



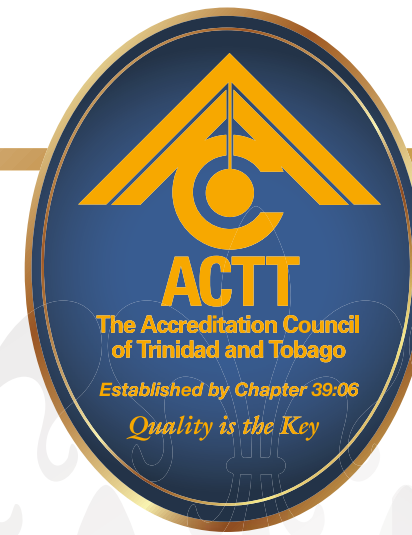
## EXCELLENCE IN TEACHING AND LEARNING

Quality instruction and accurate assessment are among the most important aspects of higher education and training. The *Excellence in Teaching and Learning* award is aimed at institutions that promote critical thinking, engage students in active learning and results in high levels of student achievement. Institutions that utilise diverse teaching and learning strategies to meet varied learning styles demonstrate a commitment to student-centric teaching and learning.

This award recognises institutions that recruit highly-qualified and experienced faculty and are willing to invest in their continual professional development. Institutions that provide excellent classrooms and other learning facilities are prime candidates for this year's *Excellence in Teaching and Learning* award.

Submissions for this award should refer to (but not be limited to):

- leadership utilise strategies and resources which actively promotes and values excellence in teaching and learning
- teaching stimulates, challenges and stretches students and develops students as independent learners and critical thinkers
- teaching promotes active student engagement and achievement
- curricula are designed, delivered and assessed based on the latest developments in the fields of research, employment and/or professional practice.



## QUALITY IN TERTIARY EDUCATION (QuiTE) AWARDS 2017

### Introduction

The Accreditation Council of Trinidad and Tobago (ACTT) is pleased to invite registered and accredited institutions to submit applications for the **Quality in Tertiary Education (QuiTE) Awards 2017**. These awards are presented 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 registered or accredited as at **August 18, 2017**
- adhere to the guidelines and stipulations of The General Conditions of Registration, Recognition or Institutional Accreditation.

*Entrants must meet all of the above requirements.*

### Application Requirements

1. Each entrant must submit a:
  - completed application form signed and dated by the Head of the Institution or other duly authorised officer
  - short narrative\* (hard copy or soft copy, maximum of 4,000 words) in **triplicate**
  - video or PowerPoint with audio in .mp4 format (maximum of 10 minutes) submitted on 3 compact discs or other portable media

*\*ACTT will NOT accept any additional supporting documents or appendices.*

2. Complete submissions must be received by **noon** on **Friday, August 18, 2017**.

### Judging

- A team of judges will comprise professionals from the local higher education sector.
- Judging may include a verification exercise with the top five (5) institutions for each award.
- Following the first round of judging, 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 award.

### Awards

Excellence for an Established Quality Management System (QMS) is open to all institutions, regardless of size.

Institutions compete in the following categories based on student enrolment (Small Institutions, 1-500 students; Medium Institutions, 501-1500 students; Large Institutions, >1500 students):

- Excellence in Student Support Services in Tertiary Education (SSSiTE)
- Excellence in Teaching and Learning

*The number of awards granted in any category may vary depending on the number and quality of submissions.*



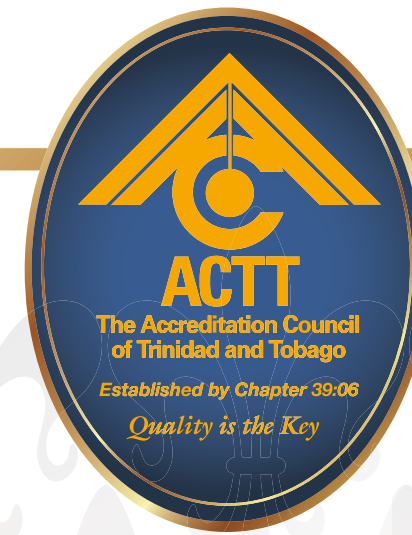
## EXCELLENCE FOR AN ESTABLISHED QUALITY MANAGEMENT SYSTEM (QMS)

The award for *Excellence for an Established Quality Management System (QMS)* is ACTT's premier award and represents the highest level of implementation of quality management systems at an institution.

An institution with an effective Quality Management System demonstrates a commitment to quality through the implementation of its quality policy by all institutional personnel. Implementing an effective Quality Management System requires an institution to dedicate resources for ongoing maintenance, continual improvement and sustainability. An institution must also invest in recruiting suitably qualified quality assurance professionals and ongoing professional development. An effective Quality Management System is informed by international best practice and is regularly reviewed and revised to ensure that it meets its quality objectives.

Submissions for this award should refer to (but not be limited to):

- the formulation and implementation of a Quality Management Policy
- commitment of resources to ensure sustainability of the QMS
- adherence to international best practice that enhances the operations of the QMS
- the ability to meet the evolving needs of its stakeholders



## EXCELLENCE IN STUDENT SUPPORT SERVICES IN TERTIARY EDUCATION (SSSiTE)

Implementing student-centric policies and support services can make a significant difference to students' managing competing demands of work, family life and academic pursuits. Students today expect access to modern learning facilities and libraries, information communication technologies (ICTs), health care services, a safe and secure environment and engaging student life activities.

An institution that consistently provides such student support services can achieve a significant competitive advantage. The award for *Excellence in Student Support Services (SSSiTE)* recognises institutions that have met or exceeded student expectations.

Submissions for this award should refer to (but not be limited to):

- development and continual improvement of the student support system
- provision of resources to sustain the student support system
- access to counselling, academic and career guidance as a central function of student development
- policies, procedures and services that promote and enhance the health, safety and security of students
- opportunities, activities and programmes for the holistic development of its students