

NATIONAL ACCREDITATION BOARD



St. Vincent & the Grenadines



REGISTRATION GUIDELINES

FOR POSTSECONDARY AND TERTIARY
INSTITUTIONS & TRAINING PROVIDERS

*Chartering the course for Quality Further
and Higher Education in St. Vincent and the
Grenadines.*

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SECTION I - INTRODUCTION

This document sets out the requirements that providers must comply with in order to become registered with the National Accreditation Board of St. Vincent and the Grenadines. Provider refers to any institution, individual or organization offering education and/or training programmes or courses leading to an award or credit at the post-secondary or tertiary level.

This document will be reviewed regularly and amended, where necessary.

Functions of the National Accreditation Board

The National Accreditation Board, hereafter referred to as “NAB” was established under the authority of the Further and Higher Education (Accreditation) Act 2006. One of its functions is

“To register institutions within and outside St. Vincent and the Grenadines which offer programmes of study in St. Vincent and the Grenadines delivered by face-to-face or distance learning modality or a combination of both.

Registration

Registration signals that a provider meets certain operating standards required to deliver post-secondary and tertiary education and training in St. Vincent and the Grenadines. These standards are established by NAB.

Once a provider is registered with **NAB**, it may then apply for accreditation of the institution and/or programme(s) of study or courses.

The Council requires assurance that applicants have planned adequately for the safety and security of the students and staff.

Registration shall be for a period of one (1) year (January to December), after which the provider must re-apply to maintain its status.

Re-registration

Registered providers are required to apply for re-registration at least two (2) months before the registration period expires and pay the requisite registration fee.

SECTION II - The Registration Process

This section sets out the guidelines, criteria, process and documentation requirements for providers wishing to apply for registration with NAB. Initially, all providers may not meet the guidelines and criteria set out below. However, NAB will provide technical support as part of its developmental programme. The achievement of the registration criteria will make it easier for the provider when seeking accreditation.

Guidelines for Registration

Any provider seeking registration by NAB must document its compliance with each of the following conditions:

- ◆ There is an appropriate structure of governance which formulates general policies and exercises authority over the implementation of education and training programmes.
- ◆ There is a clearly defined and published statement of purpose (Mission Statement).
- ◆ There are published admission policies compatible with its stated purpose.
- ◆ The provider offers one or more education programme(s) (or curricular) consistent with its mission.
- ◆ The provider has appropriate evaluation processes in place which assist students in attaining the awards offered (certificate, diploma, degree, etc.).
- ◆ There is a plan, as well as a planning and evaluation process, which addresses its educational, physical and financial growth.
- ◆ There is appropriately qualified staff to deliver programme(s)/course(s), as well as administrative and technical support in terms of quality and quantity.

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- ◆ There are sufficient learning resources, or the provision of access to adequate learning resources and services required to support the courses and programmes offered.
 - ◆ The provider has safe and adequate accommodation.
 - ◆ Where applicable, the provider has available statements made within the year prior to NAB.'s visit.

General Registration Criteria

Any provider seeking registration must comply with NAB's registration requirements. The provider must demonstrate its ability to provide students with proper academic supervision, adequate physical and learning resources, appropriate support services and should therefore have the following in place

1. Governance and Mission

- ◆ There should be a structure of governance which formulates general policies and exercises authority over the implementation of programmes of study or courses.
- ◆ The composition of the governing body should be broad-based and should allow for objective input into the management of the institution.
- ◆ There should be a clearly defined and published Mission Statement or Statement of Purpose.
- ◆ The goals, aims and objectives of the provider should relate to the intended target population and should be relevant to the needs of the society.

2. Admission Policies

- ◆ The provider should have clearly defined admission policies compatible with its stated purpose. These should be published and should be adhered to by the provider.
- ◆ The provider should have clearly defined procedures and policies for the selection of students with alternative qualifications.
- ◆ The provider should have clearly defined procedures and policies for courses.

3. Educational Programmes

- ◆ The programmes or curricula should be consistent with the provider's mission.
- ◆ The programme structure should be well formulated and should facilitate adequate supervision of the provider's education and/or training activities.
- ◆ Responsibility for the development of programmes and the monitoring of education and training matters should be clearly stated.
- ◆ The provider should have well-developed procedures for modifications to curricula that are based on current education and training philosophy and practices as evidenced by its commitment to quality.
- ◆ The provider should have current, up-to-date information on all its programmes of study with information on the related awards and associated credit hours.
- ◆ There should be a coherent mechanism for developing programmes and for monitoring education and training standards.
- ◆ The providers should be able to provide, at all times, evidence of its commitment to quality.

