



Approved
Bahamas Technical and
Vocational
Board of Directors
Effective Spring 2024

POLICY NUMBER	AA-23-01-001
TITLE OF POLICY	Certificate Programmes
DATE OF ADOPTION	Fall 2023
SUPERSEDES	All previously approved policies and procedures on certificate programmes
DATE OF IMPLEMENTATION	Spring 2024
PROJECTED DATE OF REVISION	Fall 2027
PURPOSE OF THE POLICY	To establish the guidelines and procedures governing certificate programmes
REVISION NUMBER	Version I
ACCOUNTABILITY	Office of Academic Affairs
RELATED POLICIES/PROCEDURES	All BTVI academic and student policies and procedures
APPENDICES	None

1.0 Preamble

The mission of the Bahamas Technical and Vocational Institute (BTVI) is to deliver technical and vocational education with a focus on practical skills and workforce readiness. BTVI seeks to accomplish this by offering certificate programmes which provide training in a specific trade, industry or specialty. These programmes help students develop core skills and competencies needed to perform daily practical tasks in a vocational field or career. They are designed for persons seeking employment or persons seeking to upgrade existing skills or learn new ones.

2.0 Scope

This policy identifies the guidelines and procedures for BTVI certificate programmes.

3.0 Programme Requirements

- 3.1 To be eligible for direct entry into a certificate programme, applicants must have achieved:
- 3.1.1 a score of seventy to eighty-four percent (70-84%) on the BTVI English Placement Examination **and** a raw score of fifty-one to sixty (51-60) on the BTVI Mathematics Placement Examination **or**



- 3.1.2 the Bahamas Junior Certificate (BJC) in English **and** Mathematics with a letter grade of 'C' or above or the equivalent such as post-secondary credits and Advanced Placement passes.
- 3.1.3 meet any additional entry requirements (e.g., portfolio, work experience, science background) for certificate programme in which they intend to enrol.
- 3.2 Applicants who do not meet direct entry requirements into a certificate programme will be accepted into BTVI and will be required to complete the relevant preparatory courses.

4.0 Levels of Certificates

BTVI shall offer the following four (4) levels of certificates:

- 4.1 Certificate/Level I (Preparatory): At this level, student achievement shall reflect the ability to use elementary skills, knowledge and understanding to carry out simple tasks and activities with support and close guidance.
- 4.2 Certificate/Level II (Job Entry Level/Skill Development): At this level, student achievement shall reflect the ability to use skills, knowledge and understanding to carry out structured tasks and activities with appropriate support and guidance when required.
- 4.3 Certificate/Level III (Skilled Technician): At this level, student achievement shall reflect the ability to use relevant knowledge, skills and procedures to complete basic and routine tasks with some supervision and support. This level includes the ability to share simple information using appropriate communication tools and may require collaboration with others through work groups or teams.
- 4.4 Certificate/Level IV (Skilled Technician with Supervisory Skills): At this level, student achievement reflects the ability to select and use relevant knowledge, ideas, skills and procedures to complete well-defined tasks in a range of contexts, some of which may be complex and non-routine. Also at this level is the ability to communicate ideas and information using appropriate communication tools and the ability to take responsibility for completing tasks and procedures. This level requires some degree of autonomy and collaboration through work groups or teams.

5.0 Graduation Requirements

- 5.1 To graduate with a Certificate/Level I, students must complete ten (10) credit hours in a programme of study, in addition to literacy, numeracy and introductory foundational courses in a trade area.
- 5.2 To graduate with a Certificate/Level II, students must complete twenty-five to thirty (25-30) credit hours in a programme of study, including literacy, numeracy and foundational specialist courses in a trade area, and an attachment/ apprenticeship.
- 5.3 To graduate with a Certificate/Level III, students must complete twenty-five to thirty (25-30) credit hours in a programme of study, including advanced courses in a specific trade area, supervisory skills and an internship.
- 5.4 To graduate with a Certificate/Level IV, students must complete twenty-five to thirty (25-30) credit hours in a programme of study, including literacy, numeracy and advanced specialist courses in a specific trade area, supervisory skills and an internship.



6.0 Programme Structure

- 6.1 Certificate programmes shall comprise the following two (2) types of courses:
- 6.1.1 Major Area Courses: a concentration of courses in a specific subject area, some of which may carry no credits.
 - 6.1.2 General Education Courses: a series of courses, some of which may carry no credits, designed to provide specific literacy and numeracy skills and competencies.
- 6.2 A course may be used once only to fulfil either a major area or general education course requirement.

Credit Distribution

- 6.3 With the exception of Certificate/Level I which carries a maximum of ten (10) credit hours of lower-level courses, the minimum number of overall credits in a certificate programme shall be twenty-five (25) and the maximum number shall be thirty (30).
- 6.4 The total number of credits in a certificate programme shall range as follows:

Certificate Programmes	Credit Range
Major Area Courses Certificate/Level I	0 - 10
Major Area Courses Certificate/Levels II, III, IV	11 – 20
General Education Courses	1 – 9
Total Number of Credits Certificate/Level I	0 - 10
Total Number of Credits Certificate/Levels II, III, IV	25 - 30

7.0 Period of Candidacy

- 7.1 The period of candidacy for a certificate programme shall be three (3) years.
- 7.2 The period of candidacy shall begin the first semester the student enrolls in a certificate programme at BTVI.

8.0 Faculty Qualifications

To be eligible to teach in a certificate programme, faculty must possess the following minimum qualifications:

- 8.1 Bachelor's degree **or** equivalent in the area of expertise.
- 8.2 Certification in Post-Secondary Teacher Education **or** relevant industry-based certification/experience in the trade area in which the teaching is to be done **and** successful completion of the BTVI demonstration lesson at the point of approval to teach.
- 8.3 Three (3) years teaching **or** work experience in the specific trade, industry or specialty.



9.0 Programme Review

- 9.1 Periodic reviews of programmes are intended to identify existing or potential challenges that may contribute to the failure of all or part of the programme and those areas of the programme which need to be revised or modified to improve its effectiveness and currency.
- 9.2 The relevant dean in conjunction with heads of departments shall be responsible for the review of each certificate programme.
- 9.3 Every one to three years (depending on the trade area), the Programme Advisory Committee (PAC) shall review:
 - 9.3.1 the adequacy of the programme's objectives;
 - 9.3.2 the appropriateness and length of the programme's curriculum, inclusive of major and general education courses;
 - 9.3.3 student admission and graduation rates, including graduate employment;
 - 9.3.4 where required, certification licensing examination outcomes; and
 - 9.3.5 the adequacy of BTVI's resources, facilities and equipment needed to deliver the programme.
- 9.4 At the end of each five-year period, each certificate programme:
 - 9.4.1 shall be subject to reappraisal and re-approval by the Office of Academic Affairs; and
 - 9.4.2 shall undergo an extensive review by the PAC which will, in addition to the items identified in 9.3 above, examine:
 - 9.4.2.1 the compilation of statistics and profiles on students at the point of admission and graduation, including the performance of graduates and non-graduates;
 - 9.4.2.2 faculty and staff performance; and
 - 9.4.2.3 the relevance of the programme to training needs and to the mission and vision of BTVI.
- 9.5 Programme Advisory Committees for those programmes or courses offered via distance education must include at least one additional individual with experience in the delivery and administration of distance education programmes to review and comment on BTVI's distance education platform, methods, processes, procedures and infrastructure in the context of the programme/course content, objectives and learning outcomes.