

ADMINISTRATIVE REPORT

2013 - 2014



The Accreditation Council
of Trinidad and Tobago

Established by Chapter 39:06

Quality is the Key

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OVERVIEW

The Accreditation Council of Trinidad and Tobago (ACTT), which was established by Act of Parliament Chapter 39:06 (the Act) of the Laws of the Republic of Trinidad and Tobago in 2004, launched its 10th anniversary celebrations, which will take place from July 09, 2014 - July 08, 2015. ACTT continues to quality assure post secondary and tertiary education institutions and programmes through registration and accreditation of institutions in Trinidad and Tobago, approval of locally developed programmes and recognition of transnational post secondary and tertiary education programmes and institutions.

Further, ACTT is committed to protecting students and other stakeholders, providing pertinent information through a community outreach programme, which involves the use of a Student Caravan in Trinidad and in Tobago. Moreover, ACTT publishes an online Compendium of Registered, Accredited and Recognised Institutions, Awarding Bodies and Programmes, to assist students and other stakeholders in making informed decisions when choosing an institution or programme.

Guided by the organisation's core values, ACTT's staff is committed to the development and advancement of the local higher education sector and provides information to individuals and organisations on the status and legitimacy of institutions, programmes and qualifications. ACTT serves its stakeholders through its three (3) offices in Port of Spain, San Fernando and Canaan, Tobago.

1.0 VISION, MISSION, STRATEGIC OBJECTIVES AND CORE VALUES

1.1 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.

1.2 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.

1.3 STRATEGIC OBJECTIVES

- Facilitate the growth and development of human capital to meet national development needs
- Support the continual improvement of quality within institutions inclusive of their programmes
- Provide an enabling framework to empower ACTT to monitor quality standards and enforce the law as it applies
- Strengthen relationships with local, regional and international stakeholders towards the learning and sharing of international best practice
- Create a corporate image that positions ACTT as the leader in quality assurance and accreditation
- Infuse the latest developments in information and communication technology throughout the organisation
- Strengthen and develop ACTT's internal human resource capacity
- Acquire facilities to house ACTT's head office



1.4 CORE VALUES

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

2.0 ORGANISATIONAL STRUCTURE

2.1 CORPORATE STRUCTURE

ACTT is governed by a Board of Directors (the Board) which is responsible for charting the overall direction of ACTT. Section 4 of Chapter 39:06 (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 re-appointed the members of the Board of Directors for a second term for a period of two (2) years, which commenced November 26, 2012.

The Board comprised ten (10) members as follows:

- | | |
|--|-------------------------|
| • Dr Michael R. Dowlath (Chairman) | • Mervyn Extavour |
| • Azim Ali (Deputy Chairman) | • Hatim Gardner |
| • Michael Bradshaw, Executive Director, ACTT | • Bheshem Ramlal |
| • Veena Badrie-Maharaj | • Dr Joycelyn Rampersad |
| • Lennon Ballah-Lashley | • Rodney Amar |

3.0 LEGISLATIVE AND REGULATORY FRAMEWORK AND STATUTORY FUNCTIONS

ACTT has overarching responsibility and jurisdiction for registration and accreditation of post secondary and tertiary education institutions and programmes in Trinidad and Tobago. The Accreditation Council of Trinidad and Tobago's Act, Chapter 39:06 of the Laws of the Republic of Trinidad and Tobago, empowers ACTT 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 local and foreign institutions operating in Trinidad and Tobago
- collaborate with recognised accrediting and professional bodies in the fulfilment of its mission



In the execution of its functions, ACTT must comply with the legislative requirements for the submission of annual reports containing financial statements and details of its policies and operations to the line Minister. It must also submit its operations to a comprehensive review by external agencies in the Caribbean community or internationally at intervals of three (3) years. These provisions in Chapter 39:06 ensure that ACTT is accountable to the State for the efficiency and effectiveness of its operations.

