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Election of Student Union Officers
Sports
Guidance and Counseling
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Gaining Authorized Entry to an Examination Room
Punctuality at Examinations
Preface

Welcome to all new and returning students of the Vocational Training Development Institute (VTDI).

This is your Student Handbook, specifically designed to provide relevant information relating to student life at the VTDI. It details the expectations of the VTDI and outlines students’ rights and responsibilities. The Handbook gives you formal notification and explanation of the VTDI’s codes, regulations, policies and procedures. Specific information about student support services, financial matters, the grading system, examination regulations, code of conduct, among others, is also included.

All students enrolled in full programmes at the VTDI are subject to the policies outlined in the Student Handbook and have the responsibility to familiarize themselves with its content.
The Vocational Training Development Institute (VTDI)

Vision

A Technical and Vocational Education and Training tertiary institution-preparing individuals to be productive citizens, contributing to social and economic development

Mission

The VTDI is committed to providing quality tertiary education and training, equipping graduates to international standards through outcomes based, creative and innovative teaching, guided by professionalism, integrity and teamwork.

Motto

“DEVELOPING AND SUSTAINING QUALITY LEADERSHIP IN TVET”
Message from the Director/Principal

Nestled in the quiet and lush surroundings just below Jacks Hill, and providing a picturesque view of the beautiful landscape of the country’s capital (Kingston), the Vocational Training Development Institute (VTDI) is in fact the institution of choice. It is therefore with great pleasure that I welcome both new and returning students to stimulating years of study at the VTDI.

At the VTDI, we are committed to providing the best learning experiences and opportunities for our students. Given our commitment to competency based education and training (CBET), it should come as no surprise that small class sizes, creative instructional methodologies, diverse assessment strategies, and the provision of opportunities for the honing of practical skills, are hallmarks of the learning experience at the VTDI. We embrace a student centered philosophy which undergirds our entire establishment. While you immerse yourself in your academic studies at the VTDI, may I encourage you to harness the opportunities that will be provided for you to develop your leadership skills, communication skills and your entrepreneurial skills, among others. Expand your horizon and further develop your talents by participating in the various student activities provided through one’s association with the VTDI’s clubs and societies. Get involved.

Undoubtedly, there will be challenges. Whether they be financial, academic or personal in nature, it is an abiding truth that through adversity we develop resilience and strength of character. So may I encourage you then to persevere and to never lose sight of your goal. As you invest in your future, strive to create healthy and meaningful friendships and seek to balance work and play and through it all, may you be grounded in service to family, community and nation.

The VTDI welcomes you!

Mrs. Delize Williams
Director/Principal
Message from the VP-Academics

It is with great pleasure that I welcome you to the Vocational Training Development Institute, the tertiary and professional development arm of the Human Employment and Resource Trust/National Training Agency (HEART Trust/NTA). Thank you for choosing us to pursue your studies. We look forward to enabling you to learn and grow intellectually and spiritually; and to ultimately prepare you for your chosen career path.

At the VTDI you can be assured of a rich learning experience. Through the constructivist/competency-based approach to teaching and learning, you will be exposed to methodologies such as hands-on problem solving activities, experimentations, projects and working with your fellow students in groups. In addition, the VTDI has a number of student support mechanisms to help you as necessary, through your programme of study. These include a vibrant Student Advisement Centre, a Guidance Counsellor, a Students’ Affairs Officer and a Sports Coordinator. While studying is critical, we also strongly encourage you to take a ‘balanced approach’ by joining the various clubs and societies that are established at the VTDI. These will not only help you to socialize with your fellow students, but they will help you to hone critical work-based competencies such as communication (inclusive of interpersonal skills) and leadership.

At the end of your successful journey with us, we anticipate that your total learning experience at the VTDI will place you a ‘cut above the rest’ where your acquired competencies will enable you to contribute positively to national development, and participate productively in the 21st century global workplace.

Once again, a very warm welcome to the VTDI; and I wish you great success in studies!

