

**Introduction and Steps to Accreditation**  
**Extracts from:**

**HANDBOOK**

**OF**

**ACCREDITATION**

## **Introduction to Accreditation**

Accreditation is the status granted to training and assessment organizations or assessment only organizations for programme offerings found to meet or exceed the criteria of quality. This criterion is defined by the Accreditation Standard. The standard examines the organization's operations under the areas of:

1. Quality Assurance and Control
2. Staff Resources
3. Physical Resources
4. Client Services and Activities
5. Training
6. Assessment
7. Evaluation

Accreditation is one means through which quality assurance can be established and maintained within an organization. It provides the acceptance and public confidence in the training and assessment services provided by the organization.

Quality in the provision of technical and vocational education and training is determined by how well certified individuals meet the stated requirements of the workforce. Establishing and maintaining quality in training and assessment has become a major concern for a number of training organizations locally and internationally. Training providers in Jamaica are becoming more concerned about the effect of public confidence and acceptance of the services they offer on their economic viability. Such acceptance helps to promote the mutual recognition of outcomes that enables articulation and enhances continuity of training.

The consistency in producing certified individuals to meet these quality requirements is dependent on a number of factors, among which are: the relevance and effectiveness of programmes, the competence and continuous improvement of staff, the utilization of physical and financial resources, the provision of support services offered to learners, the employment of effective training and assessment procedures and the implementation of efficient systems for the continuous review and

improvement of processes. An evaluation of these factors to determine if quality resides in the organization's operations is required for accreditation.

The process of accreditation is based on peer and industry review and is designed to be independent and transparent. The evaluation is conducted against the standard of accreditation established by the **National Council on Technical and Vocational Education and Training (NCTVET)**.

## **Steps to Accreditation**

### **A. Application**

An application is required to begin the process. The completed application form must be sent to:

The Registrar  
NCTVET  
P.O. Box 179  
Gordon Town Road  
Kingston 6.

The application fee must be submitted along with the application for accreditation. Cheques should be made payable to NCTVET or fees may be paid at any branch of the National Commercial Bank – Account # 211888458.

### **B. Technical Support**

On receipt of the application to the Registrar, NCTVET, the organization is notified of this receipt. The organization is provided with technical support from the Quality Assurance Unit. A Quality Assurance Representative from the NCTVET will visit your organization to ensure that the standard requirements are understood and to provide technical advice on preparing for the evaluation. A gap audit will also be conducted to help your organization identify areas of operation in training and assessment that may not have sufficient evidence available to accommodate evaluation of the programme(s) being offered.

### **C. Site Evaluation**

The evaluation exercise will be conducted by a visiting team of professionals and officers from the Quality Assurance Unit of the NCTVET to determine the organization's compliance with the standards, through an examination of evidence, observation of the operations and interviews with key personnel, inclusive of graduates of the training programme and employers. The evaluation team's report will be sent to *the* organization within *thirty (30) calendar days* of the evaluation. The organization is required to respond to the report within *thirty (30) calendar days* of receipt of report, after which a verification of the response will be done *by a member of the evaluation team or an auditor assigned by the Quality Assurance Manager*.

The organization is required to cover all costs incurred during the evaluation exercise, including accommodation and traveling for evaluators.

### **D. Determination of Status**

The Evaluation Team's report, *verification report* along with the organization's response will be submitted to the Quality Assurance Committee, whose decision is then presented to the Council and a determination made regarding accreditation. If a decision is made not to award accreditation, the organization may appeal directly to the Council for reconsideration. An award of accreditation is made for a period of four years. During this period, a number of audits, such as assessment, bi-annual and special audits may be conducted to determine the organization's compliance with the standard. To ensure continuous compliance, the accredited organization must submit an annual report to the *Quality Assurance Manager within thirty (30) calendar days* of its anniversary. *The annual report will form the basis for an annual review, failure to do so will impact on the continuation of the organization's accreditation status.*

***E. Payments of Fees***

*All fees relating to Activities stated in this document will be borne by the applicant.* These fees are outlined in the “Fee Structure” of the NCTVET and can be access from the registry. **Cheques should be made payable to NCTVET or fees may be paid at any branch of the National Commercial Bank – Account # 211888458.**

***NOTIFICATION***

*You are encouraged to review this document with the **Flow Chart of Accreditation** which is may be viewed in the National Qualification Register ([nqrjamaica.org](http://nqrjamaica.org)) under the section; **How to become an Accredited Organization/Accreditation Process.***