



The Accreditation Council
of Trinidad and Tobago

Established by Chapter 39:06

Quality is the Key



The Accreditation Council of Trinidad and Tobago

Administrative Report 2012 / 2013

COMMITMENTS

Table of



The Accreditation Council
of Trinidad and Tobago

Established by Chapter 39:06

Quality is the Key

The Accreditation Council of Trinidad and Tobago
Administrative Report 2012/2013

page 1	Introduction
page 2	Strategic Goals, Vision and Mission Statement
page 3	Core Values
page 4	Organisational Structure
page 10	Legislative and Regulatory Framework
page 11	Policies and Development Initiatives
page 12	Achievements
page 14	Financial Operations
page 16	Human Resource Development Plan
page 17	Procurement Procedures
page 19	Public and Community Relations
page 20	ACTT Pictorial

About The Accreditation Council of Trinidad and Tobago (ACTT)

The Accreditation Council of Trinidad and Tobago (ACTT) was established by Chapter 39:06 as the principal body in Trinidad and Tobago for the quality assurance of post secondary and tertiary level institutions, programmes and awards. ACTT is responsible for quality assuring the local higher education sector through Conferment of Institutional Title, Registration and Accreditation of Higher Education Institutions and the Recognition of Foreign Programmes. In addition, ACTT recognises foreign awarding bodies and institutions that offer their qualifications and awards in collaboration with registered or accredited institutions in Trinidad and Tobago. ACTT also provides quality enhancement to post secondary and tertiary level institutions which fosters continual quality improvement and effective learning experiences for students.

Further, ACTT is committed to protecting students and other stakeholders by providing pertinent information through a community outreach programme, which involves the use of a Student Caravan both in Trinidad and in Tobago. Moreover, ACTT publishes an online Compendium of Registered, Accredited and Recognised Institutions, Awarding Bodies and Programmes, that assists 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 offices in Port of Spain, San Fernando and Canaan.

INTRODUCTION





Mission Statement

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.



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.



Strategic Goals

- Facilitate the growth and development of human capital to meet national development needs
- Support the continuous 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.

Accountability

Commitment to Personal
Growth & Development

Customer Focus

Integrity

Teamwork

Trust



2.0 Organisational Structure



Board of Directors, ACTT - (Standing, l-r): Dr Bheshem Ramlal; Mervyn Extavour; Veena Badrie-Maharaj; Dr Joycelyn Rampersad; Rodney Amar; Hatim Gardner; (Seated, l-r): Lennon Ballah-Lashley; Michael Bradshaw, Executive Director; Dr Michael Dowlath, Chairman and Azim Ali, Deputy Chairman. Also pictured: Jane Murray, Corporate Secretary/Legal Officer

2.1 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 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 present Members of the Board of Directors of ACTT for a second term in office for a period of two (2) years, commencing November 26, 2012.

The Board currently comprises ten (10) Members as follows:

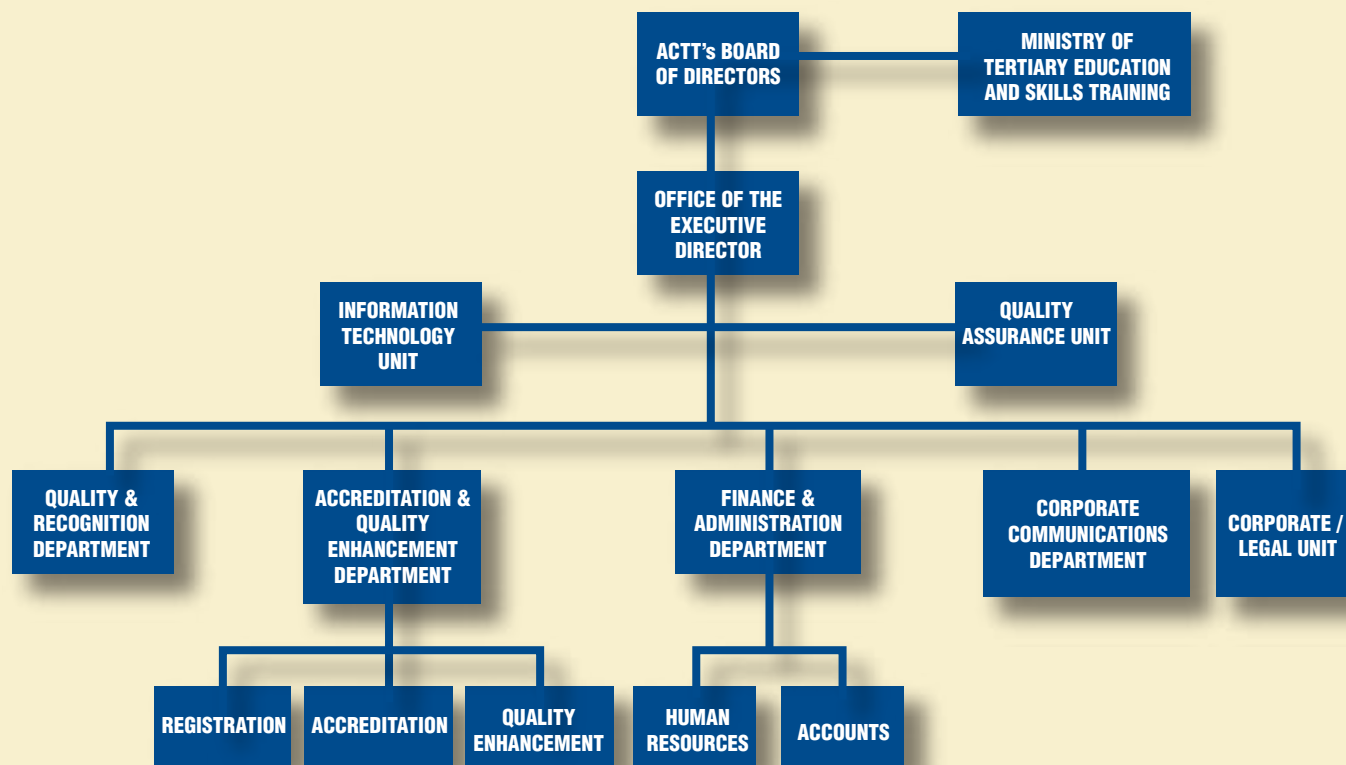
- Dr Michael R. Dowlath (Chairman)
- Azim Ali (Deputy Chairman)
- Michael Bradshaw, Executive Director, ACTT
- Rodney Amar
- Veena Badrie-Maharaj
- Lennon Ballah-Lashley
- Mervyn Extavour
- Hatim Gardner
- Dr Bheshem Ramlal
- Dr Joycelyn Rampersad

2.2 ACTT's 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, accredit institutions and programmes, confer institutional titles, recognise qualifications awarded by local and foreign institutions operating in Trinidad and Tobago and collaborate with recognised accrediting and professional bodies in pursuit of the fulfilment of its mission.

(cont'd on pg 6)

Organisational Chart



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

2.3 Organisational Structure

ACTT currently employs fifty-seven (57) members of staff and is made up of the following departments/units:

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



Denise Lewis – Human Resource Officer, Vonrick Knights- IT Officer, Jennifer Doyle – Manager, Registration , Curtis Floyd – Director Accreditation and Quality Enhancement, Jane Murray – Corporate Secretary/ Legal Officer, Ronald Brunton – Director Qualifications and Recognition.

Front row: Karel Stephen – Corporate Communications Specialist, Michael Bradshaw – Executive Director, Emily Pascal – Director Finance and Administration

2.4 Core Functions

- 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.

- Conferment of Institutional Title

According to Chapter 39:06, ACTT has the authority to confer institutional titles on all post secondary and tertiary level institutions in Trinidad and Tobago. Approval must be granted by ACTT for the use of appropriate titles. This applies to institutions that were established subsequent to the proclamation of the Act in 2004 and institutions that wish to change their name.

- Accreditation of Post Secondary and Tertiary 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.

- 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.

- Programme Approval

This process ensures that local programmes are appropriately designed and structured and adequately resourced for delivery.

- Statements on Recognition

ACTT provides authoritative advice on the recognition of foreign and local tertiary level institutions and qualifications. Members of the public are invited to request Statements on Recognition which detail the accreditation or quality assured status of any post secondary and tertiary level institution and qualification.

- Equivalency Assessments

This service determines the equivalence or comparable academic value of foreign qualifications in Trinidad and Tobago.

- Quality Enhancement of Post Secondary and Tertiary Institutions

Quality Enhancement assists institutions to improve their policies and processes to the extent that the institutions are able to meet or exceed ACTT's minimum criteria and standards.