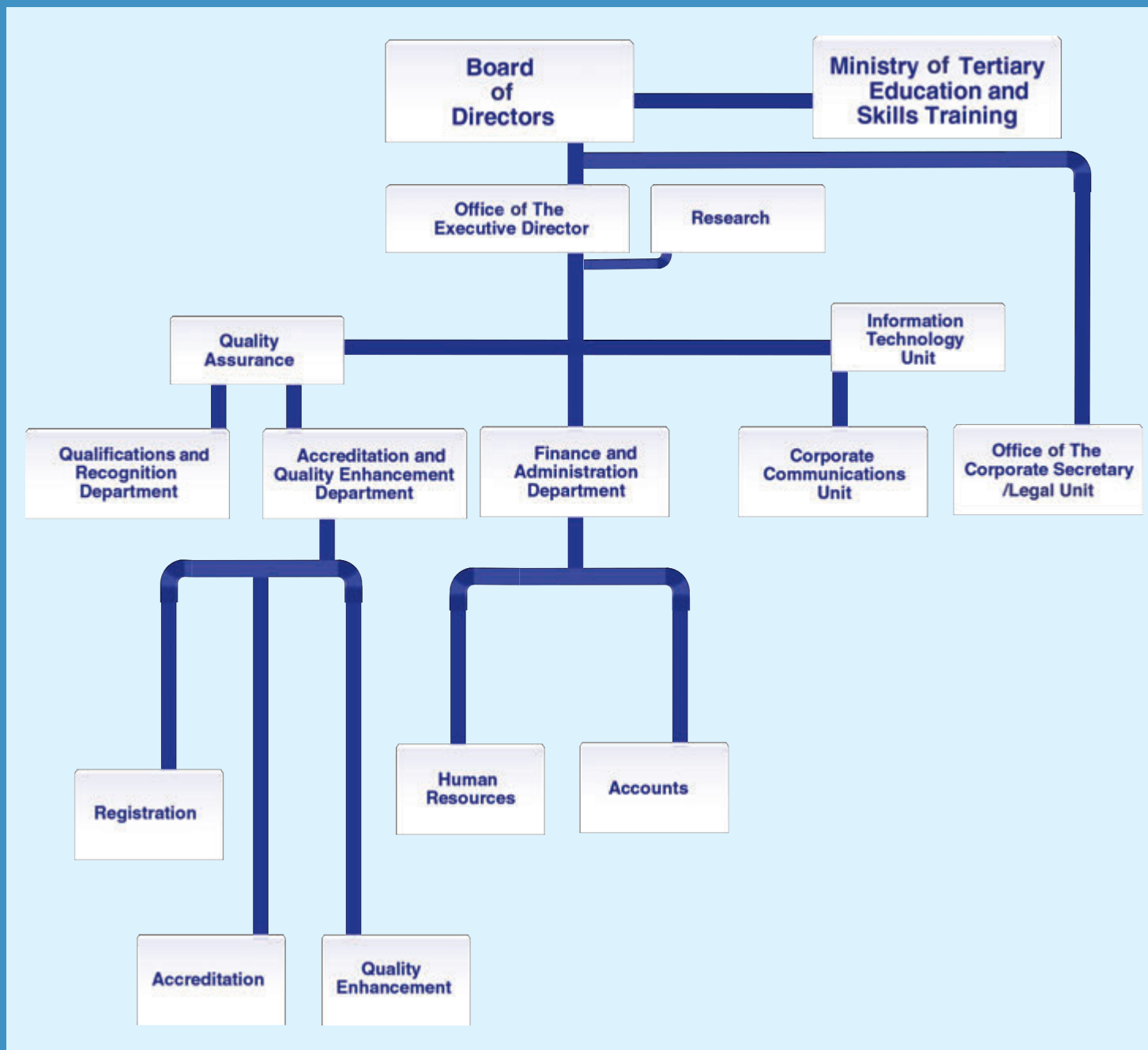
4.0 CORPORATE STRUCTURE

ACTT's staff comprises sixty (60) members and is made up of the following departments/units:

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



ORGANISATIONAL CHART



4.1 CORE FUNCTIONS/SERVICES

4.1.1 CONFERMENT OF INSTITUTIONAL TITLE

Conferment of Institutional Title is the granting of permission to an institution to use any of the titles protected by law. These are as follows:

- Technical College
- Polytechnic
- Technical Institute
- Tertiary College
- College
- Community College
- Technical University
- University

According to Chapter 39:06, ACTT has the authority to confer institutional titles on post secondary and tertiary level institutions in Trinidad and Tobago. This applies to institutions that were established subsequent to the proclamation of the Act in 2004, as well as institutions that wish to change their name.

In Trinidad and Tobago, an institution must apply for Conferment if it wishes to carry one of the protected titles and is seeking registration by ACTT.

Conferment of Institutional Title is the only ACTT service that may be accessed by institutions before registration. All other ACTT services are accessed after registration.

There were no institutions requiring Conferment of Institutional Title during the period under review.

4.1.2 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 wishing to operate in Trinidad and Tobago be registered by ACTT. The award of registered status provides assurance that institutions have met or exceeded standards required for provision of quality education and training.

Achievements

During the reporting period, ACTT:

- received eight (8) new applications for registration
- registered four (4) new institutions

The number of registered institutions as at September 30, 2014 was fifty-six (56)



4.1.3 ACCREDITATION OF POST SECONDARY AND TERTIARY INSTITUTIONS AND PROGRAMMES

In Trinidad and Tobago, ACTT is the official body established by Act of Parliament, Chapter 39:06 for conducting accreditation-related activities on post secondary and tertiary educational institutions and programmes. ACTT conducts both institutional and programme accreditation.

To attain accredited status, institutions must meet or exceed the accepted standards of educational quality set by ACTT. Accreditation is both a status and a process. 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. Accreditation is a voluntary process by which the ACTT externally reviews registered institutions in order to assure academic quality, improve accountability and support continual institutional development. The purpose of accreditation is to:

- evaluate the standard of education to ensure its quality
- encourage institutions to improve the quality of their offerings
- ensure that institutions are accountable for their educational offerings
- ensure public confidence in educational institutions

Achievements

Candidacy for Institutional Accreditation

During the reporting period, ACTT conferred Candidacy for Institutional Accreditation on the following institutions on February 20, 2014:

- UWI School of Business and Applied Studies Limited (trading as ROYTEC)
- Catholic Religious Education Development Institute (CREDI)

Achievements

Conferment of Institutional Accreditation

ACTT conferred Institutional Accreditation on two (2) institutions on September 26, 2014:

- Tobago Hospitality and Tourism Institute (THTI)
- MIC Institute of Technology Limited (MIC-IT)





PRESENTATION OF CERTIFICATES OF INSTITUTIONAL ACCREDITATION

Senator the Honourable Fazal Karim, Minister in the Ministry of Tertiary Education and Skills Training, with (l:r) Michael Bradshaw – Executive Director, ACTT, Anil Ramnarine – CEO, MIC-IT, David Lee – Chairman, MIC-IT, Dr Michael R. Dowlath – Chairman, ACTT, Michael Simmons – President, THTI and Lyra Smith – CEO, THTI



Achievements

By the end of the reporting period, the total number of accredited institutions was eleven (11) as follows:

- 1) The University of the West Indies (UWI), St Augustine Campus
- 2) The University of Trinidad and Tobago (UTT)
- 3) College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)
- 4) Arthur Lok Jack Graduate School of Business (ALJGSB)
- 5) University of the Southern Caribbean (USC)
- 6) Cipriani College of Labour and Co-operative Studies (CCLCS)
- 7) Caribbean Nazarene College (CNC)
- 8) St Andrew's Theological College (SATC)
- 9) Trinidad and Tobago Hospitality and Tourism Institute (THTI)
- 10) Tobago Hospitality and Tourism Institute (THTI)
- 11) MIC Institute of Technology Limited (MIC-IT)

4.1.4 QUALIFICATIONS AND RECOGNITION

Recognition is the approval of the quality and integrity of an educational institution and its qualifications. Internationally, when an institution or programme is quality assured by a legitimate quality assurance authority, it is only guaranteed acceptability within the country in which it was quality assured. Institutions and programmes that are quality assured in one country are required to be recognised in another country. Recognition does not transcend national boundaries. However, quality assurance by a legitimate agency lays the foundation for mutual recognition across borders.

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 institution in Trinidad and Tobago.



Achievements

During the reporting period, ACTT:

- reviewed policies, criteria and standards for the recognition and continuing recognition of transnational programmes, awarding bodies and institutions
- reviewed annual reports from thirteen (13) ACTT-recognised awarding bodies and institutions
- reviewed annual reports prepared by thirty-one (31) institutions in Trinidad and Tobago involved in collaborative provision with ACTT-recognised awarding bodies and institutions

4.1.5 STATEMENTS ON RECOGNITION

Employers, higher education institutions and other entities (e.g. those responsible for awarding scholarships) require that foreign institutions and programmes be recognised. ACTT provides authoritative advice and guidance on the recognition of foreign qualifications, as well as qualifications awarded by transnational institutions operating in Trinidad and Tobago. A Statement on Recognition confirms the status of qualifications from foreign or transnational institutions.