Ms. Jacqueline Wallder
Vice Principal, Academics (Acting)
THE VTDI Team

<table>
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<th>NAMES</th>
<th>POSITIONS</th>
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</thead>
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<td></td>
</tr>
<tr>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td>1. Mrs. Delize Williams</td>
<td>Director/Principal</td>
</tr>
<tr>
<td>2. Ms. Jacqueline Wallder</td>
<td>Vice Principal – Academics (Acting)</td>
</tr>
<tr>
<td>3. Mr. Kerron Lindo</td>
<td>Director/Head, Institutional Dev. &amp; Research</td>
</tr>
<tr>
<td>4. Mrs. Olive Robinson</td>
<td>Senior Manager, Extension Sites (Acting)</td>
</tr>
<tr>
<td>5. Mrs. Annette McKenzie</td>
<td>Senior Manager – Administration (Acting)</td>
</tr>
<tr>
<td>6. Mrs. Lecia Brown-Ellis</td>
<td>Registrar (Acting)</td>
</tr>
<tr>
<td>7. Mr. Kenrick Plummer</td>
<td>Chief Accountant/Bursar (Temporary)</td>
</tr>
<tr>
<td>8. Mrs. Dorothy Duncan Ellis</td>
<td>Head of School - Education and Professional Studies</td>
</tr>
<tr>
<td>9. Miss Carolyn O’Connor</td>
<td>Head of School - Applied Technology (Acting)</td>
</tr>
<tr>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td>10. Mrs. Michelle Gordon</td>
<td>Programme Coordinator – Creative Industries</td>
</tr>
<tr>
<td>11. Mrs. Francisca Kirkland</td>
<td>Programme Coordinator – Assessment (Acting)</td>
</tr>
<tr>
<td>12. Mr. Appolenon Gordon</td>
<td>Programme Coordinator – ICT(Acting)</td>
</tr>
<tr>
<td>13. Mr. Leroy Lindsay</td>
<td>Programme Coordinator – Construction &amp; Renewable Energy</td>
</tr>
<tr>
<td>14. Mrs. Tessicar McQuilkin Campbell</td>
<td>Programme Coordinator – Humanities, Career Development &amp; Human Services</td>
</tr>
<tr>
<td>15. Mrs. Kerry-Ann Johnson</td>
<td>Programme Coordinator – Entrepreneurship &amp; Entertainment &amp; Events Planning (Acting)</td>
</tr>
<tr>
<td>16. Miss Talia Carter</td>
<td>Programme Coordinator – Education &amp; Training(Acting)</td>
</tr>
<tr>
<td>17. Mrs. Ramona Dyer-Bolt</td>
<td>Practicum Coordinator (Acting)</td>
</tr>
<tr>
<td>18. Mrs. Gennette Clacken</td>
<td>Distance Education Coordinator</td>
</tr>
<tr>
<td>NAMES</td>
<td>POSITIONS</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------------------------------</td>
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<tr>
<td><strong>LECTURERS</strong></td>
<td></td>
</tr>
<tr>
<td>22. Mrs. Eunice Lorde-Thomas</td>
<td>Senior Lecturer - Humanities (Acting)</td>
</tr>
<tr>
<td>23. Miss Janet Dixon</td>
<td>Lecturer, Creative Industries</td>
</tr>
<tr>
<td>24. Miss Faith Ellis</td>
<td>Lecturer, Education</td>
</tr>
<tr>
<td>25. Mrs. Keisha Greaves</td>
<td>Lecturer, Education</td>
</tr>
<tr>
<td>26. Mrs. Linda Williamson</td>
<td>Lecturer, Education – Instructional Methods</td>
</tr>
<tr>
<td>27. Mrs. Kerry-Ann Forrester-Badresingh</td>
<td>Lecturer, Entrepreneurship (Temporary)</td>
</tr>
<tr>
<td>28. Miss Natasha Lewis</td>
<td>Lecturer, Humanities (Temporary)</td>
</tr>
<tr>
<td>29. Miss Joyette Myrie</td>
<td>Lecturer, Language and Communication (Acting)</td>
</tr>
<tr>
<td>30. Mr. Kirk Brown</td>
<td>Lecturer, Mathematics</td>
</tr>
<tr>
<td>31. Mrs. Lauretta Munroe</td>
<td>Lecturer, Assessment</td>
</tr>
<tr>
<td>32. Mrs. Lurline Bannister</td>
<td>Lecturer, Assessment</td>
</tr>
<tr>
<td>33. Miss Claudette Forrest</td>
<td>Lecturer, Assessment</td>
</tr>
<tr>
<td>34. Mr. Mark McKnight</td>
<td>Lecturer, ICT</td>
</tr>
<tr>
<td>35. Mr. Syade Gayle</td>
<td>Lecturer, ICT</td>
</tr>
<tr>
<td>36. Mrs. Trecha Bennett-Miller</td>
<td>Lecturer, Construction</td>
</tr>
<tr>
<td>37. Mrs. Carrline Giscombe-Parkes</td>
<td>Lecturer, Career Development (Acting)</td>
</tr>
<tr>
<td>38. Mrs. Shandale Remekie-McFarlane</td>
<td>Lecturer, Career Development</td>
</tr>
<tr>
<td>NAMES</td>
<td>POSITIONS</td>
</tr>
<tr>
<td>-------</td>
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<tr>
<td><strong>Registry and Student Services Unit</strong>&lt;br&gt;Registry, Examinations, Systems Administration, Student Affairs, Guidance Counselling, Sports Department, Health</td>
<td></td>
</tr>
<tr>
<td>39. Mrs. Caryline Whyte-Beckford</td>
<td>Assistant Registrar</td>
</tr>
<tr>
<td>40. Miss Nathalee Grant</td>
<td>Systems Administrator</td>
</tr>
<tr>
<td>41. Mrs. Claudia Scott</td>
<td>Guidance Counsellor (Contract)</td>
</tr>
<tr>
<td>42. Mrs. Gracelyn Crawford</td>
<td>Student Affairs Officer</td>
</tr>
<tr>
<td>43. Miss Kerriann Wright</td>
<td>Assessment Officer</td>
</tr>
<tr>
<td>44. Miss Angela Smith</td>
<td>Examination Clerk</td>
</tr>
<tr>
<td>45. Ms. Juliet Pommells</td>
<td>Sports Coordinator (Part Time)</td>
</tr>
<tr>
<td>46. Mrs. Simone Jones-Reid</td>
<td>Institutional Nurse (Part Time)</td>
</tr>
<tr>
<td><strong>Bursary Unit</strong></td>
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<tr>
<td>47. Mrs. Shanique Plummer</td>
<td>Accounting Officer</td>
</tr>
<tr>
<td>48. Mrs. Janine Blake-Bailey</td>
<td>Accounting Clerk (Temporary)</td>
</tr>
<tr>
<td>49. Ms. Anna-Kay Francis</td>
<td>Accounting Clerk (Temporary)</td>
</tr>
<tr>
<td><strong>Administrative Support Team</strong></td>
<td></td>
</tr>
<tr>
<td>50. Miss Doreen Brown</td>
<td>Senior Secretary</td>
</tr>
<tr>
<td>51. Mrs. Nicole Nichol-Mais</td>
<td>Administrative Assistant (Contract)</td>
</tr>
<tr>
<td>52. Miss Simone Sampson</td>
<td>Library Assistant</td>
</tr>
<tr>
<td>53. Miss Shanice Heron</td>
<td>Library Assistant (Contract)</td>
</tr>
<tr>
<td>54. Miss Giovanna Bernard</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>55. Miss Joan Reid</td>
<td>Administrative Assistant (Contract)</td>
</tr>
<tr>
<td>56. Mrs. Kerry-Ann Brown-Curtis</td>
<td>Administrative Assistant (Contract)</td>
</tr>
<tr>
<td>57. Miss Sharon Stewart</td>
<td>Secretary</td>
</tr>
<tr>
<td>58. Miss Annett Clayton</td>
<td>Secretary</td>
</tr>
<tr>
<td>59. Miss Annecia Simon</td>
<td>Telephone Operator/Receptionist (Contract)</td>
</tr>
<tr>
<td>60. Mr. Ajani Chambers</td>
<td>Data Entry Operator (Contract)</td>
</tr>
<tr>
<td>61. Miss Jodi-Ann Sinclair</td>
<td>Lab Assistant</td>
</tr>
<tr>
<td>62. Miss Antonia Graham</td>
<td>Technical Assistant (Contract)</td>
</tr>
<tr>
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<td>Name</td>
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<tr>
<td>63.</td>
<td>Mr. George Dussard</td>
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<tr>
<td>64.</td>
<td>Miss Adina Thomas</td>
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### Extension Sites

