

### SECTION 7 (1) (a) (vii)

#### **Advisory Boards, Councils, Committees and other bodies where meetings/minutes are available for public inspection**

At this time there are no bodies at ACTT that fall within the meaning of this section.

### SECTION 7 (1) (a) (viii)

#### **Library/Reading Room Facilities**

ACTT does not have these facilities at this time but, where necessary, will provide a suitable space for the inspection of documents that will be made available between the hours 8:00 a.m. and 4:00 p.m. on normal working days at ACTT's Head Office located at 91-93 St Vincent Street, Port of Spain.

Information in the public domain may be readily accessed through ACTT's website at [www.actt.org.tt](http://www.actt.org.tt).

## **STATEMENTS UNDER SECTION 8 OF THE FOIA**

### SECTION 8 (1) (a) (i)

#### **Documents containing interpretations or particulars of written laws or schemes administered by ACTT, not being particulars contained in another written law**

This section is not applicable at this time.

### SECTION 8 (1) (a) (ii)

#### **Manuals, rules of procedure, statements of policy, records of decisions, non-personal letters of advice to persons outside ACTT, or**

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### similar documents containing rules, policies, guidelines, practices or precedents

- ACTT's commitment to the International Network of Quality Assurance Agencies for Higher Education (INQAAHE) Code of Good Practice Guidelines
- Criteria for Registration and Continuing Registration of Institutions
- Criteria for Programme Approval
- Criteria for Institutional Accreditation
- Criteria for Specialised/Programme Accreditation
- Criteria for the Conferment of Institutional Title
- Criteria for the Recognition and Continuing Recognition of Foreign Awarding Bodies
- Criteria for Recognition and Continuing Recognition of Foreign Awarding Institutions
- Criteria for the Recognition and Continuing Recognition of Transnational Programmes
- Elements of the Quality Management System
- Procurement rules and procedures
- Accreditation Handbook

### SECTION 8 (1) (b)

**Documents required for enforcing written laws or schemes administered by ACTT where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes**

- Handbooks – Registration Handbook, Accreditation Handbook
- Manuals
- Public guides
- Reviews

### STATEMENTS UNDER SECTION 9 OF THE FOIA

#### SECTION 9 (1) (a)

**A report or a statement containing the advice or recommendations of a body or entity established within ACTT**

At this time, ACTT has no reports or statements containing advice or recommendations prepared by a body or entity established within ACTT.

#### SECTION 9 (1) (b)

**A report or a statement containing the advice or recommendations (1) of a body or entity established outside of ACTT by or under a written law or (2) by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to ACTT or to the Minister with responsibility for ACTT**

- State Enterprises Performance Monitoring Manual, 2011

#### SECTION 9 (1) (c)

**A report, or a statement containing the advice**

**or recommendations, of an inter-departmental Committee whose membership includes an officer of ACTT**

There are no statements to be published under this subsection at this time.

#### SECTION 9 (1) (d)

**A report, or a statement containing the advice or recommendations, of a committee established within ACTT to submit a report, provide advice or make recommendations to the Minister with responsibility for ACTT or to another officer of ACTT who is not a member of the committee**

There are no statements to be published under this subsection at this time.

#### SECTION 9 (1) (e)

**A report (including a report concerning the results of studies, surveys or tests) prepared for ACTT by a scientific or technical expert, whether employed within ACTT or not, including a report expressing the opinion of such an expert on scientific or technical matters**

There are no statements to be published under this subsection at this time.

#### SECTION 9 (1) (f)

**A report prepared for ACTT by a consultant who was paid for preparing the report**

- ACTT's Strategic Plan 2011-2015
- Corporate Governance Manual
- Report of Deloitte and Touche on Finance
- Job Evaluation and Compensation Survey

#### SECTION 9 (1) (g)

**A report prepared within ACTT containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on the feasibility of establishing a new or proposed Government policy, programme or project**

There are no statements to be published under this subsection at this time.

#### SECTION 9 (1) (h)

**A report on the performance or efficiency of ACTT or of an office, division or branch of ACTT, whether the report is of a general nature or concerns a particular policy, programme or project administered by ACTT**

There are no statements to be published under this subsection at this time.

#### SECTION 9 (1) (i)

**A report containing (1) final plans or proposals for the re-organisation of the functions of ACTT, (2) the establishment of a new policy, programme or project to be administered by ACTT, or (3) the alteration of an existing policy programme or project administered by ACTT, whether or not the plans or proposals are subject to approval by an officer of ACTT, another public authority or the Minister with responsibility for ACTT**

The following was approved by the Board of Directors:

- ACTT's Strategic Plan 2011-2015
- List of all policies approved by ACTT

#### SECTION 9 (1) (j)

**A statement prepared within ACTT containing policy directions for the drafting of legislation**

There are no statements to be published under this subsection at this time.

#### SECTION 9 (1) (k)

**A report of a test carried out within ACTT on a product for the purpose of purchasing equipment**

There are no statements to be published under this subsection at this time.

#### SECTION 9 (1) (l)

**An environmental impact statement prepared within ACTT**

There are no statements to be published under this subsection at this time.

#### SECTION 9 (1) (m)

**A valuation report prepared for ACTT by a valuator, whether or not the valuator is an officer of ACTT**

There are no statements to be published under this subsection at this time.

### For further information, contact us at:

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