2.5 Special Projects Undertaken in 2012/13

- Hosting of International Conference on Quality Assurance in Higher Education April/May 2013

The Accreditation Council of Trinidad and Tobago's hosted the 1st International Conference on Quality Assurance in Higher Education on May 1-3, 2013 at the National Academy for the Performing Arts (NAPA), Port of Spain, Trinidad and Tobago. The theme of the conference was 'Quality in Higher Education: From Best Practice to Next Practice'. Over three days participants engaged in meaningful and exciting discourse with many leaders in the industry who shared their experiences and findings in various aspects of quality assurance all focussed on best practices of quality in the higher education sector. At the conference's opening ceremony ACTT signed Memoranda of Cooperation with the Council for Adult and Experiential Learning (CAEL) and the United Kingdom National Recognition and Information Centre (UKNARIC).

These documents represent the desire to promote technical cooperation between ACTT and these respective agencies in matters related to quality assurance. They are considered vital steps in the development of the higher education sectors of the respective areas of operation and expertise.





6



7

Captions:

1. Senator the Honourable Fazal Karim, Minister of Tertiary Education and Skills Training looks on as Angela Sinaswee-Gervais, Permanent Secretary, Ministry of Tertiary Education and Skills Training, signs the Memorandum of Cooperation. Also in picture: Joel Simon, Vice President (Public Sector Services), CAEL; Tim Buttress, Deputy Director (Marketing and Communications), UK NARIC; Dr Michael Dowlath, Chairman, ACTT and Michael Bradshaw, Executive Director, ACTT.

2. Participants at the Pre-Conference Workshop entitled 'Developing Indigenous Programmes to Facilitate National Development' in May 2013.

3. Tim Buttress, Deputy Director (Marketing and Communications), UK NARIC signs the Memorandum of Cooperation. Looking on: Senator the Honourable Fazal Karim, Minister of Tertiary Education and Skills Training; Joel Simon, Vice President (Public Sector Services), CAEL; Dr Michael Dowlath, Chairman, ACTT and Michael Bradshaw, Executive Director, ACTT.

4. Senator the Honourable Fazal Karim, Minister of Tertiary Education and Skills Training stands with Joel Simon, Vice President (Public Sector Services), CAEL; Tim Buttress, Deputy Director (Marketing and Communications), UK NARIC. Also in picture: Angela Sinaswee-Gervais, Permanent Secretary, Ministry of Tertiary Education and Skills Training; Dr Michael Dowlath, Chairman, ACTT and Michael Bradshaw, Executive Director, ACTT.

5. Reetu Kansal and Michael Davis, University of London, present at the 1st International Conference on Quality Assurance in Higher Education in May 2013.

6. Joel Simon, Vice President (Public Sector Services), CAEL, presents on 'Aligning Higher Education with Labour Market Demands' at the 1st International Conference on Quality Assurance in Higher Education .

7. Professor Madhulika Kaushik, Commonwealth of Learning, gives the Keynote Address at the Opening Ceremony of the 1st International Conference on Quality Assurance in Higher Education.

Other special projects undertaken in 2012/2013

- 1) Quality Assurance Month, October 2013
 - a. Quality in Tertiary Education (QuiTE) Awards
 - b. Leadership in Tertiary Education Awards
 - c. Institutional Awards
 - d. Research Awards
 - e. Essay Competition
- 2) 1st National Quiz on Quality in Higher Education - Winners - Bishops' High School Tobago
- 3) Workshop on Degrees of Deception by UKNARIC
- 4) 1st Journal of Quality Assurance in Higher Education
- 5) Stakeholder Consultation on the draft National Qualifications and Credit Framework
- 6) Study Tour to quality assurance agencies in the United States of America
- 7) Consultations with Professional Statutory and Regulatory Bodies
- 8) Web publication of the 'Compendium of Registered, Accredited and Recognised Institutions, Awarding Bodies and Programmes'
- 9) ACTT NOW Quarterly Publications

Pictures of special projects undertaken in 2012/2013



1



2



3



4



5

3.0 Legislative and Regulatory Framework

The Accreditation Council of Trinidad and Tobago was established by the Laws of the Republic of Trinidad and Tobago, in particular Chapter 39:06 – The Accreditation Council of Trinidad and Tobago Act. The Council is in the process of preparing draft technical regulations to Chapter 39:06 to better regulate the delivery of its core services - Registration, Accreditation, Quality Enhancement and Recognition.

