



# **REGISTRATION GUIDELINES**

***for post-secondary or tertiary  
education and training  
institutions/providers***

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## Section 1 – Introduction

This document sets out the requirements that providers must comply with in order to become registered with the Barbados Accreditation Council. Provider refers to any institution, individual or organisation 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 Barbados Accreditation Council

The Barbados Accreditation Council, hereafter referred to as the “Council” was established under the authority of the Barbados Accreditation Council Act 2004. One of its functions is to

*“register local, regional and foreign based institutions that offer educational courses in Barbados” [Section 4(a)] and “maintain a record of all institutions that are registered and accredited by the Council pursuant to paragraph (a)” [Section 4(b)].*

The Barbados Accreditation Council Act 2004 also provides the Council with wide-ranging powers to set conditions for registration.

### Registration

Registration signals that a provider meets certain operating standards required to deliver post-secondary or tertiary education and training in Barbados. These standards are established by the Council.

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

Registration shall be for a period of one (1) calendar 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 2 – The Registration Process

This section sets out the guidelines, criteria, process and documentation requirements for providers wishing to apply for registration with the Council.

Initially, all providers may not meet the guidelines and criteria set out below. However, the Council 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 the Council must document its compliance with each of the following conditions:

- (a) There is an appropriate structure of governance which formulates general policies and exercises authority over the implementation of education and training programmes.
- (b) There is a clearly defined and published statement of purpose (Mission Statement).
- (c) There are published admission policies compatible with its stated purpose.
- (d) The provider offers one or more educational programme(s) (or curricula) consistent with its mission.
- (e) The provider has appropriate evaluation processes in place which assist students in attaining the awards offered (certificate, diploma, degree, etc.).
- (f) There is a plan, as well as a planning and evaluation process, which addresses its educational, physical and financial growth.
- (g) There is appropriately qualified staff to deliver programme(s)/course(s), as well as administrative and technical support in terms of quality and quantity.
- (h) There are sufficient learning resources, or the provision of access to adequate learning resources and services required to support the courses and programmes offered.
- (i) The provider has safe and adequate accommodation.
- (j) Where applicable, the provider has available audited statements made within the year prior to the Council's visit.

## **General Registration Criteria**

Any provider seeking registration must comply with the Council'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**

- a. There should be a structure of governance which formulates general policies and exercises authority over the implementation of programmes of study or courses.
- b. The composition of the governing body should be broad-based and should allow for objective input into the management of the institution.
- c. There should be a clearly defined and published Mission Statement or Statement of Purpose.
- d. 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**

- a. 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.
- b. The provider should have clearly defined procedures and policies for the selection of students with alternative qualifications.
- c. The provider should have clearly defined procedures and policies for courses.

### **3. Educational Programmes**

- a. The programmes or curricula should be consistent with the provider's mission.
- b. The programme structure should be well formulated and should facilitate adequate supervision of the provider's education and/or training activities.
- c. Responsibility for the development of programmes and the monitoring of education and training matters should be clearly stated.
- d. 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.
- e. 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.
- f. There should be a coherent mechanism for developing programmes and for monitoring education and training standards.
- g. The provider should be able to provide, at all times, evidence of its commitment to quality.

#### **4. Staffing and Professional Development**

- a. 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.
- b. 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.
- c. The provider should have in place an ongoing programme for staff development.
- d. The provider should have an effective system of communication between staff and management.
- e. Periodic staff appraisals should be conducted, the results of which should be used for improvement of the faculty and of educational programmes.
- f. The provider should have a mechanism for 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**

- a. There should be a rigorous evaluation process, which should assist in the attainment of certificates, diplomas or degrees.
- b. There should be a system of documenting the pattern of student performance.
- c. The examination system should be transparent and should allow for the production of reports on student performance in a timely manner.
- d. 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.
- e. Assessment should take a variety of forms.

