

THE EVALUATION

An on-site evaluation is conducted by a team of evaluators to determine if programme/ organization meets the requirements of the Standard. After a period of reporting and reviewing, a decision is made.

THE DECISION

The organization will be notified of the decision. If your programme does not meet the requirements, an appeal can be made for reconsideration. However, a decision resulting from the appeal is final.

If your programme meets the Standard, an accredited status will be granted for 4 years. You will receive the NCTVET Certificate of Accreditation.

MAINTENANCE AUDITS

Within a year of receiving the Accreditation Status, a Quality Assurance Specialist of the NCTVET will visit your organization to conduct audits to determine compliance. An audit can be done to focus on all operational areas to determine whether they meet the required Standard or to look specifically at assessment processes and procedures.

REAFFIRMATION OF STATUS

Every 4 years, the NCTVET, through the Registrar, will notify the accredited organization that they need to seek re-affirmation. Reaffirmation ensures that your organization maintains comparative advantage. Quality auditors use this process to ensure that the terms of the accreditation contract continue to be met.

FEES

An application fee is to be submitted with the application form. This fee is non-refundable.

Evaluation processing fee includes hotel accommodation, evaluators fees, travelling expenses and other administrative costs for the evaluation. This will be collected at the end of the accreditation process before the decision is communicated to you.

Accreditation maintenance fee is paid yearly and submitted with the annual report.

WHO CAN APPLY?

Any formal public or private training organization offering training and assessment or assessment services only. In addition, the organization should be registered either with the Ministry of Education or the Registrar of Companies.

For further information contact:
The Information & Records Management Unit, NCTVET
Gordon Town Road, Kingston 6
Tel: 977-1700-5/ 927-1832/ 927-1193
Fax: 977-1115/977-1707
or visit www.nctvetjamaica.org

NCTVET - ISO 9001:2015 Certified in
Quality Management System

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BECOME AN
**ACCREDITED
TRAINING**
ORGANIZATION



THE NCTVET

The National Council on Technical and
Vocational Education and Training

Tel: 977-1700-5/977-0588/977-7960, Fax: 977-1115/977-1707
Email: irm_nctvet@heart-nta.org | Website: nctvetjamaica.org

THE NCTVET

The National Council on Technical and Vocational Education and Training, (NCTVET), is the authorized body empowered to ensure competence through quality assurance; to improve, integrate and standardize technical and vocational training through on going monitoring of the training system. One of the Council's main functions is to approve and accredit training programmes within organizations, which meet the established standard.

WHAT IS ACCREDITATION?

A system, which officially recognizes educational training organizations and programmes associated with those organizations for having attained a level of performance, integrity and quality. This status engenders a level of confidence in the educational community and the wider public and gives the assurance that the programme/organization has successfully attained the required standard.

STANDARD FOR ACCREDITATION

The Standard stipulates the criteria against which the organization will be measured to determine if it has the capacity to offer training and assessment services. Components of the Standard:

- Quality Assurance and Control
- Staff Resource
- Physical Resources
- Client Services and Activities
- Training
- Assessment
- Evaluation
- Risk Management

THE BENEFITS OF ACCREDITATION

Organizations/Firms

- Provides credibility by enhancing your image
- Allows you to train and assess learners at your organization
- Allows you to offer assessment services to external entities for a fee
- Improves the quality of the output from organizations which will translate into a more efficient labour force in the long term
- Promotes healthy competition among training entities in the provision of quality training
- Provides assurance to the public and private agencies which fund accredited organizations
- Provides opportunity for industry linkage with the organization through representation on Evaluation Teams
- Promotes awareness & infusion of Risk Management in organization's culture

The Individual/The Learner

- Assures clients that they are getting value for their money and for the time and effort put into completing a course of study
- Facilitates the transfer of learner credits from one organization to another
- Provides recognition for entry into higher education, profession and business

Staff

- Provides professional recognition by the educational community of a staff member's affiliation with an accredited organization
- Provides an opportunity to participate in organizational improvement activities

Public

- Assures communities supporting accredited organizations that they compare favourably with others in the region and in the nation
- Protects your interests by verifying the quality of training offered by an institution

