

REGISTERED INSTITUTIONS AND TRAINING UNITS AS AT MARCH 2020

Ref: UCJ/809/1

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Please see attached the Steps in the Accreditation Process, beginning with the Registration Process (pages 11-14).

I. LOCAL UNIVERSITIES

1. **Caribbean Maritime University**
(formerly Caribbean Maritime Institute)
Palisadoes Park
P.O. Box 80, C.S.O.
Kingston
2. **Northern Caribbean University**
Manchester Road
Mandeville, Manchester
3. **University of Technology, Jamaica**
237 Old Hope Road
Kingston 6
4. **The University of the West Indies**
Mona Campus
Kingston 7

II. LOCAL COLLEGES, INSTITUTES AND TRAINING UNITS

5. **All-American Institute for Medical Sciences**
66 High Street
Black River, St Elizabeth

6. **B&B University College** (registered with the UCJ as a tertiary institution, *formerly* B&B Institute of Business)
12 Carlton Crescent
Kingston 10

7. **Bethel Bible College of the Caribbean - Jamaica**
(*formerly* Bethel Bible College)
7 Patrick Road
P.O. Box 1694
Mandeville, Manchester

8. **Bethlehem Moravian College**
Malvern P.O.
St. Elizabeth

9. **Brown's Town Community College**
P.O. Box 556
Brown's Town P.O.
St. Ann

10. **Caribbean Graduate School of Theology**
14-16 West Avenue
Kingston 8

11. **Caribbean School of Medical Sciences, Jamaica**
15 Braemar Avenue
Kingston 10

12. **Caribbean Wesleyan College**
Torrington District
P.O. Box 17, Savanna-La-Mar
Westmoreland

13. **Catholic College of Mandeville**
Williamsfield P.O.
Manchester

14. **Church Teachers' College**
Mandeville Road
P.O. Box 41
Manchester



15. **College of Agriculture, Science and Education**
Passley Gardens
Port Antonio
Portland
16. **College of Insurance and Professional Studies**
3A Richmond Avenue
Kingston 10
17. **Edna Manley College of the Visual and Performing Arts**
1 Arthur Wint Drive
Kingston 5
18. **Excelsior Community College**
137 Mountain View Avenue
Kingston 3
19. **G.C. Foster College of Physical Education and Sport**
Angels Walks Road
Spanish Town
St. Catherine
20. **The Hydel University College**
Ferry
St. Catherine
21. **International University of the Caribbean**
47 Old Hope Road
Kingston 5
Constituent Colleges
 - **College for Leadership & Theological Development**
(formerly Institute for Theological and Leadership Development)
47 Old Hope Road
Kingston 5
 - **Mel Nathan College**
47 Old Hope Road
Kingston 5
22. **Jamaica Stock Exchange e-Campus**
40 Harbour Street
Kingston



23. **Jamaica Theological Seminary**
14-16 West Avenue
Kingston 8
24. **Knox Community College**
Spalding P.O.
Clarendon
25. **Management Institute for National Development**
235A Old Hope Road
Kingston 6
26. **The Mico University College**
1A Marescaux Road
Kingston 5
27. **Midland Bible Institute**
Curatoe Hill
P.O. Box 400
May Pen, Clarendon
28. **Moneague College**
Moneague
St. Ann
29. **Montego Bay Community College**
Alice Eldemire Drive
Montego Bay, St. James
30. **National Police College of Jamaica**
Twickenham Park, Spanish Town,
St. Catherine
31. **NCB Corporate Learning Campus**
(formerly NCB Staff Training Centre)
2½ Altamont Crescent
Kingston 5
32. **Paralegal Training Institute**
47c Old Hope Road
Kingston 5



33. **Portmore Community College**
P.O. Box 233
Waterford
St. Catherine
34. **Regent College of the Caribbean**
(formerly Jamaica Bible College)
7 Brumalia Road
Mandeville, Manchester
35. **Sam Sharpe Teachers' College**
P.O. Box 40, Granville P.A.
St. James
36. **Shortwood Teachers' College**
77 Shortwood Road
Kingston 8
37. **Sigma College of Nursing and Applied Sciences**
34 Top Road
P O Box 437
Brown's Town
St. Ann
38. **SPACS School of Paramedical Studies**
7 James Avenue
Ocho Rios, St Ann
39. **St. Joseph's Teachers' College**
16 Old Hope Road
Kingston 5
40. **St. Michael's Theological College**
Golding Avenue
Kingston 7
41. **United Theological College of the West Indies**
7 Golding Avenue
Kingston 7
42. **University of the Commonwealth Caribbean** (registered with the
UCJ as a university college, *formerly* University College of the Caribbean)
17 Worthington Avenue
Kingston 5