3.1 Delegated Authority

The following table summarises the levels of authority for approval of expenditure for the purchase of Articles/Works/Services procured in keeping with the Policy and Procedures document, together with the Council's Policy and Procedures for the Purchase of Articles/Works/ Services:

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

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

4.0 Policies and Development Initiatives

4.1 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.

4.2 Financial Policies

The Council's financial operations 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 Chap. 69:01
- Circulars from the Chief Personnel Officer, Ministry of Finance, Comptroller of Accounts and the Director of Personnel Administration.

4.3 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 to the execution of their duties, developing and maintaining ACTT's various relationships and commitments and growth. It is the fundamental communication tool containing information and instructions pertinent to the duties, responsibilities and functions of its staff.

5.0 Achievements

5.1 Registration and Accreditation

- The number of registered institutions as at September 30, 2013 was fifty-five (55).
- A total of thirty-five (35) site visits was conducted for registration.
- Two (2) tertiary level institutions were conferred Candidacy for Institutional Accreditation. These institutions are:

West Indies School of Theology (WIST)

Omega Advanced School of Interdisciplinary Studies - Institute of Higher Learning (OASIS)

ACTT conferred Institutional Accreditation to Cipriani College of Labour and Cooperative Studies. This brings the number of accredited institutions to six (6), and includes the following:

University of the Southern Caribbean (USC)

The College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT)

The University of the West Indies (UWI)

The University of Trinidad and Tobago (UTT)

Arthur Lock Jack Graduate School of Business (ALJCSB)

Cipriani College of Labour and Co-operative Studies (CCLCS)

- ACTT conducted one (1) site-visit to the Trinidad and Tobago Hospitality and Tourism Institute (THTI) for Institutional Accreditation.
- ACTT approved thirty-six (36) new locally developed programmes from registered post secondary and tertiary institutions in Trinidad and Tobago.
- Thirty (30) External Evaluators, which represented Cohort 7, were trained.



The University of the Southern Caribbean receives receives a certificate of Institutional Accreditation from ACTT



Cipriani College of Labour and Co-operative Studies receives receives a certificate of Institutional Accreditation from ACTT

5.2 Qualifications and Recognition

ACTT executed the following:

- Engaged in a comprehensive review of the criteria, procedures and policies related to the Recognition of Transnational Programmes and Foreign Awarding Bodies/Institutions
- Conducted eight (8) site visits to review transnational programmes
- Conducted one (1) site visit to review a Foreign Awarding Institution
- Reviewed Annual Reports from eighteen (18) ACTT-recognised Foreign Awarding Bodies/Institutions
- Reviewed Annual Reports prepared by thirty-eight (38) institutions in Trinidad and Tobago involved in collaborative provision with ACTT-recognised Foreign Awarding Bodies/Institutions

- Reviewed Recognised Transnational Programme Annual Reports for ten (10) transnational programmes
- Processed one thousand one hundred and seventy-five (1175) Statements on Recognition
- Collaborated with Ministry of Health to assess nineteen (19) qualifications of foreign doctors
- Collaborated with the Ministry of Foreign Affairs on the assessment of three hundred and sixty-one (361) qualifications for issuing the CARICOM Skills Certificate.

5.3 Human Resources

- ACTT's staff was trained in the following areas and/or participated in conferences as follows:
 - Writing Press Releases
 - Defensive Driving (for Couriers)
 - HRMATT Conference: HR Upgraded... V2K and Beyond
 - Commonwealth Law Association: Common Challenges - Common Solutions. Commonwealth, Commerce and Ubuntu
 - Higher Learning Commission Annual Conference on Quality in Higher Education
 - The Joint Consultative Council for the Construction Industry's training
 - APEX - "A Proper Procurement Framework as a Tool for National Development"

5.4 Attachments from External Quality Assurance Agencies

- ACTT facilitated representatives from the following quality assurance agencies from the CARICOM region:
 - St Vincent and the Grenadines
 - Guyana
 - Antigua and Barbuda

