



Caribbean Association of National Training Agencies (CANTA)

Name of Procedure: Procedure for authorisation of additional National Training Agencies to award the Caribbean Vocational Qualification (CVQ)

Code/ID Number:

Purpose and Scope: The purpose of this document is to outline the steps to authorisation of a National Training Agency (NTA) by CARICOM to award the Caribbean Vocational Qualification and applies to agencies other than the NTAs of Jamaica, Trinidad and Tobago and Barbados which have already been authorised to issue CVQs. However, the monitoring process referred to at Step 8 is applicable to all CVQ awarding bodies.

Step	Responsibility	Activity
1	NTA of Member State seeking authorisation	Conduct self evaluation against Quality Assurance Criteria and Guidelines for the Caribbean Vocational Qualification, March 2009 and close any gaps identified.
2	Member State seeking authorisation	<p>Submit a letter of application seeking authorisation to award the Caribbean Vocational Qualification to the Council on Human and Social Development (COHSOD) through the CARICOM Secretariat. The application must be supported by documentation which provides evidence of the following:</p> <p>2.1 The NTA adheres to the following guidelines when developing/validating occupational standards and Caribbean Vocational Qualifications:</p> <ul style="list-style-type: none"> • Criteria for Evaluating the Overall Format and Content of Occupational Standards for the Caribbean Vocational Qualification (CVQ), October 2008 • NVQ Design Criteria, September 2007 • Procedure for validating regional occupational standards <p>2.2 The NTA has in place mechanisms for assessment centre approval against criteria covering:</p> <ul style="list-style-type: none"> • Management of information (records management, security and storage) • Staff resources • Physical resources • Learning resources • Statutory compliance

		<ul style="list-style-type: none"> • Internal verification procedures • Assessors <p>2.3 The NTA has procedures in place to ensure that all CVQ Assessors are trained and certified to standards for assessment in the following units:</p> <ul style="list-style-type: none"> • Plan assessment • Conduct assessment • Review assessment • Develop assessment tools <p>2.4 The NTA has procedures in place to ensure that both it and assessment centres adhere to the following guidelines:</p> <ul style="list-style-type: none"> • Assessment Guidelines for the CVQ, March 2009 • Internal Verification Guidelines for the CVQ, March 2009 • External Verification Guidelines for the CVQ, March 2009 <p>2.5 The NTA has procedures in place to monitor the delivery of CVQs at assessment centres to ensure that:</p> <ul style="list-style-type: none"> • Assessments are conducted by trained assessors • Assessments are conducted within approved centres • Verification of assessments is regularly conducted with the involvement of occupational experts • Moderation of assessment results is conducted to maintain consistency. <p>2.6 The NTA has a certification process developed whereby candidates are issued a CVQ on the basis that the requirements for certification have been met. Specifically, that the training/assessment centre:</p> <ul style="list-style-type: none"> • Subscribes to the regional qualifications framework • Has adhered to the standards-driven, competence-based approach to training and assessment, and • Is subject to the quality assurance principles under the auspices of the local NTA, focal point or accreditation body <p>2.7 The NTA can demonstrate the Hallmarks of Best Practice for the Delivery of NVQs, March 2009 relating to:</p> <ul style="list-style-type: none"> • Leadership and management • Customer service • Continuous improvement • Assessment and awarding • Design and development • Diversity
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3	Council on Human and Social Development (COHSOD) Sub-Committee or delegated authority	Review the submitted application for completeness and provide feedback to the Member State, confirming receipt and requesting additional information as needed
4	Council on Human and Social Development (COHSOD) Sub-Committee or delegated authority	Arrange and conduct a verification visit by suitably qualified persons to Member State seeking authorisation.
5	Council on Human and Social Development (COHSOD) Sub-Committee or delegated authority	Submit a report to COHSOD on the verification visit including recommendations for approval or non-approval of the Member State to award CVQs. One of three recommendations should be made: approval; approval with conditions; or approval denied.
6	Council on Human and Social Development (COHSOD) or delegated authority	Approve or disapprove the request for authorisation to award CVQs.
7	Council on Human and Social Development (COHSOD) or delegated authority	Communicate decision to Member State.
8	Council on Human and Social Development (COHSOD)	Establish and execute a mechanism to monitor the performance of CVQ awarding bodies against the Quality Assurance Criteria and Guidelines for the Caribbean Vocational Qualification, V1. March 2009

References:

1. CARICOM Process for Workforce Training Assessment and Certification, October 2005
2. Quality Assurance Criteria and Guidelines for the Caribbean Vocational Qualification, V1. March 2009

Records maintained:

1. Letter of application and supporting documentation.
2. Records of feedback provided to Member State.
3. Copy of verification visit report.
4. Copy of recommendation from COHSOD Sub-Committee or delegated authority to COHSOD.
5. Copy of COHSOD decision.
6. Copy of COHSOD CVQ Awarding Body monitoring mechanism.

Developed by:

CANTA, Quality Assurance Committee and validated by CANTA General Body April – August, 2010

Approved by:

Elphege Joseph, Chairman CANTA