#### Mandeville

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>65.</td>
<td>Mr. Dervan Hall</td>
<td>Programme Coordinator (Acting)</td>
</tr>
<tr>
<td>66.</td>
<td>Mrs. Paula Green</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>67.</td>
<td>Miss Moneicia Sewell</td>
<td>Library Assistant (Temporary)</td>
</tr>
<tr>
<td>68.</td>
<td>Mr. Kemoy Reid</td>
<td>Lab Assistant (Part Time)</td>
</tr>
<tr>
<td>69.</td>
<td>Miss Valerie Osbourne</td>
<td>Office Attendant</td>
</tr>
<tr>
<td>70.</td>
<td>Mr. George Henry</td>
<td>Utility Service Attendant</td>
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#### Montego Bay

<table>
<thead>
<tr>
<th>No.</th>
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<tbody>
<tr>
<td>71.</td>
<td>Miss Lorraine Coote</td>
<td>Administrative Assistant</td>
</tr>
</tbody>
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SECTION A

Introduction to the Vocational Training Development Institute (VTDI)
History of the VTDI

The VTDI was established in 1970 as a joint venture between the United Nations Development Programme (UNDP), International Labour Organization (ILO) and the Government of Jamaica. The Government of Jamaica assumed full responsibility for the Institution on January 1, 1976. Please note the following timelines.