5.5 Main activities/projects

- Revision of ACTT's Technical Policies
- Revision of ACTT's Administrative Policies
- Development of Regulations for Chapter 39:06
- Audit of Financial Processes
- Development of a National Qualifications and Credit Framework
- Hosting of International Conference on Quality Assurance in Higher Education April/May 2013
- Quality Assurance Month, October 2013
- Quality in Tertiary Education (QuiTE) Awards
- Leadership in Tertiary Education Awards
- Institutional Awards
- Research Awards
- Essay Competition
- 1st National Quiz on Quality in Higher Education
- 1st publication 1st Journal of Quality Assurance in Higher Education
- Workshop on Degrees of Deception by UKNARIC
- Stakeholder Consultation on the draft National Qualifications and Credit Framework
- Signing of Memoranda of Cooperation with:
 - Council for Adult and Experiential Learning (CAEL, Chicago, USA)
 - National Recognition Information Centre (UKNARIC, United Kingdom)
- Consultations with Professional Statutory and Regulatory Bodies

6.0 Financial Operations

6.1 Budget Formulation

The ACTT is funded through government subventions for recurrent expenditure and under the Public Sector Investment Programme (PSIP) for specific projects and programmes. Based on the Council's projected activities for the fiscal year and in accordance with ACTT's strategic direction, budget requests of \$23,376,174 and \$3,925,000 were submitted to the line Ministry for Recurrent Expenditure and PSIP, respectively. Arising from the budget presentation for fiscal 2012/2013, the Council was advised that its allocation of funds under Recurrent Expenditure for fiscal year 2012/2013 was \$16,600,000 and \$3,000,000 under PSIP.

6.2 Recurrent Expenditure versus Budget

For the financial year beginning October 1, 2012, The Accreditation Council of Trinidad and Tobago (ACTT) was allocated \$16,600,000 to fund its recurrent expenditure. As at September 30, 2013, ACTT had incurred total expenditure of \$19,187,047, including commitments, for the fiscal year. Table IA below summarises ACTT's recurrent expenditure for the period October 01, 2012 to September 30, 2013:

TABLE IA
ACTT's Actual Expenditure versus Budget –
October 1, 2012 to September 30, 2013

Sub-Head	Budget Estimates \$	Actual Expenditure \$	Variances \$
1 Personnel Expenditure	567,000	567,000	0
2 Goods and Services	14,526,760	17,042,233	(2,515,473)
of which contract employment	7,714,277	8,703,555	(989,278)
3 Minor Equipment	540,000	1,092,929	(552,929)
4 Current Transfers and Subsidies	966,240	638,496	327,744
Total Recurrent Expenditure	16,600,000	19,340,658	(2,740,658)

In fiscal 2012/13, the Council expanded its office space by 5,183 square feet at its Port of Spain location. This became necessary for ACTT to adequately house its staff in accordance with OSH requirements. Expenditure incurred for this expansion is reflected in the negative variances in Goods and Services (rent) and in Minor Equipment (purchase of additional furniture, fittings and equipment).

The negative variance for contract employment resulted from budget cuts.

Shortfalls in the ACTT's budget allocation were met out of the prior year's allocations that were received in fiscal 2012/2013 and from minor revenues generated by ACTT.

6.3 PSIP Expenditure versus Budget

Total funding approved under PSIP for fiscal 2012/2013 was \$3,000,000. ACTT had requested \$3,925,000. Table IB below summarises ACTT's PSIP expenditure for the period October 1, 2012 to September 30, 2013:

TABLE IB
ACTT's Actual PSIP Expenditure versus Budget –
October 1, 2012 to September 30, 2013

Project	Budget Estimates \$	Actual Expenditure \$	Variances \$
International Conference	1,200,000	936,086	263,914
Institutional Strengthening	171,600	485,436	(313,836)
National Qualifications and Credit Framework	231,000	70,528	160,472
Quality Assurance Month	198,000	515,158	(317,158)
Publication of Journal of Quality Assurance in Higher Education	66,000	1,720	64,280
Development of Regulations and Revisions of Acts and Policies	66,000	13,768	52,232
Infrastructure and Information Technology Development	669,900	856,623	(186,723)
Staff Development	328,200	509,830	(181,630)
Environmental Projects	69,300	0	69,300
TOTAL	\$3,000,000	\$3,389,149	(\$389,149)

Shortfalls in ACTT's PSIP allocation were met out of the prior year's allocations that were received in fiscal 2012/2013 and from minor revenues generated by ACTT.