#### **6. Student Support Services**

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

## **7. Physical Plant and Equipment**

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

## **8. Learning and Information Services**

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

## **9. Laboratory Facilities**

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

## **10. Finances**

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

## 11. Institutional Plan

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

## Procedures for Registration

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

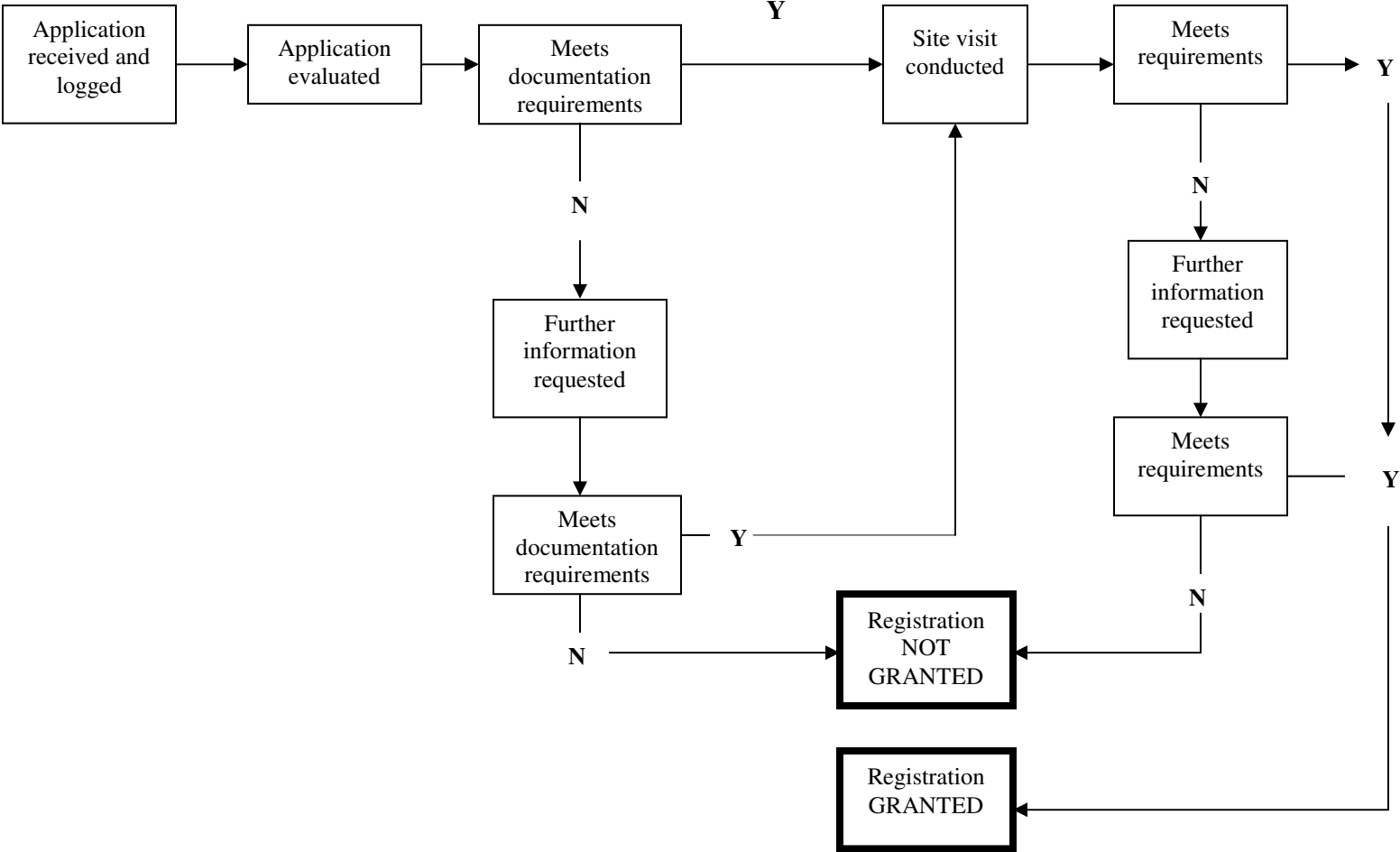
The Executive Director  
Barbados Accreditation Council  
Weymouth Corporate Centre  
Roebuck Street  
St. Michael, BB11127  
Barbados, W.I.

2. All supporting documentation must be included with the application form. Any unclear or incomplete applications will delay the registration process.
3. Additional material should be included if it will assist the Council in processing the application form. Supplemental materials should be attached to the end of the application form as appendices. Appendices should be clearly labelled.
4. Generally, supporting materials are required for each programme of study or course.
5. The application will be reviewed by the Council. 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.
6. A report of the site visit along with an invoice will be sent by the Council to the Principal/Director/Owner of the institution.
7. When all requirements have been met and payment received, the provider will be issued with a Certificate of Registration.

## Procedures for Re-registration

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

# Steps to Registration



## Registration Application Costs

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

1. Local/CSM (CARICOM Single Market)
  - less than 100 students \$125.00
  - 100-499 students \$250.00
  - 500-599 students \$375.00
  - 1,000-2,499 students \$500.00
  - 2,500-3,999 students \$750.00
  - 4,000 and over students \$1,000.00
2. Foreign/non-CSM and Transnational \$3,000.00

### Other Charges

#### Registration Guidelines

- Printed copy<sup>1</sup> \$15.00
- Email/website download No charge

## Methods of Payment

Payment of the requisite application fee is due upon notification of registration approval.

The following payment methods apply:

- cash;
- company cheque;
- bank draft; or
- certified cheque.

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<sup>1</sup> Mailing costs will be dependent upon prevailing postal rates.

## **Required Documentation**

### ***Application Form***

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

### ***Financial Management Statements***

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

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

### ***Physical Resources***

- Copy of Floor Plan
- Medical Certificate of Compliance
- Fire Certificate of Compliance

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

## **Application Form**

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

## **Contact Details**

To apply for registration, please complete the application form and send it with all relevant documentation to:

The Executive Director  
Barbados Accreditation Council  
Weymouth Corporate Centre  
Roebuck Street  
St. Michael, BB11127  
Barbados, W.I.

Should you have any queries/concerns, please contact the Council at:

Telephone: (246) 436-9094  
Fax: (246) 429-9233  
Email: [info@bac.gov.bb](mailto:info@bac.gov.bb)  
Website: <http://www.bac.gov.bb>