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Year</th>
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<tbody>
<tr>
<td>The VTDI was established</td>
<td>1970</td>
</tr>
<tr>
<td>The VTDI moved to Gordon Town Rd. (present location)</td>
<td>1972</td>
</tr>
<tr>
<td>The VTDI was transferred to the Ministry of Labour</td>
<td>1976</td>
</tr>
<tr>
<td>The VTDI was transferred to the Ministry of Youth, Culture and Community Development</td>
<td>1977</td>
</tr>
<tr>
<td>The VTDI was transferred to the Ministry of Education</td>
<td>1990</td>
</tr>
<tr>
<td>The VTDI was transferred to HEART Trust/NTA</td>
<td>1992</td>
</tr>
</tbody>
</table>

The VTDI was originally established to combat the two-fold problem of unemployment and unskilled labour not only in Jamaica, but in the entire English-speaking Caribbean. The main objective therefore, was the development of skilled personnel. From its inception the VTDI has served not only Jamaica, but the Caribbean region. From as far back as the 1980s, the VTDI welcomed and trained students from countries such as Suriname, St. Lucia, Antigua, Dominica, Monsterrat, St. Kitts, St. Vincent, Barbados, to name a few. Today, the VTDI still continues to serve the region through the facilitation of training interventions in different countries in the region, including most of the aforementioned.

The VTDI Today

The VTDI is the tertiary institution of the Human Employment and Resource Training (HEART) Trust/National Training Agency and as such operates in accordance with the Vision, Mission and mandate of the Agency. The institution offers programmes at the diploma, degree and postgraduate diploma levels to a wide spectrum of individuals. Having served the TVET system since 1970, the VTDI offers a unique mix of programmes. Its programmes focus on the development of technical skills, instructional competencies to strengthen the teaching and learning process, as well as leadership and managerial skills. VTDI’s uniqueness is further enhanced by the fact that it utilizes the competency based approach in the delivery of its programmes. As a direct consequence, graduates are adequately equipped for employment upon completion of its programmes.
Extension Sites
The institute operates two extension sites which are located in Mandeville (66 Caledonia Road) and Montego Bay (Alice Eldermire Drive, Montego Bay at the Montego Bay Community College). Some courses are offered using a blended modality (distance and face-to-face).

Accreditation
The University Council of Jamaica (UCJ) and the National Council on Technical Vocational Education and Training (NCTVET), are the two accrediting bodies that have accredited programmes offered at the VTDI. Both bodies measure and help to maintain the standard and quality of education and training offered at the VTDI, through stringent criteria and periodic reviews of the institution.

Regional Clients
In its bid to be responsive to the needs of its clients, the VTDI also develops and offers customized courses to TVET professionals locally and regionally. Regionally, VTDI has conducted training interventions to TVET Professionals in Trinidad, St. Lucia, St. Kitts, Barbados, Antigua, Grenada, St. Vincent and St. Maarten, to name a few countries.

Partnerships
In a bid to ensure the relevance of its programme offerings, the VTDI pursues strategic partnerships. The following list includes some of VTDI’s partners:
- Microsoft (the VTDI is a Microsoft IT Academy)
- CompTia (the VTDI is a CompTia Academy)
- Cisco (the VTDI is a Cisco Academy).

VTDI's Approach to Education and Training
The VTDI distinguishes itself from other tertiary institutions by virtue of its commitment to the competency based philosophy of education and training (CBET). This philosophy underpins the development, implementation and evaluation of programmes at the institution. It emphasizes what a student can do in the workplace as a result of completing a training programme. As a direct consequence, the training methodologies utilized at the VTDI during the course of training delivery are designed to ensure that VTDI’s graduates possess and demonstrate the relevant competencies that employers seek, and that are readily transferrable in the workplace.
Characteristics of CBET

In a CBET environment, emphasis is placed on assisting the student to develop and demonstrate the competencies that are required by the industry. The basic principles are as follows:

- The focus is on the outcomes to be achieved, that is, what the students can do as a result of the training
- Emphasis is placed on training for the workplace
- Assessment exercises are used as judgments of the student’s ability to perform the task
- The outcomes are first identified by the industry and then incorporated in the curriculum.
- Additional opportunities are given for the student to acquire the competency to perform the task
- Students are encouraged to take personal responsibility for their learning. The lecturer/facilitator is more focused on facilitating learning than on teaching.
- Prior learning and experience is acknowledged
- Provision is made for different learning styles by providing the student with a range of learning experiences, materials and media.
- There are varying methods of assessment

Governance and Administration

The following teams govern the operations of the Institution. These are:

**The Board of Management (VTDI Board)**
The Board of Management governs the operations of the VTDI. Its members are appointed by the Minister of Education Youth & Information (MOEYI).

