



National/Caribbean Vocational Qualification Centre Approval Eligibility Criteria

Introduction

All organisations wishing to offer National or Caribbean Vocational Qualifications must apply to the TVET Council for approval. Organisations must first be approved as assessment centres before they can receive approval to offer specific qualifications. The Centre and Qualification approval process and criteria are detailed in the TVET Council's *'Guide to Approval to offer National Vocational Qualifications (NVQs) for Training Providers and Employers'*, 2005.

A mechanism for identifying those organisations which have good potential for being approved as N/CVQ centres has been developed. This mechanism takes the form of eligibility requirements which organisations have to meet in order to receive the development support leading towards the submission and evaluation of approval applications.

Through the eligibility process it is determined if an organisation which has expressed an interest delivering N/CVQs is ready for development support through a series of visits/meetings. The process is designed to enable the TVET Council and the organisation to determine the appropriate time for moving toward the process through which decisions on candidacy or approved status can be made.

The eligibility criteria are a pre-screening mechanism and useful tool in enabling the TVET Council to determine if an organisation has the basic systems in place to move forward with the centre and qualification approval application process.

Please read the criteria listed below and provide documented evidence which demonstrates your organisation's ability to fulfil the requirements.

Eligibility Criteria

The eligibility criteria include:

- 1. The organisation must be based in Barbados.**

- 2. The organisation must have a certificate of registration to operate in Barbados from the relevant authority.**

Evidence: Copy of the registration to operate in Barbados.

- 3. The organisation's governing body/board approves the application for approval.**

Evidence: Letter from the Chairman of the Board or CEO clearly stating the Board's approval for the organisation to proceed to seek approval to become an Assessment centre.

- 4. The organisation has governance and administrative structures that legally enable it to preserve its institutional and educational integrity.**

Evidence: The organisational structure in regards to administration and instructional staff. (How the programme will be run, the trainers, who will operate as the assessors and internal verifiers, who will be responsible for communicating with the Council, etc).

- 5. The organisation has a financial base to support its mission.**

Evidence: Documentation which shows funds assigned to support N/CVQ requirements for resources, Training, conducting of assessment and verification, etc. (Examples of documentation: a financial statement, an audit, a letter of reference from a bank which can vouch for its solvency and capacity).

- 6. A prospectus or list of programmes must be available to current and prospective trainees.**

Evidence: Prospectus

For further information regarding the 'Eligibility Criteria' please contact:

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