Achievements

During the reporting period, ACTT:

- collaborated with the Ministry of Health to assess forty-five (45) qualifications of foreign doctors
- collaborated with the Ministry of Foreign Affairs on the assessment of two hundred and ninety-two (292) qualifications for issuing CARICOM Skills Certificates
- processed one thousand three hundred and sixteen (1,316) Statements of Recognition

To date, ACTT has issued over ten thousand (10,000) Statements on Recognition.

4.1.6 RECOGNITION OF TRANSNATIONAL PROGRAMMES

ACTT recognises programmes and awards of foreign institutions operating in Trinidad and Tobago. Institutions must be able to meet the minimum requirements for the delivery of foreign post secondary and tertiary education and training programmes through partnership arrangements with local institutions registered by ACTT.

Chapter 39:06 mandates that ACTT recognise programmes and awards of foreign institutions operating in Trinidad and Tobago. The aim of recognition is to verify that minimum requirements are met for the delivery of foreign post secondary and tertiary education and training programmes through partnership arrangements with institutions registered by ACTT. While local institutions may apply for recognition of individual transnational programmes, a foreign awarding body/institution may alternatively seek



recognition by ACTT. Through this process, the awarding body or institution must provide evidence that the transnational qualifications offered locally are equivalent and comparable to the qualifications that carry the same or similar titles in the country of the awarding institution. It should also prove that the local context is considered in the design and delivery of the programmes.

The awarding body/institution should have implemented 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 institution.

Achievements

During the period under review ACTT has:

- engaged in a review of the policies, criteria and standards for the recognition and continuing recognition of transnational programmes, awarding bodies and institutions
- reviewed Recognised Transnational Programmes Annual Reports for eight (8) transnational programmes
- conducted six (6) site visits to review transnational programmes.

4.1.7 PROGRAMME APPROVAL

This quality assurance process ensures that local programmes are appropriately designed, structured and adequately resourced for delivery, are consistent with the institution's mission and have stated learning outcomes and assessment strategies appropriate to the level of the qualification to be awarded. It is a service that registered post secondary and tertiary institutions may request as a means of validating the quality of their locally developed programmes. Where institutions wish to introduce new locally developed programmes, programme approval is mandatory.

Achievements

During the reporting period, ACTT:

- approved twenty-four (24) programmes from accredited institutions
- approved six (6) programmes from registered institutions
- issued six (6) letters of conditional approval
- received seven (7) letters of intent for local programme approval



4.1.8 EQUIVALENCY ASSESSMENTS

This service determines the comparable academic value of foreign qualifications in Trinidad and Tobago. An equivalence assessment is an evaluation of a foreign qualification to determine its comparative level and value to a similar qualification awarded by an institution in Trinidad and Tobago.

ACTT conducts assessments of foreign post secondary and tertiary qualifications and issues statements on the equivalence of these qualifications. An Equivalence Assessment also provides information on the accreditation/recognition status of the institutions and programmes of study and may assist a student to gain access to further study in Trinidad and Tobago and may facilitate credit exemptions. However, the institution receiving the student makes the final decision on the acceptability and value of credits towards completion of its programmes.

4.1.9 QUALITY ENHANCEMENT/ INSTITUTIONAL DEVELOPMENT

Quality Enhancement provides institutions with information to improve their policies and processes so that they are able to meet or exceed ACTT's criteria and standards. ACTT facilitates workshops, seminars, training and support for registered and accredited institutions.

Achievements

During the reporting period, ACTT conducted:

- two (2) workshops, one in Trinidad and another in Tobago, entitled "Forensics of Credential and CV Fraud"
- a workshop on "Calculating Credits"
- two (2) Guiding the Self-Study Workshops for Candidates for Institutional Accreditation:
 - o UWI School of Business and Applied Studies Limited (trading as ROYTEC)
 - o Catholic Religious Education Development Institute (CREDI)
- one (1) three-day External Evaluators' Workshop in which twenty-nine (29) individuals from professional, statutory and regulatory bodies (PSRBs) were trained.

4.1.10 FOREIGN AND LOCAL AWARDING BODIES

The quality assurance of local awarding bodies is to develop curricula and examinations for professional qualifications in Trinidad and Tobago. An awarding body is an organisation which develops content and standards for educational programmes that lead to the award of a qualification in its name. An awarding body is not directly involved in the delivery of programmes.

Achievements

During the reporting period, ACTT:

- registered one (1) local awarding body
- reviewed the annual report from the local awarding body registered by ACTT
- reviewed the annual report submitted for a local awarding body qualification accredited by ACTT



4.2 SPECIAL PROJECTS

Conferences, Seminars and Workshops

A Vision for Higher Education in Tobago

As guardians of the higher education sector, ACTT is mandated to safeguard the interest of the nation's students. With this in mind, ACTT, in collaboration with the Ministry of Tertiary Education and Skills Training (MTEST) and the Tobago House of Assembly (THA), hosted events in Tobago from May 27 to 29, 2014 at the Rovanel's Resort. These initiatives were in response to the need to strengthen the higher education sector in Tobago and to ensure its competitiveness internationally. It also afforded stakeholders of Tobago an opportunity to engage with local, regional and international players within the higher education sector.

- At the Forensics of Academic Credential and Curriculum Vitae Fraud workshop, facilitated by Majka Drewitz of Educational Credential Evaluators Inc., participants gained an understanding of the processes and procedures involved in the evaluation of educational credentials and CVs; the equivalency of foreign qualifications; and document forensic analysis.



Participants use UV lights to detect fraudulent certificates during the workshop



- A Symposium on Higher Education which featured academic presentations from the Minister of Tertiary Education and Skills Training, Senator the Honourable Fazal Karim, among other notable names such as Dr Verleen Bobb-Lewis, the Division of Education, Youth Affairs, and Sport (DEYAS); Joel Simon, Council for Adult and Experiential Learning (CAEL); Dr Ruby Alleyne, UTT; and Professor Compton Bourne, ACTT External Evaluator. The academics highlighted trends in higher education such as Massive Open Online Courses (MOOCs), ICT and education technology and labour market needs. In his address, Minister Karim informed participants about MTEST's partnership with Coursera to launch MOOCs, stating "Through this programme, students can access online learning at their own pace, on their own time." Dr Michael R. Dowlath, Chairman, ACTT, in addressing those gathered, emphasised the need for the sector to embrace technological developments in the delivery of education at all levels.





Senator the Honourable Fazal Karim MTEST with (l-r), Dr Michael R. Dowlath, Chairman ACTT, Dr Verleen Bobb Lewis – Coordinator of School Supervision, DEYAS, Tobago; Joel Simon - Vice President, Workforce and Economic Development, CAEL; Prof. Compton Bourne – ACTT External Evaluator; Ruby S. Alleyne Ph.D Vice-President of Quality Assurance & Institutional Effectiveness UTT; Michael Bradshaw, Executive Director ACTT; and Rodney Amar, Board Member ACTT



Guests and Participants at the Symposium on Higher Education



- Conversations on Higher Education - a public forum was hosted in which panelists addressed curriculum development, honing entrepreneurial skills and the changing needs of the contemporary workplace.



