

GUIDELINES FOR THE REGISTRATION OF POSTSECONDARY EDUCATIONAL INSTITUTIONS

1. Introduction

The purpose of registration is to ascertain that a postsecondary educational institution is adequately equipped to fulfil its mission. As such, it must demonstrate that it has the necessary infrastructure on an appropriate site and that it has all the necessary wherewithals to offer and sustain the programmes it is proposing to offer for a pre-determined period.

2. Form of organisation

A postsecondary educational institution should exist as a legal entity such as:

- i. Registered company
- ii. Trust
- iii. Registered association
- iv. Société

3. Building Infrastructure :

- i. The postsecondary educational institution has to be located in an environment, which is conducive to teaching and learning.
- ii. It has to be easily accessible to learners.
- iii. The workspace per learner should be of an appropriate size depending on the course of study.
- iv. There should be proper lighting and ventilation as per health and safety requirements.
- v. The postsecondary educational institution should have proper clearance from the Fire Services.
- vi. It should also have all clearances from Local Authorities (Licence to operate a postsecondary educational institution, issued by the relevant Municipality or District Council).
- vii. There has to be adequate separate male and female toilets.
- viii. It should adequately provide electricity, water points and telephone facilities.
- ix. The classrooms and the laboratories should be adequately sized and it should meet health and safety requirements.
- x. The Resource Centre/library should be adequately equipped to support the kind of programmes being offered.
- xi. There has to be appropriate common areas for learners.
- xii. There has to be good standard of housekeeping, hygiene, cleanliness and sanitation.

xiii. The location should be clear from external disturbances and noise pollution.

4. Teaching/Learning Facilities:

- i. The postsecondary educational institution should provide the required equipment, tools and materials as per the requirements of the programmes.
- ii. There should be appropriate photocopying facilities.
- iii. Teaching aids such as overhead projector, board, multimedia computer, multi-projector, video & audio equipment, language Laboratory etc as required for the delivery of the programme should be available.
- iv. The postsecondary educational institution should have internet facilities.
- v. A copy of the registration application form together with the rules and regulations should be forwarded to the Tertiary Education Commission. The refund policy should be included in the rules and regulations. The responsibilities of the students and of postsecondary educational institution should be made explicit.
- vi. A progress report for the students should be made available to the Tertiary Education Commission, whenever requested.
- vii. Student pack (manuals, etc) should be made available to the Tertiary Education Commission.

5. Management/Staffing :

- i. Every postsecondary educational institution shall have a Manager.
- ii. The Manager shall ensure that academic standards are up to the level and are in line with the requirements of the programme as approved.
- iii. The Manager should maintain evaluation/assessment reports of the programmes, which should be submitted to the Tertiary Education Commission, on demand.
- iv. Support staff should be present for the day-to-day operation of the postsecondary educational institution, wherever applicable.
- v. The Manager should ensure that only appropriately qualified academic staff dispenses both theory and practical classes.
- vi. The postsecondary educational institution should provide as far as possible in advance, a calendar of programmes to be dispensed on an annual basis.
- vii. The academic staff student ratio should be at a level acceptable to the Tertiary Education Commission.

- viii. It is desirable for every postsecondary educational institution to have a web site.
- ix. The Manager should keep attendance records of all staff.
- x. Information regarding fees and statistics on programmes conducted by the postsecondary educational institutions should be made available on demand.
- xi. Insurance cover should be taken for all staff and students against accidents/hazards occurring within the premises of the training institution. Special Insurance Cover should be made available for on-the-job training e.g training attachment where applicable.
- xii. The Manager must ensure the upgrading/maintenance of building where appropriate and the maintenance of equipment.

6. Period of Registration

Registration of postsecondary educational institutions will be for an initial period of up to **5 years** after which it will be renewed subject to criteria existing at the time of the renewal and performance during the previous registration period. Each subsequent renewal will not exceed **5 years**, and will be subject to the following:

- periodic review of programmes
- facilities offered by the postsecondary educational institution
- approval of any change with regard to the location of the postsecondary educational institution and programmes

7. Accreditation

At the time of registration, any programme to be delivered by the postsecondary educational institution will be accredited as per the existing accreditation of programme guidelines and procedures.

8. Renewal of Registration

Application for renewal of registration should be made on the prescribed forms three months before the date of expiry of registration.

9. Other Obligations

- i. Postsecondary educational institutions will be visited on a regular basis. Postsecondary educational institutions should allow access to premises and provide any information related to these activities whenever required.
- ii. Any change in location of the postsecondary educational institution after being registered should receive prior approval to the TEC. The postsecondary educational institution should give one month's notice for the change of location.