

Summary: Becoming a Registered Provider with the Barbados Accreditation Council

General Registration Criteria:

Any provider seeking registration by the Barbados Accreditation Council (Council) 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.
- 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 Mission Statement or Statement of Purpose which should be clearly defined and published.
- d. Goals, aims and objectives of the provider should relate to the target population and should be relevant to the needs of the society.
- e. There should be a plan, as well as a planning and evaluation process, which addresses the institution's human, educational, physical and financial development.

2. Administration and Admission Policies

- a. The provider should have clearly defined administration systems in place that are compatible with its stated mission.
- b. The provider should have a written plan for various stages of its development.

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

4. Staffing

- 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 provider's programmes of study.
- b. The provider should have in place an ongoing programme for staff development.
- c. The provider should have an effective system of communication between staff and management.
- d. Periodic staff appraisal should be conducted, the result of which is used for improvement of the faculty and of educational programmes.
- e. The provider should have a mechanism for the assignment of faculty workload to prevent staff overload.

5. Resources Management

The provider should clearly identify the resources essential to its operations and ensure that these are available. These include the following:

a. Physical Resources

These should be adequate to serve the needs of the programme and should contribute to an atmosphere for effective learning. Classroom, laboratory and internet access and utilisation should facilitate the proper supervision and monitoring of classes in session and the attendance of lectures. Classroom, laboratory and internet access and use should have sufficient physical space to adequately accommodate all class sizes and differently-abled students/faculty. Facilities should meet health, fire and other appropriate safety code regulations.

b. Learning and Media Resources

There should be ownership of, or provision of access to adequate learning resources and services required to support the courses and programmes offered which should include: a. A library which provides primary and secondary materials, current journals and up-to-date equipment conveniently located and easily accessible

c. Laboratories and computer facilities adequate in range, quantity, quality and modernity to support the programme.

d. Financial Resources

The financial structure should be able to support the programmes offered and to effectively discharge the provider's obligations to students. This should also include annual audited financial statements, where applicable.

Guidelines for Registration:

Any provider seeking registration by the Barbados Accreditation 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. There is a plan, as well as a planning and evaluation process, which addresses its educational, physical and financial growth;
- f. There is appropriately qualified staff to deliver programme(s)/course(s), as well as administrative and technical support in terms of quality and quantity;
- g. There is sufficient learning resources or, the provision of access to adequate learning resources and services required to support the courses and programmes offered;
- h. The provider has safe and adequate accommodation; and
- i. The provider has available audited statements made within the last three (3) years prior to the Council's visit, where applicable.

Procedures for Registration:

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

The Executive Director
Barbados Accreditation Council
Suite 1, Building 1
Manor Lodge, Lodge Hill
St. Michael, BB14000
Barbados, W.I.

All supporting documentation must be included with the registration form. Any unclear or incomplete response will delay the registration process.

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

Generally, supporting materials are required for each programme of study or course. The same procedures should be followed for re-registration. Additional reports or documentation may be required with the renewal registration, at the Council's discretion.

2. **Procedures for Registration of Medical Schools**

Any provider (local or overseas) seeking to establish a *medical school* in Barbados and which does not have accreditation/recognition status in its home country/country of origin is expected to have received **accredited** status for its programme(s) from the Caribbean Accreditation Authority for Education in Medicine and other Health Professions (CAAM-HP) **before** applying for registration with the BAC. The provider must also submit the following to the BAC:

completed application for registration form; and

Self Evaluation Report for registration based on the BAC's guidelines.

3. **All** other requirements for registration established by the BAC will apply.

Required Documentation:

1. **Registration Form**

Fill in the Registration form accurately as this information will be inputted into the Barbados Accreditation Council's database and used for follow-up etc.

2. **Financial Management Statements**

Financial Statements (providers that have been operational for more than one year)

- Budget projections for current financial year

The Barbados Accreditation Council requires assurance that providers have the financial resources to deliver the programmes of study/courses.

3. **Physical Resources**

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

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

Methods of Payment:

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

The following payment methods apply:

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