Panelists from Conversations on Higher Education: (L-R) Michael Bradshaw, Executive Director, ACTT, Dr Michael Dowlath, Chairman, ACTT, Denelle Smith, Manager, Strategic Business Development, Professor Compton Bourne, ACTT External Evaluator, Dr Lydia Jones, Training Awards Committee and Farley Augustine, Speyside High School Educator





Participants at the Symposium



(L-R) Michael Bradshaw, Executive Director, ACTT, The Honourable Orville London, Chief Secretary of the THA and Dr Michael Dowlath, Chairman, ACTT, during the Cocktail Reception and Closing Ceremony



EXCELLENCE IN TEACHING AND TRAINING SYMPOSIUM

ACTT hosted its 2nd Symposium on July 16, 2014 in conjunction with the Ministry of Tertiary Education and Skills Training. The theme was “Excellence in Teaching and Training”. The objective of this symposium was to foster positive changes in academic staff in the higher education sector in Trinidad and Tobago and to evoke a critical evaluation of local higher education teaching practices.



Presenters at the Symposium (l-r) Fitzroy Marcus and Dr Anna May Edwards-Henry with Dr Michael R. Dowlath, Chairman, ACTT



PRIOR LEARNING ASSESSMENT WORKSHOP

ACTT hosted a Prior Learning Assessment Workshop on May 26, 2014 at the National Energy Skills Centre (NESC) in Point Lisas. The purpose of the workshop was to provide an understanding of the key elements of prior learning assessment and to educate quality professionals on its importance of the standards of quality in evaluating prior learning. Facilitating this workshop was Joel Simon, Vice President, Workforce and Economic Development for the Council for Adult and Experiential



Participants at the Prior Learning Assessment Workshop



CORPORATE SOCIAL RESPONSIBILITY: PROJECT KIND

The Board of Directors, Management and Staff of ACTT, as part of the Council's Corporate Social Responsibility (CSR) initiative, volunteered to create and design a nursery at the the Kids in Need of Direction (KIND) office. The ACTT Nursery at the KIND office, which was officially opened on April 03, 2014, now serves as a secure space where parents attending workshops can be assured that their children are safe in the care of professionals as well as engaged in meaningful learning activities.



The KIND nursery after being redone by the Council. (l-r) Curtis Floyd, Director, Accreditation and Quality Enhancement, ACTT, Michael Bradshaw, Executive Director, ACTT, Akeena Gonzales, Operations Assistant, ACTT, Azim Ali, Deputy Chairman, ACTT, Mariyah Rahman, Communications Assistant, ACTT, Anthony Parris, KIND, Karel Stephen, Corporate Communications Specialist, ACTT, members of the KIND organisation, Rée-An Assistant to the Corporate Communications Specialist, ACTT and children from the KIND organisation



COMMUNITY AND STAKEHOLDER RELATIONS/OUTREACH

The Council re-launched the Students' Caravan Programme on February 25, 2014 at North Eastern College, unveiling a new and larger vehicle. The Caravan aids in making information on attending recognised/accredited institutions and enrolment in recognised programmes readily available to secondary school students.



Dr Michael R. Dowloth, Chairman, ACTT, and Michael Bradshaw, Executive Director, ACTT, cutting the ribbon with students of North Eastern College to re-launch ACTT's Students' Caravan Programme





Esther Ward, Assessment Officer, ACTT, explains the importance of applying for a Statement on Recognition from ACTT



ACTT continued its Student Caravan and Community Outreach programmes and participated in several college and career fairs that were geared towards sensitising the public to the importance of the following services: Registration, Accreditation and Recognition of Foreign Awarding Bodies and Institutions. ACTT distributed promotional items at the following career and college fairs:



Lesley Ann Brathwaite, Senior Assessment Officer, ACTT speaks to students at the St Stephen's College Career Fair



- US Embassy College Fair



Sharon Delochan, Assessment Officer, ACTT, talks to persons attending the US Embassy College Fair at the Hyatt Regency Trinidad



- MTEST Career Fair
- Division of Health and Social Services (Tobago)
- National Training Agency (NTA) Skills Expo
- MTEST's Dare to Dream
 - o Ato Boldon Stadium
 - o Centre of Excellence
 - o Barrackpore East Secondary
 - o Chaguaramas Convention Centre
 - o UTT O'Meara Road, Arima



Esther Ward, Assessment Officer, ACTT, with students at MTEST's Dare to Dream Career Fair at the Centre of Excellence



- Naparima College Career Fair
- NTA Engagement Fair (Centre City Mall Chaguanas)
- Malick Secondary School
- Siparia Regional Corporation
- Sangre Grande Secondary School





Marissia Alexander-Wilkinson, Quality Enhancement Officer, ACTT, addresses students at the Sangre Grande Secondary School Career Fair



- Goodwood High School, Tobago
- Vessels of Virtue Fair
- St Stephen's College
- Trincity Mall Tertiary Fair
- Bishop's High School, Tobago



Sharon Delochan, Assessment Officer, ACTT, speaks to students from Bishop's High School, Tobago



TENTH ANNIVERSARY CELEBRATIONS

The Council launched its tenth anniversary celebrations on July 09, 2014, commemorating the declaration of the Act which established ACTT. The event also served to launch ACTT's 2nd International Conference, which will take place in 2015.



Angela Sinaswee-Gervais, Permanent Secretary (Ag), MTEST, unveils ACTT's 10th Anniversary logo with (l-r) Dr Ruby S. Alleyne, Vice President – Quality Assurance and Institutional Effectiveness, UTT, Michael Bradshaw, Executive Director, ACTT, Dr Michael R. Dowlath, Chairman, ACTT and Dr Janet Stanley-Marcano, Past Chairman of ACTT



4.3 QUALITY ASSURANCE MONTH, OCTOBER 2013

ACTT hosted the Quality in Tertiary Education (QuiTE) Awards 2013 where ten (10) institutions were recognised for achievements in the categories: Excellence for an Established Quality Management System (QMS); Excellence in Student Support Services in Tertiary Education (SSSiTE) and Excellence in Teaching and Learning. QuiTE Awards were also presented to outstanding individuals in the higher education sector for achievements in the categories: Excellence in Teaching; Leadership in Tertiary Education and Excellence in Applied and Academic Research.

