

# ACTT's Quality in Tertiary Education (QuiTE) Awards 2015

## **Introduction**

The Accreditation Council of Trinidad and Tobago (ACTT) is pleased to invite registered and accredited institutions to make submissions for the **Quality in Tertiary Education (QuiTE) Awards 2015**. These awards will be granted to institutions that demonstrate excellence for an established Quality Management System (QMS), in Student Support Services in Tertiary Education (SSSiTE) and in Teaching and Learning.

## **Eligibility Requirements**

To be eligible for a QuiTE Award, a post secondary or tertiary institution/organisation must:

- be granted registered or accredited status as at the deadline date of August 11, 2015
- be current in the payments of all fees to ACTT
- adhere to the guidelines and stipulations of the Conditions of Registration or Conditions of Accreditation

*Entrants must meet all of the above requirements to be eligible for a QuiTE Award.*

## **Entry Requirements**

Each entrant must submit the following information in TRIPLICATE:

- Background of the institution in 500 words or less
- Narrative and evidence demonstrating that the institution fulfils each standard for the selected award(s)

Completed submissions must be received by Friday August 25, 2015.

The top five (5) institutions for each award will be invited to submit a three (3) minute video clip, which highlights the facilities and mechanisms relevant to the criteria and standards.

## **Excellence for an Established Quality Management System (QMS)**

### **Criterion 1: Quality Management Policy**

*The institution's governance and administrative structures demonstrate commitment to quality through the formulation and implementation of a Quality Management policy.*

*Standard 1.1:* The institution has a well- articulated Quality Management Policy.

*Standard 1.2:* The institution's Quality Management Policy has been implemented and is widely practised.

*Standard 1.3:* The institution is engaged in review and continual improvement of its Quality Management Policy.

### **Criterion 2: Dedicated Resources for the Quality Management System (QMS)**

*The institution commits resources to ensure the sustainability of its QMS.*

*Standard 2.1:* The institution's resource allocation demonstrates a commitment toward sustaining its QMS.

*Standard 2.2:* The institution has suitably qualified personnel dedicated to implementing and maintaining its QMS.

*Standard 2.3:* The institution is committed to training personnel in quality management.

### **Criterion 3: Stakeholder Analysis**

*The institution demonstrates its commitment to meeting the evolving needs of its stakeholders.*

*Standard 3.1:* The institution routinely obtains feedback from internal and external stakeholders.

*Standard 3.2:* Stakeholder feedback is used to improve quality at the institution.

### **Criterion 4: International Best Practice**

*The institution utilises international best practice to enhance the operations of its QMS.*

*Standard 4.1:* The institution conducts research on international best practice.

*Standard 4.2:* Institutional policies and procedures are based on international best practice.

*Standard 4.3:* Management implements relevant international best practice to improve quality at the institution.

## **Student Support Services in Tertiary Education (SSSITE)**

### **Criterion 1: Student Support Policy**

*Governance and Administrative structures demonstrates commitment towards the development and continuous improvement of its student support system.*

*Standard 1.1:* The student support policy is congruent with the institution's mission and vision.

*Standard 1.2:* The institution has a detailed plan for providing appropriate student support services.

*Standard 1.3:* The institution evaluates and continually improves its student support services.

### **Criterion 2: Dedicated Resources**

*The institution is committed to providing the required resources to sustain its student support system.*

*Standard 2.1:* The institution provides adequate budgetary allocation to achieve the objectives of the student support system.

*Standard 2.2:* The institution provides adequate and appropriate physical resources required to achieve the objectives of its student support system.

*Standard 2.3:* The institution has adequate and suitably-qualified personnel to meet the needs of current and projected student enrolment.

### **Criterion 3: Counselling and Guidance**

*The institution provides counselling, academic and career guidance as a central function of student development.*

*Standard 3.1:* The institution has adequate and suitably qualified personnel to provide counselling, academic advising and career guidance services.

*Standard 3.2:* The institution provides psycho-social counselling services which are communicated and accessible by students.

*Standard 3.3:* The institution provides academic and career guidance which are communicated and accessible by students.

### **Criterion 4: Health Care and Security**

*The institution has policies, procedures and services that promote and enhance the health, safety and security of its students.*

*Standard 4.1:* The institution has well-articulated policies and procedures for health care and safety.

*Standard 4.2:* The institution provides adequate access to health care services.

*Standard 4.3:* The institution provides a safe and secure learning environment



### **Criterion 5: Student Life**

*The institution is committed to providing opportunities, activities and programmes for the holistic development of its students.*

*Standard 5.1:* The institution provides opportunities for students to develop collaborative and leadership skills.

*Standard 5.2:* The institution promotes social activities which emphasise respect for cultural diversity and inclusiveness.

*Standard 5.3:* The institution provides extramural activities aimed at the physical, ethical and social wellbeing of its students.

## **EXCELLENCE IN TEACHING AND LEARNING**

### **Criterion 1.0: Innovative Teaching**

*The institution promotes the use of differentiated and innovative teaching strategies.*

*Standard 1.1:* Teaching approaches reflect consideration of diversity among students.

*Standard 1.2:* The institution utilises various mechanisms to evaluate and reward effective teaching.

*Standard 1.3:* Faculty is exposed to continual professional development, research, and innovation and participates in relevant professional and/or academic organisations to support and promote innovative teaching.

### **Criterion 2.0: Student Assessment**

*Assessment of student learning is central to programme design, review and student achievement.*

*Standard 2.1:* Student assessment utilises various strategies and approaches.

*Standard 2.2:* Procedures for student assessment are documented and communicated to all relevant stakeholders.

*Standard 2.3:* The results of student assessment are used to inform course and programme reviews.

*Standard 2.4:* Evidence of student learning is documented and available to all relevant stakeholders.

### **Criterion 3.0: Resources**

*The institution has dedicated resources to support effective teaching and learning.*

*Standard 3.1:* The institution has sufficient budgetary allocation for initiatives aimed at improving the teaching and learning process.

*Standard 3.2:* The institution has appropriately qualified and experienced faculty and maintains a database of all staff credentials.

*Standard 3.3:* The institution ensures access to adequate and appropriate teaching and learning facilities.

*Standard 3.4:* Mechanisms and/or procedures exist for evaluating the effective use of resources, which informs institutional planning.