



The National Accreditation Council of Guyana

REGISTRATION

CRITERIA FOR REGISTRATION

All post-secondary and tertiary level institutions, local or foreign; operating in Guyana must be registered by the National Accreditation Council. Post-secondary or tertiary institutions must first submit an application for registration in Guyana. If necessary, this type of institution must obtain NAC's approval to use the institutional title that it wishes to be registered under.

Post-secondary education refers to all education and training programmes which are not at tertiary level but which are offered to secondary school leavers to meet their vocational or continuing education needs.

Provider is a person or body or group of persons or an institution offering one or more programmes for award or credit.

Tertiary education means the teaching and learning process that occurs following completion of secondary schooling or its equivalent and leads to the award of sub-baccalaureate qualification, baccalaureate degree and post graduate degree.

An institution established after the proclamation of the Act on 30th July, 2004 must also secure NAC's approval to use the institutional title it wishes to be registered with, for example, a new institution desirous of bearing one of the following titles: "university", "college", "tertiary college", "polytechnic", "community college", "technical institute" and "technical university". An institution that has met the registration criteria is then issued a *Certificate of Registration* and placed on the *Register of Post-secondary and Tertiary Institutions*.

In order for the National Accreditation Council of Guyana (NAC-G) to determine whether an institution meets the criteria and standards for registration as a post-secondary or tertiary institution or provider, the institution is required to submit to an evaluation by NAC-G. This is to ensure compliance with NAC-G's criteria and standards to satisfy the registration requirements in seven (7) categories:

1. Legal, Policy and Regulatory Requirements
2. Governance and Administration
3. Quality Management System
4. Resource Management
5. Teaching-Learning Process
6. Review
7. Continuous Improvement



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Criterion 3.0: Quality management System

Criterion Statement: The institution has a well-planned Quality Management System that is in keeping with its vision, mission, policies, processes, organizational structure, responsibilities and resources, in order to assure the quality of educational outcomes.

Standard 3.1: Institution has a documented Quality Policy.

Standard 3.2: Appropriate personnel have been assigned the duty establishing, implementing and maintaining the institution's Quality Management System (QMS).

Standard 3.3: Institution has documented student policies to ensure that quality services are delivered to them.

Standard 3.4: Institution has a well-established system of record keeping and maintains special security measures to protect and back-up student records.

Criterion 4.0 Resource Management

Criterion Statement: *The resources essential to the institution's operational activities are identified and available.*

Standard 4.1: Institution has established and documented policies and/or procedures relating to the management of its resources.

Standard 4.2: Members of staff are competent on the basis of appropriate education, skills and work experience to perform their teaching functions as they relate to quality programme delivery in the institution.

Standard 4.3: Institution has established and documented a procedure for maintaining its infrastructure.

Standard 4.4: Institution offers reliable access to student and/ or guidance counseling services, whenever needed.

Standard 4.5: Physical resources are relevant and sufficient to meet the institution's needs.

Standard 4.6: Management of the institution plans makes available and control the financial resources which are necessary for achieving the institution's objectives.

Criterion 5.0 Teaching –Learning Process

Criterion Statement: *The institution has a plan for the various stages in its teaching-learning process.*

Standard 5.1 Institution has established and documented an overall Quality Plan for its teaching-learning process.

Standard 5.2 Curricula have been designed and developed to enable students to achieve the intended learning outcomes.

Standard 5.3: Institution has established and documented policies for teaching-learning process.

Criterion 6.0 Review

Criterion Statement: *The institution's management reviews the Quality of Management System at planned intervals to ensure that it is suitable, adequate and effective. Records of the review are kept.*

Standard 6.1: Institution's management has established a process for collecting appropriate information.

Standard 6.2: Institution has reliable methods for monitoring and measuring Stakeholder satisfaction.



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Standard 6.3: Institution has established and documented methods for monitoring student learning outcomes.

Criterion 7.0 Continuous Improvement

Criterion Statement: *The institution continually reviews its Quality Management System.*

Standard 7.1: Institution has documented a process to address all activities that do not comply with the established criteria and standards for registration.