43. **Vector Technology Institute**
35A Eastwood Park Road
Kingston 10
44. **Vocational Training Development Institute**
6 Gordon Town Road
Kingston 6
45. **Western Hospitality Institute**
Holiday Village
Rosehall
St. James

III. STAGES 1 and 2 REGISTRATION

Registration Stage 1 means that the institution has met the initial registration requirements and received a *Certificate of Candidacy* from the UCJ. After receiving *Registration Stage 1-Candidacy* the institution can move into the *Registration Stage 2* process.

Registration Stage 2 means that during the period of candidacy, workshops will be organized by the UCJ to facilitate training to assist institutions in preparing their *Self-Study*. The second stage of the registration process is activated when the *Self-Study*, application and other documents are submitted. *The Registration Process: Guidelines for Registration* will apply.

STAGE 2 REGISTRATION

National College for Educational Leadership
Caenwood Complex, Murray Hall Building
37 Arnold Road
Kingston 5

Step 4 of 5

STAGE 1 REGISTRATION

Aviation College of the Americas
Tinson Pen Aerodome
Marcus Garvey Drive
Kingston 11

Institute of International Recognised Qualification (IIRQ)
32 Hope Road
Kingston 10

Institute for Workforce Education and Development (IWED)

1 Eureka Road
Kingston 5

Lincoln College

(trading under the name Careers Abroad Institute Ltd)
32 Hargreaves Avenue
Mandeville
Manchester

Quality Institute, Bureau of Standards Jamaica

6 Winchester Road
Kingston 10

IV. ACCREDITED TRAINING ORGANIZATIONS (ATOs)

By way of a Government mandate (Cabinet Decision January 2011) the accreditation functions of the NCTVET will be transferred to the UCJ, the National External Quality Assurance Agency. This decision has implications for all the Accredited Training Organizations (ATOs). The first of which is the need for continued registration of these entities. The UCJ has accepted that the ATOs, over a period of time, have been quality assured by the NCTVET. This means that these ATOs are registered institutions with the Government of Jamaica.

The second implication is the need to provide a mechanism to transfer the accreditation functions of the NCTVET to the UCJ. It is therefore also accepted that the NCTVET accreditation status of programmes, offered by the ATOs at Level 3 and above, is valid for the period stated by the NCTVET when the accreditation was granted. However, it must be noted that once the NCTVET accreditation of these Level 3 and above programmes expire, the ATOs are required to apply to the UCJ for accreditation of their programmes.

- 1. Beechamville Vocational Training Centre**
Beechamville
Claremont P.O.
St Ann
- 2. Black River – SW TVET Institute**
30 West Street
Black River
St Elizabeth



3. **Boys Town Vocational Training Centre**
6 Collie Smith Drive
Kingston 12
4. **Buff Bay Vocational Training Centre**
2 Lynch Avenue
Buff Bay P.O.
Portland
5. **Caribbean Military Technical Training Institute**
1 Up Park Camp
Kingston 5
6. **Cornwall Automotive Institute – N/W TVET Institute**
Flankers
St James
7. **Culloden Vocational Training Centre**
Whitehouse P.O.
Westmoreland
8. **Derrick Rochester - SW TVET Institute**
Junction P.O.
St Elizabeth
9. **Ebony Park HEART Academy**
Ebony Park
Toll Gate P.O.
Clarendon
10. **Falmouth N/W TVET Institute**
17 Thorpe Street
Falmouth
Trelawny
11. **Garmex HEART Academy**
76 Marcus Garvey Drive
Kingston 13
12. **Gomex Institute of Technology**
17 Parkington Plaza
Kingston 10



13. **Granville N/W TVET Institute**
Granville
St James

14. **HEART College of Beauty Services**
10 Hope Road
Kingston 10

15. **HEART College of Construction Services**
1 Northern Parade
Portsmouth
St Catherine

16. **HEART College of Hospitality Services**
8 Ricketts Drive
Cardiff Hall
Runaway Bay P.O.
St Ann

17. **HEART College of Innovation & Technology**
1 Ramparts Close
Montego Bay
St James