4. Staff and Professional Development

- ◆ The teaching, administrative, technical support, library and other professional staff should be adequate in terms of quality and quantity, in order to efficiently deliver the educational programmes of study.
- ◆ The academic qualifications for teaching staff should be at least one level higher than the level being taught . For example, for diploma and certificate programmes, faculty should be qualified at least at the Bachelor's level.
- ◆ The provider should have an effective system of communication between staff and management.
- ◆ Periodic staff appraisals should be conducted, the results of which should be used for improvement of the faculty and of educational programmes.
- ◆ The provider should have a mechanism of the assignment of faculty workload to prevent staff overload and for effective supervision of staff in order to maintain and enhance the quality of teaching

5. Student Assessment

- ◆ There should be a rigorous evaluation process, which should assist in the attainment of certificates, diplomas or degrees.
- ◆ There should be a system of documenting the pattern of student performance.
- ◆ The examination system should be transparent and should allow for the production of reports on student performance in a timely manner.
- ◆ Assessment of student achievement should be appropriate to the post-secondary or tertiary level with emphasis on the assessment of the cognitive skills of evaluation, synthesis, analysis and application, as well as practical competence.

6. Student Support Services

- ◆ The institution should foster student support services through provision of services such as counselling and career guidance.
- ◆ Monitoring and guidance of student performance should also be an on-going part of the counseling process.
- ◆ Provision should be made for students' comfort e.g. provision of cafeteria facilities.
- ◆ There should be facilities to allow students to meet in recreational situations.

7. Physical Plant and Equipment

- ◆ There should be adequate physical resources to serve the needs of the programme and to contribute to an atmosphere of effective learning.
- ◆ Teaching and learning areas should facilitate the proper supervision and monitoring of classes in session and the attendance of lectures.
- ◆ There should be adequate physical space to accommodate all class sizes and differently-abled students/faculty.
- ◆ Facilities should meet fire and other appropriate health and safety code regulations.

8. Learning and Information Services

- ◆ There should be ownership of, or provision for access to adequate learning and information resources and services required to support the courses and programmes offered.
- ◆ The library should provide adequate resource materials, current journals and up-to-date equipment conveniently located and easily accessible. These should facilitate the accomplishment of curriculum objectives.

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- ◆ Laboratories and computer facilities should be adequate in range, quantity, quality and modernity to support the programme.
 - ◆ Learning and information services should have flexible operating hours and appropriate technologies (e.g. Internet) to facilitate students from all programmes.
 - ◆ The staff with responsibility for learning and information resources and services should be adequate in number and professionally qualified.

9. Laboratory Facilities

- ◆ Where applicable, the provider should be adequately equipped with laboratories designed to facilitate the application of theory and principles of the relevant disciplines.
- ◆ There should be adequate support staff to maintain the laboratory facilities.
- ◆ Laboratory equipment should be kept current.

10. Finances

- ◆ The financial structure should be able to support the programmes offered and to effectively discharge the provider's obligations to students.
Where applicable, an annual audit of accounts should be conducted.

11. Institutional Plan

- ◆ There should be a plan, as well as planning and evaluation process, which addresses the institution's human, educational, physical and financial growth.
- ◆ The provider should have clearly defined administration systems in place that are compatible with its stated mission.
- ◆ The provider should have a written plan for various stages of its development.

Procedures for Registration

A provider seeking to register with NAB must obtain, complete and submit the application form to:

**The Executive Director
National Accreditation Board
C/O Ministry of Education
Halifax Street
Kingstown
St. Vincent and the Grenadines, W.I.**

All supporting documents must be included with the application form. Any unclear or incomplete applications will delay the registration process.

Additional material should be included if it will assist NAB in processing the application form. Supplemental materials should be attached to the end of the application form as appendices. Appendices should be clearly labeled.