- a. Institutional Awards
 - Excellence in Student Support Services in Tertiary Education (SSSiTE)
- Winners in the Small Institution Category:

1st Place: Hugh Wooding Law School

2nd Place: Arthur Lok Jack Graduate School of Business

3rd Place: CTS College of Business and Computer Science Ltd





L-R: Michael Bradshaw, Executive Director, ACTT; 2nd place winner - Arthur Lok Jack Graduate School of Business, represented by Dr Henry Bailey; 1st place winner - Hugh Wooding Law School, represented by Miriam Samaru, Principal; 3rd place winner – CTS College of Business and Computer Science Ltd, represented by Ravi Ragoonath, Director; and Dr Michael R. Dowlath, Chairman, ACTT



L-R): Michael Bradshaw, Executive Director, ACTT; 1st place winner - University of the Southern Caribbean, represented by Dr Clinton Valley, President; 2nd place winner - UWI School of Business and Applied Studies Limited (trading as ROYTEC), represented by Daena Viscuña, Manager, Student Services; Dr Michael R. Dowlath, Chairman, ACTT



- Excellence for an Established Quality Management System (QMS)
Winners:
1st Place: UWI School of Business and Applied Studies Limited (trading as ROYTEC) and Arthur Lok Jack Graduate School of Business
2nd Place: University of the Southern Caribbean



(L-R): Michael Bradshaw, Executive Director, ACTT; 1st place winners - UWI School of Business and Applied Studies Limited (trading as ROYTEC), represented by Earl Browne, Executive Director, and Arthur Lok Jack Graduate School of Business, represented by Dr Henry Bailey; 2nd place winner - University of the Southern Caribbean, represented by Dr Clinton A. Valley, President; Dr Michael R. Dowlath, Chairman, ACTT



- b. Individual Awards
- Excellence in Academic and Applied Research

Winners:

Dr Natasha Ramroop Singh, The University of Trinidad and Tobago
Dr Henry Bailey, Arthur Lok Jack Graduate School of Business



(L-R): Michael Bradshaw, Executive Director, ACTT; Dr Natasha Ramroop Singh, The University of Trinidad and Tobago; Dr Henry Bailey, Arthur Lok Jack Graduate School of Business; Dr Michael R. Dowlath, Chairman, ACTT



- Lifetime Quality Assurance Award
Winner: Dr Vernon Andrews



(L-R): Lifetime Achievement Winner – Vernon Andrews is presented with his award by Dr Michael R. Dowlath, Chairman, ACTT



MEET THE MINISTRY- OUR COMMUNITY CONVERSATIONS

ACTT hosted the 4th edition of “Meet the Ministry – Our Community Conversations” which was held at the Gulf View Recreational Centre on April 16, 2014. This forum afforded residents of the communities in and around the venue to voice their concerns and have their questions addressed by Senator the Honourable Fazal Karim, Minister of MTEST and Chairmen of the agencies under MTEST.



Senator the Honourable Fazal Karim, Minister, MTEST, addresses the audience at “Meet the Ministry- Our Community Conversations”. (l-r) Chandar Gupta Supersad, Chairman, YTEPP, Feroz Khan, Chairman, NESC, The Honourable Carolyn Seepersad-Bachan, Member of Parliament for San Fernando West, David Lee, Chairman, MIC-IT, Dr Michael R. Dowlath, Chairman, ACTT, Navneet Boodhai, Deputy Chairman, NTA, Curtis Manchoon, Chairman, UTT



ACTT also participated in Meet the Ministry initiatives hosted by other MTEST agencies in the following areas:

- Bamboo Settlement
- Gulf City Mall
- Tabaquite/Talparo

4.4 OTHER SPECIAL PROJECTS

1. Hosting of ACTT's 3rd Annual Essay Competition
2. 1st National Quiz on Quality in Higher Education for Secondary School Students- Winners- Bishop's High School, Tobago
3. Stakeholder Consultation on the draft National Qualifications and Credit Framework were held in October 2013
4. Study Tour to quality assurance agencies in the United States of America
5. Consultations with local Professional, Statutory and Regulatory Bodies
6. Launch of ACTT's inaugural Journal of Quality Assurance in Higher Education
7. Web publication of the 'Compendium of Registered, Accredited and Recognised Institutions, Awarding Bodies and Programmes'.



5.0 POLICY DEVELOPMENT INITIATIVES

5.1 TECHNICAL POLICIES

The Council's core services, as mandated by Chapter 39:06, are governed by the Council's Technical Policies on Conferment of Institutional Title, Registration, Accreditation of Institutions and Programmes and Recognition of Foreign Institutions and Programmes.

5.2 FINANCIAL POLICIES

The Council's financial policies are guided by the public service regulations and are in compliance with the following:

- The Financial Regulations and Instructions 1965, as amended
- The Exchequer and Audit Act Chapter 69:01
- The State Enterprises Performance Monitoring Manual
- 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

5.3 ADMINISTRATIVE POLICIES

The Council maintains an Administrative and Personnel Policies Manual which provides information and procedures to all staff so as to equip them with clear, specific and systematic approaches in the execution of their duties and in developing and maintaining ACTT's relationships with various stakeholders. It is the fundamental communication tool containing information and instructions pertinent to the duties, responsibilities and functions of its staff.

The Administrative and Personnel Policies are currently being revised in accordance with Public Service guidelines and best practice related to contract employment in the government services.

Achievements

During the period under review, the Council's Board of Directors approved eight (8) administrative policies:

- Extra Duty Allowance
- Vacation Leave
- Confidentiality
- Hours of Work
- Additional Hours of Work
- Safety and Health
- Probationary Period
- Operational Guidelines for Office Assistants/Couriers

5.4 PERFORMANCE OBJECTIVES AND REMEDIAL PLANS

DEVELOPMENT OF THE NATIONAL QUALIFICATIONS AND CREDIT FRAMEWORK (NQCF)

Work on the National Qualifications and Credit Framework (NQCF) began as part of the Council's mandate to: "develop and advise on a unified credit-based system for the post secondary and tertiary education sector." [Chapter 39:06 Section 8 (2) (g)]

Board Committee Members

- Azim Ali, Committee Chairman
- Mervyn Extavour
- Dr Joycelyn Rampersad
- Veena Badrie-Maharaj

Technical Committee Members

- Michael Bradshaw, Executive Director - Project Leader
- Curtis Floyd, Director, Accreditation and Quality Enhancement - Project Advisor
- Ronald Brunton, Director, Qualifications and Recognition - Project Advisor
- Lesley-Ann Brathwaite, Senior Assessment Officer- Chair
- Sherma Joseph, Accreditation Officer - Vice Chair
- Sarah Suchit, Quality Enhancement Officer - Committee Member
- Ziann Baird, Assessment Officer - Committee Member
- Daryl Steele, Research Officer - Committee Member
- Cassandra Mano, Research Officer - Committee Member
- Joy Francis, former Research Officer - Committee Member

To date, the NQCF Committee has engaged in document reviews of the United States Department of Labour, Occupational Outlook Handbook (OOH) 2012-2013 and qualifications frameworks from countries and quality assurance agencies such as the Scottish Qualifications Authority (SQA), Malaysia, South Africa and Australia. From this first level of research, an initial draft NQCF matrix was developed.