18. **JAGAS Jamaican-German Automotive School**
87A Maxfield Avenue
Kingston 13

19. **Kenilworth N/W TVET Institute**
Kenilworth Campus
Sandy Bay
Hanover

20. **Lluidas Vale Vocational Training Centre**
Lluidas Vale P.O.
St Catherine

21. **National Tool & Engineering Institute**
7 Ashenheim Road
Kingston 11



22. **Newport - SW TVET Institute**
Newport
Mandeville P.O.
Manchester

23. **Old Harbour Vocational Training Centre**
P.O. Box 88, Poinciana Close
Marley Acres, Old Harbour
St Catherine

24. **Operation Friendship Skills Training Centre**
2c East Bell Road
Kingston 11

25. **Petersfield Vocational Training Centre**
Shrewsbury Road
Petersfield P.O.
Westmoreland

26. **Port Maria Vocational Training Centre**
St Mary Street
Port Maria P.O.
St Mary

27. **Rockfort Vocational Training Centre**
203 Windward Road
Kingston 2

28. **Seaford Town Vocational Training Centre**
Lambs River P.O.
Westmoreland

29. **Shipping Association of Jamaica**
4 Fourth Avenue
Newport West
Kingston 13

30. **Stony Hill HEART Academy**
Stony Hill P.O.
Kingston 9

31. **The Face Place**
3 Carvalho Drive
Kingston 10

THE ACCREDITATION PROCESS

To be eligible to submit programmes for accreditation, local institutions must first seek registration by the University Council of Jamaica (UCJ). In the case of overseas institutions seeking accreditation/recognition for programmes delivered in Jamaica, the institutions must first be accredited/recognized by the credible authority in the country of origin. On that basis, those institutions would not need to be registered by the UCJ.

REGISTRATION

The aim of registration is to certify that an institution meets certain minimum operating standards required for the conduct of a tertiary institution in Jamaica. It is a first step towards the accreditation of programmes offered by an institution. Registration, therefore, is a pre-accreditation status. The criteria for registration are closely related to the criteria for accreditation since they are meant to provide registered institutions with a foundation for logical development towards accreditation. Accreditation is a voluntary process. The registration process is as follows:

Step 1 APPLICATION FOR REGISTRATION

- The scheduling of a preliminary meeting with the institution to discuss the quality assurance framework, the requirements of the documentation and the registration process;
- Institutions are provided with the following documents:
 - The Registration Process: Guidelines for Registration
 - Application for Registration
 - Registration Process
- The institution's submission of an Application for Registration;
- The processing and review of documents submitted by the institution to determine eligibility for Registration visit.

Step 2 SITE VISIT

- The selection and training of an evaluation team for the Registration visit;
- The interviewing of relevant stakeholders of the institution on-site and evaluation of the institution's facilities and resources by the evaluation team.

Step 3 REPORT WRITING

- The preparation of the Registration report by members of the evaluation team.

Step 4 INSTITUTIONAL RESPONSE

- The Registration report is sent to the President/Principal of the institution for review;
- The institution prepares a written response to the UCJ to address the recommendations in the Registration report.

Step 5 REGISTRATION DECISION

- The institution submits the response to the Registration report to the UCJ.
- The review of the Registration report and the institution's response by the Accreditation, Curriculum and Development Committee (AC&D) and the submission of a recommendation to Council;
- The Council's review of the recommendation of the AC&D;

- Council may delay a decision and ask that the institution address particular issues. In such a case, the application would revert to Step 4 of the process;
- The decision of Council is communicated to the institution in writing.

Once registered, an institution has a maximum of four years to submit programme(s) for accreditation.

Accreditation is the status granted to a programme or an institution that has been found, through self-study and peer review, to meet or exceed established standards for educational quality. Accreditation promotes the improvement of educational quality through self-evaluation, self-regulation and accountability. The role of the accrediting body is to ensure the attainment and maintenance of quality through application of educational standards. The process for programme and institutional accreditation is outlined below:

A) PROGRAMME ACCREDITATION

Step 6 APPLICATION FOR ACCREDITATION

- The scheduling of training of staff of the institution in preparing for accreditation;
- Institutions are provided with the following documents:
 - The Accreditation Process: Guidelines for Programme Accreditation
 - Application for Programme Accreditation
 - Accreditation Process
- The institution's submission of a completed application for programme accreditation;
- The processing and review of documents submitted by the institution to determine eligibility for an accreditation visit.