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 provision. Funds generated by the Council are 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, the ACTT's Board of Directors is currently seeking 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 Plan

7.1 Organisational Establishment

- ➔ 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, as well as Annual Staff Reports are completed to evaluate officers' performance.
- ➔ 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
- ✓ Study/Exam Leave
- ✓ Employee recognition

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 in the following manner:

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 and
- (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.

➔ 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 relevant experience for 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.

9.0 Public and Community Relations

9.1 Client and Public Access to Services/Service Delivery Systems

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

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

The Tobago Technology Centre
79 Milford Road
Canaan, Tobago

South Outreach Office
108 Independence Avenue
San Fernando

- The public may also access ACTT's services through its website: www.actt.org.tt
- Limited access to ACTT's services are also available through the Council's Student Caravan and at Career and College Fairs

9.2 Community and Stakeholder Relations/Outreach

- ACTT continued its Student Caravan and Community Outreach programmes and participated in several College Fairs that were geared towards sensitising the public on 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:
 - ➔ UWI's Faculty of Social Sciences and Law
 - ➔ US Embassy
 - ➔ Point Fortin East Secondary

- ➔ Fyzabad Secondary Career Fair
- ➔ San Fernando Technical Institute
- ➔ THA Department of Youth Carnival Caravan -
 - Mason Hall Secondary
 - Pentecostal Light and Life Foundation
 - Goodwood High School
 - Metal Industries Company Ltd (MIC)
 - Signal Hill Secondary
 - Roxborough
 - Speyside
 - Scarborough
- ➔ Princes Town West Secondary
- ➔ Bishop's High School - Tobago
- ➔ UTT O'Meara Campus
- ➔ UWI SPEC
- ➔ The University of Trinidad and Tobago - John S. Donaldson Technical Institute, The Creativity Campus
- ➔ Speyside High School
- ➔ Ministry of Education Career Fair - Tobago
- ➔ Laventille Technology and Continuing Education Centre
- ➔ Sangre Grande Secondary School
- ➔ Naparima College
- ➔ CSP Street Education Initiative Community Caravan & Walkabout
 - Bethel
 - Glen Road/Darrell Spring
 - Bon Accord
- ➔ ttConnect Community Outreach
 - Bethel
 - Plymouth
 - Roxborough
 - Speyside
 - Scarborough
- ➔ Malabar Secondary
- ➔ Goodwood High School
- ➔ OJT South Career Fair
 - Southern Academy for the Performing Arts (SAPA)
 - Naparima College



**Belmont Boys
College 2012**



**Couva Constituency
Career Fair 2012**



Vessigny High School 2013



**Malabar
Secondary
2013**



ACTT's Student Caravan



**The Accreditation Council
of Trinidad and Tobago**

Established by Chapter 39:06

Quality is the Key

9.3 Strategic Partnerships (local, regional and international)

- ACTT has established formal Memoranda of Cooperation with the following bodies:
 - UK-NARIC
 - CAEL - Council for Adult and Experiential Learning

- ACTT has established a formal Memorandum of Agreement with National Training Agency (NTA)

- ACTT has full membership with or is affiliated 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 - The Council for Adult and Experiential Learning
 - CIQG - CHEA International Quality Group
 - ASQ - American Society for Quality
 - ACTI - Association of Caribbean Tertiary Institutions
 - ACHEA - Association of Caribbean Higher Education Administrators
 - CTPLA - Caribbean Tertiary Level Professional Association
 - IAU - International Association of Universities
 - NAFSA - National Association of International Educators

CONCLUSION

The wealth of a nation is influenced by the quality of its educational environment. ACTT continues to play a pivotal role in ensuring that quality in the higher education sector is achieved and maintained. ACTT facilitates conversations on higher education and has carved its niche as a reputable quality assurance body in the Caribbean.

The Council has become a reliable source of information for many of our Caribbean partners who require input into international activities related to quality assurance and higher education. Stakeholders may look forward to:

- the launch of our National Qualification and Credit Framework (NQCF) in October 2014, and

- the 2nd International Conference on Quality in Higher Education in March/April 2015.



The Accreditation Council of Trinidad and Tobago

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

The Tobago Technology Centre
79 Milford Road
Canaan, Tobago

South Outreach Office
108 Independence Avenue
San Fernando