Achievements

During the period under review

- two (2) public consultations were held in north and south Trinidad and one (1) in Tobago
- at least twenty (20) focus group interviews were held in the first half of 2014. Participants represented the National Training Agency (NTA); the Ministries of Education (MoE) and Labour Small and Micro Enterprise Development (MOLSMED); Trinidad and Tobago Coalition of Service Industries (TTCSI); professional statutory and regulatory bodies; human resource professionals; employment agencies; curriculum specialists; TVET professionals; nine (9) accredited institutions and large private institutions.
- employees from the Tobago House of Assembly (THA) participated in two (2) focus group interviews. The information collected during the focus groups and public consultations was used to refine the Draft NQCF and to develop the framework.

During January and February 2015, external and internal stakeholders will be asked to comment on the accuracy and clarity of the statement of the learning targets and the progression between levels of qualifications.



6.0 FINANCIAL OPERATIONS

6.1 BUDGET FORMULATION

ACTT is funded through government subventions for recurrent expenditure and under the Public Sector Investment Programme (PSIP) for specific projects and programmes. The Council also earns a modest income (\$500,000 - \$800,000 per annum) mainly from the issue of Statements on Recognition.

Based on the Council's projected activities for the fiscal year, and in accordance with ACTT's strategic direction, budget requests of \$25,025,113 and \$2,912,000 were submitted to the line Ministry for Recurrent Expenditure and PSIP, respectively. Arising from the budget presentation for fiscal 2013/2014, the Council was advised that its allocation of funds under Recurrent Expenditure for fiscal year 2013/2014 was \$19,000,000 and \$2,400,000 under PSIP.

6.2 RECURRENT EXPENDITURE VERSUS BUDGET

For the financial year beginning October 01, 2013, ACTT was allocated \$19,000,000 to fund its recurrent expenditure. As at September 30, 2014 the Council had incurred total expenditure of \$19,485,844, including commitments for the fiscal year. Table 1A below summarises ACTT's recurrent expenditure for the period October 01, 2013 to September 30, 2014:-

TABLE 1A
ACTT's Actual Expenditure versus Budget –
October 01, 2013 to September 30, 2014

Sub -Head		Budget Estimates \$	Actual Expenditure \$	Variances \$
1	Personnel Expenditure	567,000	567,000	0
2	Goods and Services <i>of which contract employment</i>	16,858,000 <u>9,750,000</u>	17,172,571 <u>9,664,576</u>	(314,571) <u>85,424</u>
3	Furniture, Fixtures and Equipment	320,000	304,008	15,992
4	Current Transfers and Subsidies	1,255,000	1,442,265	(187,265)
Total Recurrent Expenditure		19,000,000	19,485,844	(485,844)

Shortfalls in the Council's budget allocation were met out of revenues generated by ACTT.



6.3 PSIP EXPENDITURE VERSUS BUDGET

Total funding approved under PSIP for fiscal 2013/2014 was \$2,400,000. The Council had requested \$2,912,000. Table 1B below summarises ACTT's PSIP expenditure for the period October 01, 2013 to September 30, 2014:-

TABLE 1B
ACTT's Actual PSIP Expenditure versus Budget –
October 01, 2013 to September 30, 2014

Project		Budget Estimates \$	Actual Expenditure \$	Variances \$
1	International Conference	0	28,273	(28,273)
2	Institutional Strengthening	377,000	766,655	(389,655)
3	National Qualification Framework	350,000	70,505	279,495
4	Quality Assurance Month	250,000	714,269	(464,269)
5	Publication of Journal of Quality Assurance in Higher Education	73,000	68,352	4,648
6	Development of Regulations and Revisions of Acts and Policies	150,000	0	150,000
7	Infrastructure and Information Technology Development	615,000	227,353	387,647
8	Staff Development	528,000	176,675	351,325
9	Environmental Projects	57,000	0	57,000
10	10th Anniversary	0	56,790	(56,790)
TOTAL		2,400,000	2,108,872	291,128

6.4 DEBT POLICY

Section 19 of the Act gives the Council 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.



6.5 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 Council currently maintains an interest bearing account with its bankers, First Citizens Bank (FCB), under this proviso. Income generated by the Council is held in this account.

6.6 INTERNAL AUDIT FUNCTION

During fiscal 2012/13, ACTT contracted the services of Deloitte and Touche to perform a review of the Council's financial processes. Following on the findings of the review, ACTT's Board of Directors sought to enlist the services of an internal auditor to perform quarterly reviews of the Council's operations.

The Auditor General's Department, as part of its external audit exercises, also performed audit checks on ACTT's accounting systems and internal controls.



7.0 HUMAN RESOURCE DEVELOPMENT

7.1 ORGANISATIONAL ESTABLISHMENT

- Category of Employees – Contract only
- Career Path Systems – Contract Employment
- Performance Assessment/Management Strategies
ACTT utilises a Performance Management Appraisal System, as detailed in Policy 4:09 of the Council's Administrative and Personnel Policies Manual. Position Descriptions have been developed for all offices and periodic reviews, and Annual Staff Reports were completed to evaluate officers' performance.
- Promotion/ Selection Procedures
The Council recruits persons on contract, in accordance with the Guidelines for Contract Employment in Government Ministries, Departments, and Statutory Authorities subject to Statutory Authorities Act, Chapter 24:01 issued by the Personnel Department, under cover of Circular Memorandum PD (bm):12/2/1 Vol. IV dated May 18, 2006.