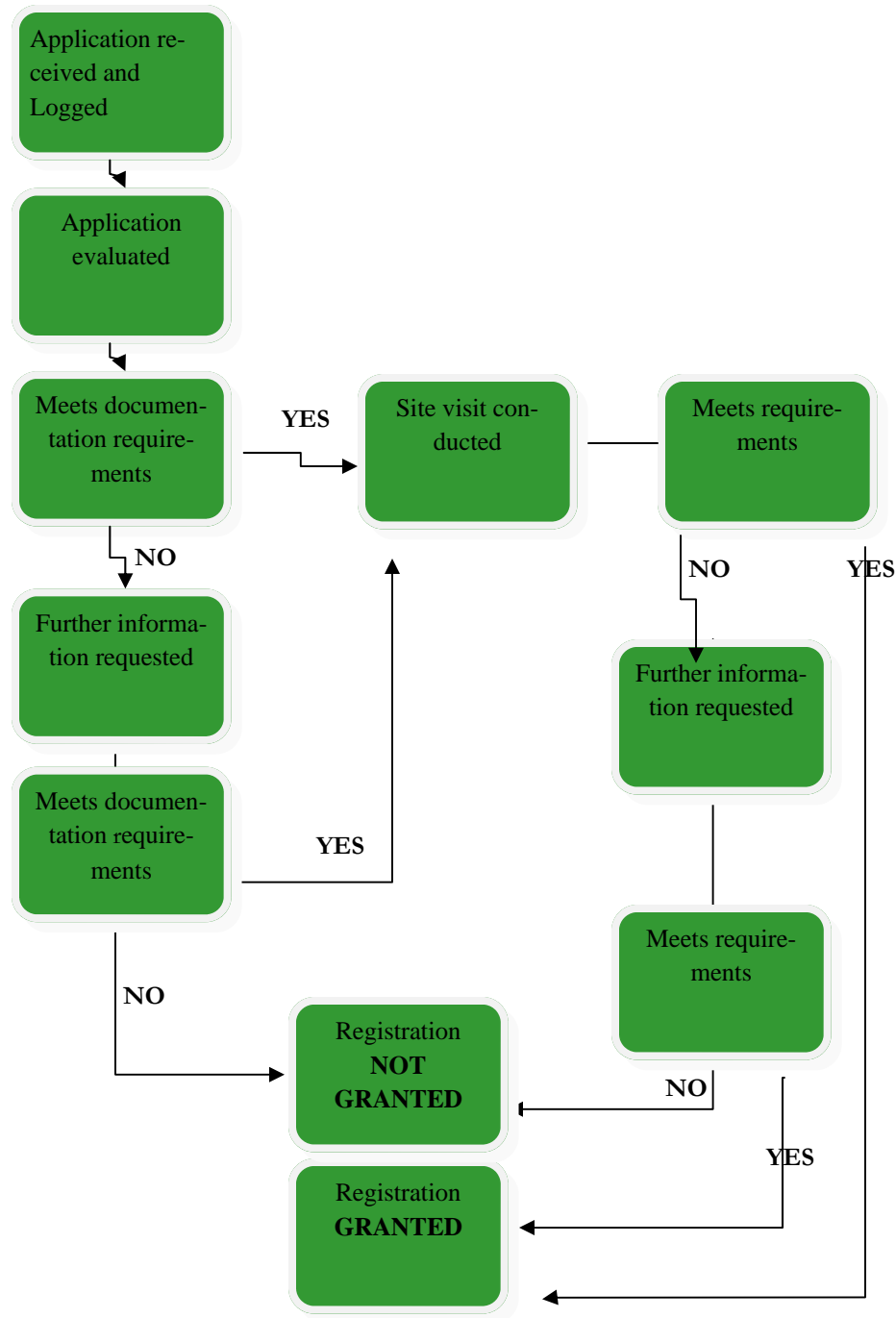
Generally, supporting materials are required for each programme of study or course.

The application will be reviewed by NAB. If the review is favourable, a site visit will be made to the institution. If not, the institution will be provided with the necessary assistance to meet the requirements for registration.

A report of the site visit along with an invoice will be sent by NAB to the Principal/Director/Owner of the institution.

When all requirements have been met and payment received, the provider will be issued with a Certificate of Registration.

Steps to Registration



Procedures for Re-registration

The same procedures outlined for registration should be followed for re-registration. The NAB may require additional reports or documentation for the re-registration process.

Registration Application Costs

The application fee for registration is based on enrolment numbers and is shown below:

ENROLLMENT NUMBERS	FEE (EC\$)
Under 100	125.00
100 - 499	250.00
500 - 999	375.00
1,000 - 2,499	500.00
2,500 - 3,999	750.00
4,000 and over	1000.00
Foreign/non-CSM (Caribbean Single Market) and Trans-national	3000.00

OTHER CHARGES	
Registration Guidelines:	
Regular Mail (print)	15.00
Email	No Charge
Application Processing Fee	25.00

Methods of Payment

Payment of the requisite application fee is due upon notification of registration approval. The following methods apply:

- ◆ Cash (only if payment is made in person)
- ◆ Certified Cheque, made payable to the NAB
- ◆ Postal Money Order, made payable to the NAB
- ◆ Bank Draft, made payable to the NAB

Required Documentation

1. Application Form

It is important to complete the application form accurately, as this information will be entered into NAB's database.

2. Financial Management Statements

- ◆ Financial Statements (providers that have been operational for more than one year)
- ◆ Budget projections for financial year

The NAB requires assurance that providers are/or will be financially sound in order to ensure that programmes will be delivered to students.

3. Physical Resources

- ◆ Copy of Floor Plan
- ◆ Medical Certificate of Compliance (Ministry of Health, local polyclinic)
- ◆ Environmental Protection Certificate of Compliance (Environmental Protection Department)
- ◆ Fire Certificate of Compliance (Fire Service Department)

Application Form

A hard copy must be submitted with appropriate signature and stamp of the provider.

Contact Details

Executive Director
The National Accreditation Board
Ministry of Education
TVET Office
Coreas Building, 2nd fl.
Halifax Street
Kingstown
St. Vincent and the Grenadines

Telephone: 784-451-2420

Fax: 784-451-2421

Email: svgnab@gov.vc

Produced by

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Ministry of Education

TVET Office

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