Step 7 ACCREDITATION SITE VISIT

- The selection and training of an evaluation team for the accreditation visit;
- The interviewing of relevant stakeholders of the institution including students, graduates and employers of graduates and an evaluation of the institution's facilities and resources by members of the evaluation team.

Step 8 REPORT WRITING

- The preparation of the Accreditation report by members of the evaluation team.

Step 9 INSTITUTIONAL RESPONSE

- The Accreditation report is sent to the President/Principal of the institution for review;
- The institution prepares a written response to the UCJ to address the recommendations in the Accreditation report.

Step 10 ACCREDITATION DECISION

- The institution submits the response to the Accreditation report to the UCJ.
- The review of the Accreditation report and the Institution's response by the Accreditation, Curriculum and Development Committee (AC&D) and the submission of recommendation to Council;
- The Council's review of the recommendation of the AC&D;
- Council may delay a decision and ask that the institution address particular issues. In such a case, the application would revert to Step 9 of the process;

- The decision of Council is communicated to the institution in writing.

Step 11 MONITORING

- The institution that has been granted programme accreditation submits annual status reports during the period of accreditation. For first time accreditation, the maximum period of accreditation is four years. Subsequently, the maximum period is five years.

Step 12 RE-ACCREDITATION

- The institution submits an application to renew accreditation at the end of the period of accreditation. A full re-evaluation of the programme(s) is undertaken.

B) INSTITUTIONAL ACCREDITATION

Institutional Accreditation is the status granted to an institution that has been found to meet or exceed established standards for educational quality. Institutional accreditation is the comprehensive evaluation of the institution and its academic and administrative effectiveness, with specific focus on the robustness of its Internal Quality Assurance (IQA) system and on overall systems, policies and practices of the institution and how they impact the quality of all programmes offered by the institution.

The Internal Quality Assurance (IQA) system of the institution has mechanisms that ensure through evaluation and application, *inter alia*, whether its:

- mission and goals are appropriate;
- academic programmes meet the standards for the discipline and the profession and are consistent with the mission of the institution;
- teaching staff are competent, appropriately qualified and providing effective teaching and learning experiences (the institution should also apply fair and transparent processes for the recruitment of its staff/faculty);
- learning resources are adequate and appropriate to enable students learning (including library and information, technological and physical resources);
- student support services are appropriate and readily accessible;
- management of its financial resources in changing economic conditions is adequate and effective;
- engagement in continuous improvement is informed by gathering and analysing data on its effectiveness and on student success, and that such data is used to guide planning, decision making and resource allocation.

An institution seeking institutional accreditation must undergo the following process:

Step 1 LETTER OF INTENT

- The Institution submits an expression of interest.

Step 2 ELIGIBILITY CRITERIA

- Submission of evidence of meeting eligibility criteria.
- If the eligibility evidence is deemed satisfactory, the institution is granted *Candidacy for Institutional Accreditation*.

Step 3 CANDIDACY

- An institution having received Candidacy will proceed to prepare and submit the Institutional Self Study (ISS).

Step 4 APPLICATION SUBMISSION AND REVIEW OF INSTITUTIONAL SELF-STUDY

Step 5 SITE VISIT

- The selection and training of an evaluation team for the accreditation visit;
- The interviewing of relevant stakeholders of the institution including students, graduates and employers of graduates and an evaluation of the institution's facilities and resources by members of the evaluation team.

Step 6 REPORT WRITING

- The preparation of the Institutional Accreditation report by members of the evaluation team.

Step 7 INSTITUTIONAL RESPONSE

- The UCJ dispatches a report of the visit to the institution and the institution submits a formal response to the UCJ

Step 8 THE ACCREDITATION DECISION

- The institution submits the response to the Institutional Accreditation Report to the UCJ.
- The review of the Institutional Accreditation Report and the Institution's response by the Institutional Accreditation Review (IAR) Committee and the submission of recommendation to Council;
- The Council's review of the recommendation of the IAR Committee;
- The decision of Council is communicated to the institution in writing.

Step 9 MONITORING

- The institution granted Institutional Accreditation submits annual status reports and a mid-cycle review is undertaken during the period of accreditation.

Step 10 RE-ACCREDITATION

- The institution submits an application to renew accreditation at the end of the period of accreditation. A full re-evaluation of the institution is undertaken.