7.2 EMPLOYEE SUPPORT SERVICES

ACTT offers employee support in the undermentioned areas:

- Employee Assistance Programme (EAP)
- Coaching and mentoring activities
- Professional development workshops
- Access to learning resources
- Examination Leave
- Employee Recognition
- Attendance at conferences/seminars/workshops locally and regionally

7.3

Training/ Workshop	Benefactors
December 04, 2013 - Tips on Having a Stress Free Season - Petrotrin Employee Assistance Programme Services Limited (PEAPSL)	All members of staff were invited to participate in this training
February 02, 2014 - Employers' Consultative Association (ECA) - Professional Development Workshop; Employee Recognition	Denise Lewis, ACTT Human Resource Officer
April 09, 2014 - Training in Power Point and Excel by Areef Ali and Associates Business Solutions	Shevon Duntin, ACTT Operations Assistant and Sarah Coomansingh, ACTT Accountant
May 14, 2014 - Freedom of Information Workshop by Ministry of Trade, Industry, Investment and Communications	Technical Staff were invited to participate in this training
April 30, 2014 - Administrative Professionals Workshop by Dennise Demming of Demming Communications	All administrative staff were invited to participate in this training





8.0 PROCUREMENT PROCEDURES

The Council is in the process of revising its existing Tenders and Procurement Policies, Rules and Procedures and has ensured, nonetheless, that all procurement is in keeping with the provisions of Annex B of the State Enterprises Performance Monitoring Manual - the Standard Procurement Procedures for the Acquisition of Articles, Provision of Services, Undertaking Works and Disposal of Unserviceable Items in State Enterprises/Statutory Bodies (State Agencies) dated July, 2011. In particular, Section 7 of the revised draft policy governs the Council's procurement mechanisms.

8.1 FORMS OF TENDERING/ PROCUREMENT

The following forms of tendering are used by the Council as prescribed in the State Enterprises Performance Monitoring Manual:

- Open tendering

This is a process where Tenders and/or Bids are invited through advertisements or other forms of public notice. Open tendering is used in the following instances:

- (i) When the Council's list of approved vendors does not cater or adequately cater for particular types of articles/works/services
- (ii) Where it is competitively more advantageous
- (iii) Where the terms and conditions of the Council's borrowings so require

- Selective tendering

Tenders and/or Bids are invited from the Council's list of approved vendors. A minimum number of invitees shall be set so as to allow adequate competition in the procurement process. The invitees selected shall be the top ten (10) ranked vendors registered to provide the particular articles/works/services. In cases where there are less than ten (10) registered vendors, all the vendors registered to provide the particular articles/works/services shall be invited.



- Sole tendering

Exemptions/Merit Awards: In keeping with the State Enterprises Performance Monitoring Manual, where the circumstances so require, Merit Awards for purchase of materials/works/services shall be issued without inviting competitive bids.

8.2 DELEGATED AUTHORITY

The following table summarises the levels of authority for the approval of expenditure for the purchase of articles/works/services which have been procured in keeping with the Policy and Procedures document, together with the Council's Policy and Procedures for the purchase of articles/works/services:

8.2.1 QUANTUM OF PURCHASE/TENDERS AUTHORITY

Up to TTD\$30,000.00 - Director, Finance and Administration

Up to TTD\$100,000.00 - Executive Director

TTD\$100,001.00 - TTD\$5,000,000.00 - Board on the recommendation of the Tenders Committee

Contracts over TTD\$5,000,000.00 - Minister

- Consultancy Services:

The Council recognises that due to the specialist nature of certain types of professional and technical services classified as Consultancy Services, it may not be viable or economically sensible to engage in open or selective tendering. Once a determination is made by the Office of the Corporate Secretary/Legal Officer that the Services are classified according to this Policy as Consultancy Services, and suitable consultants/service providers with a proven record/reputation of efficiently providing services of the kind required are identified, the following procedure shall apply:

a) Consultancy Firms: Except for Merit Consultancy contracts, all consulting services shall be competitively tendered out either using open tendering or selective tendering as appropriate.

b) Individual Consultants: Individual consultants are normally hired to carry out assignments for which the experience and qualifications of the individual are crucial to the task. They are selected on the basis of their qualifications and experience relevant to the assignment. Advertisement is not required and consultants do not need to submit proposals.

Individuals considered for comparison of qualifications and relevant experience shall meet the minimum qualifications deemed relevant for the assignment and those selected by ACTT shall be the best qualified and shall be fully capable of carrying out the assignment.

- Emergencies:

In cases of emergency where the safety of people, property, plant and equipment is in jeopardy, the most senior official responsible for that operation, if unable to contact the Executive Director or the Chairman of the Tenders Committee, may award contracts for Articles, Works or Services necessary to avert the danger or to bring the situation under control.



8.3 REPORTING FUNCTIONS

The following table summarises ACTT's reporting functions and responsibilities in relation to the Council's operations.

REPORTS	Line Minister	Ministry of Planning	Ministry of Finance	Auditor General	Parliament
1. Annual Operating Budgets	✓	✓	✓		
2. Strategic Plan	✓	✓			
3. Monthly/Annual Financial Reports	✓		✓	✓	
4. Annual Financial Statements	✓			✓	
5. Monthly/Annual Performance Reports	✓	✓	✓		
6. Annual Audit Report	✓			✓	
7. Annual Administrative Report	✓				✓
8. Public Sector Investment Programme: Monthly, Quarterly, Bi-annual and Annual Reports	✓	✓			
9. Freedom of Information Act Report	✓				
10. Contribution to MTEST's Budget Presentation/Achievement Reports	✓	✓	✓		
11. Monthly Board Meetings	✓				
12. Performance Monitoring Reports	✓	✓			
13. Quarterly Reports on 1 year Action Plan	✓	✓			



9.0 CLIENT AND PUBLIC ACCESS TO SERVICES/SERVICE

Delivery Systems

- ACTT currently operates three (3) offices located at:

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

South Outreach Office
108 Independence Avenue
San Fernando

The MIC-IT/YTEPP Tobago Technology Centre
79 Milford Road
Canaan, Tobago

- The public may also access ACTT's services through its website: www.actt.org.tt and social media sites facebook.com/ACTTNews and twitter.com/ACTTNews
- Limited access to ACTT's services is also available through the Council's Student Caravan and career and college fairs.



10.0 STRATEGIC PARTNERSHIPS (LOCAL, REGIONAL AND INTERNATIONAL)

Signing of Memoranda of Co-operation

As ACTT continues to advocate international best practice in promoting quality in higher education, it has adopted the practice of Peer Review as part of its quality assurance of post secondary and tertiary institutions. Peer Review entails the incorporation of experts, professionals and academics as key personnel in the Quality Assurance and Review processes. The use of the Peer Review process promotes technical cooperation between ACTT and Professional, Statutory and Regulatory Bodies (PSRBs) in matters related to quality assurance; recognition of qualifications; approval of programmes; specialised accreditation and sharing of best practice pertaining to the higher education and professional sectors.

With this in mind, ACTT understood the crucial need to open the dialogue with all PSRBs through its event - 'A Conversation with Professional Bodies' which was held in September 2013 at the Trinidad and Tobago Chamber of Industry and Commerce. The feedback at this event was so overwhelmingly positive that ACTT was convinced that formalisation of a collaborative framework by virtue of Memoranda of Co-operation, individually negotiated and tailored to each Professional Body's unique position, was an attainable objective.

ACTT then identified an initial target group of Associations that signed the first Memoranda of Co-operation. The Memoranda were signed by representatives of the PSRBs at the Council's "Launch of ACTT's Tenth Anniversary and 2nd International Conference" on July 09, 2014. These Associations included local, regional and international professional bodies and associations:

Local:

- The Trinidad and Tobago Group of Professionals Association (TTGPA)
Member organisations of the TTGPA include the following professions:- Accountants, Architects, Contractors, Engineers, General Medical Practitioners, Internal Auditors, Registered Nurses, Optometrists, Planners, Real Estate Agents, Surveyors, Dentists, Librarians, Advocates for Women's NGOs, Pharmacists, Reading Specialists, Advertising Executives, Psychologists and Safety Experts.
- The Association of Professional Engineers of Trinidad and Tobago (APETT)
One of APETT's objectives that ACTT is assisting to accomplish is the promotion of the proficiency, knowledge and skill of professional engineers, and the increase of their usefulness to the public.
- The Nursing Council of Trinidad and Tobago (NCTT)
The Nursing Council of Trinidad and Tobago is responsible by law for approving the syllabus of training, the curriculum, the conduct of examinations, and the registration of persons who have successfully completed the basic programme of Nurse Training and the Programme of Midwifery.
- The Medical Board of Trinidad and Tobago (MBTT)
Medical Practitioners with full registration in Trinidad and Tobago constitute the Medical Board of Trinidad and Tobago.
- The Institute of Chartered Accountants of Trinidad and Tobago (ICATT)
The Institute of Chartered Accountants of Trinidad and Tobago is committed to its mandate of developing, promoting and regulating the accountancy profession of Trinidad and Tobago.



- The Trinidad and Tobago Association of Psychologists (TTAP)
TTAP is committed to the promotion of the advancement and diffusion of knowledge of psychology as the main professional association representing psychologists in Trinidad and Tobago.

Regional:

- Caribbean Evangelical Theological Association (CETA)



Angela Sinaswee-Gervais, Permanent Secretary (Ag.), MTEST, Dr Michael R. Dowlath, Chairman of the Board of Directors, Michael Bradshaw, Executive Director, ACTT and other members of ACTT's Board of Directors with representatives of various Professional, Statutory and Regulatory Bodies after signing Memoranda of Cooperation. (l-r) Karin Pierre, President, NCTT, Roger Chan Soo, the Honourable Secretary Eng. of APETT, Dr Haydn Furlonge, President, APETT, Mohan Mahabir-Singh, 1st Vice President, ICATT, Laila Valere President, TTAP, Richard Saunders, President, TTGPA, Dr Errol E. Joseph, Accrediting Coordinator, CETA and Professor Samuel Ramsewak, President, MBTT



Laila Valere President, TTAP and Angela Sinaswee-Gervais, Permanent Secretary (Ag), MTEST, sign a Memoranda of Cooperation with Michael Bradshaw, Executive Director, ACTT and members of the ACTT Board (l-r) Dr Michael R. Dowlath, Chairman, ACTT, Mervyn Extavour, Board Member, ACTT, Azim Ali, Deputy Chairman, ACTT, Dr Bheshem Ramlal, Board Member, ACTT, Rodney Amar, Board Member, ACTT, and Roshan Harracksingh, Research Officer (legal), ACTT





Richard Saunders, President, TTGPA and Angela Sinaswee-Gervais, Permanent Secretary (Ag), MTEST, sign a Memoranda of Cooperation with Michael Bradshaw, Executive Director, ACTT and members of the ACTT Board (l-r) Dr Michael R. Dowlath, Chairman, ACTT, Mervyn Extavour, Board Member, ACTT, Azim Ali, Deputy Chairman, ACTT, Dr Bheshem Ramlal, Board Member, ACTT, Rodney Amar, Board Member, ACTT, and Roshan Harracksingh, Research Officer (legal), ACTT



Professor Samuel Ramsewak, President, MBTT and Angela Sinaswee-Gervais, Permanent Secretary (Ag), MTEST, sign a Memoranda of Cooperation with Michael Bradshaw, Executive Director, ACTT and members of the ACTT Board (l-r) Dr Michael R. Dowlath, Chairman, ACTT, Mervyn Extavour, Board Member, ACTT, Azim Ali, Deputy Chairman, ACTT, Dr Bheshem Ramlal, Board Member, ACTT, Rodney Amar, Board Member, ACTT, and Roshan Harracksingh, Research Officer (legal), ACTT



International:

- United States of America – The Council for Adult and Experiential Learning (CAEL)
- United Kingdom – UK National Recognition Information Centre (UK-NARIC)
- ACTT has full membership with the following organisations:
 - › INQAAHE – International Network for Quality Assurance Agencies in Higher Education
 - › CANQATE – Caribbean Area Network for Quality Assurance in Tertiary Education
 - › CHEA – CIQG – Council for Higher Education Accreditation - International Quality Group
 - › ACTI – Association of Caribbean Tertiary Institutions
 - › IAU – International Association of Universities
 - › UK NARIC – UK National Recognition Information Centre
- ACTT is affiliated with the following organisations:
 - › ACHEA – Association of Caribbean Higher Education Administrators
 - › CTLPA – Caribbean Tertiary Level Personnel Association
 - › NAFSA – Association of International Educators
 - › ASQ – American Society for Quality
 - › CAEL – The Council for Adult and Experiential Learning
 - › ECE – Educational Credential Evaluators
 - › QAA – Quality Assurance Agency for Higher Education
 - › Ofqual – The Office of Qualifications and Examinations Regulation



CONCLUSION

ACTT plays a key role in the development of a creative and productive workforce. The Council is pivotal in ensuring an articulate, resilient and empowered citizenry capable of transforming the society and securing the future of the nation.

The mechanisms employed by ACTT to achieve its goals have certainly proven to be successful. ACTT continues to stimulate conversations on higher education as well as to carve a niche as a reputable quality assurance body in the Caribbean and the world. We have become a source of information for many of our Caribbean partners and are also sought after for inputs into international activities related to quality assurance and higher education.

Regarding future initiatives, all can look forward to the following:

1. Launch of ACTT's Quality Institute on February 25, 2015
2. The 2nd International Conference on Quality in Higher Education and Training from April 15-17, 2015
3. The launch of our National Qualifications and Credit Framework (NQCF) in September 2015.



NOTES



NOTES





ACTT

**The Accreditation Council
of Trinidad and Tobago**

Established by Chapter 39:06

Quality is the Key