**The Academic Board**
The Academic Board has primary responsibility for all of the academic affairs including the promotion and regulation of the academic life of the institution. The Board is chaired by the Director/Principal.

The following are the sub-committees of the Academic Board.

<table>
<thead>
<tr>
<th>Committees</th>
<th>Purpose</th>
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</thead>
<tbody>
<tr>
<td>Curriculum Committee</td>
<td>Validates course curricula and new programmes</td>
</tr>
<tr>
<td>Verification Committee</td>
<td>Validates assessments instruments issued to students</td>
</tr>
<tr>
<td>Quality Assurance Committee</td>
<td>Ensures quality standards are maintained</td>
</tr>
<tr>
<td>Disciplinary Committee</td>
<td>Investigates and issues a ruling on major and gross offences committed by students</td>
</tr>
<tr>
<td>Appeals Committee</td>
<td>Investigates appeals submitted by students by issues a final ruling</td>
</tr>
</tbody>
</table>


March 2019
<table>
<thead>
<tr>
<th>Committees</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ratification of Grades Committee</td>
<td>Ratify second marked grades on iSIMS</td>
</tr>
</tbody>
</table>

**The Senior Team**

The **Senior Team** is comprised of the Director/Principal (Chair) and the senior managers who report directly to the Director/Principal. This team focuses primarily on strategic issues thereby ensuring the successful execution of the institute’s strategic plan as well as corporate imperatives. The Senior Managers are the Vice Principal-Academics, Head of Institutional Development and Research, Senior Manager - Administration and Senior Manager - Extension Sites.

**The Management Team**

The Management Team focuses primarily on operational issues such as the administration of programmes, student support services and performance management. This team is comprised of the Director/Principal, Vice Principal-Academics, Heads of Schools, Programme Coordinators, Librarian, Registrar, Digital Education Coordinator, Practicum Coordinator, Senior Manager-Extension Sites, Senior Manager – Administration, Senior Lecturers, and Chief Accountant.

**Reporting Relationships**

VTDI’s Guidance Counselor and Students’ Affairs Officer are available to address the needs of students. However, as concerns arise of an academic nature, students are hereby advised of the team members who have been empowered to address the academic concerns raised.
SECTION B
Registration Guidelines and General Information

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Registration Guidelines

- All students are required to register with the institution during the designated registration periods. Registration is conducted online via iSIMS, at the beginning of each semester.
- The Registration period is published on iSIMS and students are notified accordingly. **All students must complete the registration process according to the schedule.** Students will not be accommodated outside of their scheduled period.

- Late registration begins one week after the commencement of the semester and will last for two (2) weeks only.

- Late registration attracts a fee which must be paid using the various methods of payment outlined. As previously stated, tuition fees can be paid either at the Central Administration/Accounts department or the Bursary Unit using a debit or credit card or at any National Commercial Bank using a VTDI bank voucher or via iSIMS.

- Payment of fees **does not** constitute completion of the registration process. This is only one part of the process. Registration must be completed on ISIMS **each** semester, even if payment is **made in full**.

A student is considered registered when he/she has satisfied **all** of the following conditions:

- All tuition fees have been paid or a contractual agreement has been approved by the Bursary Unit
- Vouchers received for tuition paid at the bank **must** be returned to the Bursary Unit.
- Financial clearance is obtained from the Bursary Unit
- Course(s) selection **must** be completed on iSIMS.

Students who have unpaid fee balances will be asked to withdraw from classes after the late registration period has ended. They will not be permitted to continue classes or complete assessments unless other arrangements have been made with the institution to cover such balances by an agreed time. The institution reserves the right to deny the student such privileges. Students who have not honored payment plan agreements will be de-registered.
**Change of Contact Information**

Students have an obligation to ensure that all personal data provided to the institution are accurate and up-to-date. Students are required to log-on to iSIMS and update their profiles or contact the Registry and Student Service Unit (RSSU) to effect any change in their status.

If a student’s name is changed by marriage or deed poll, he/she is required to complete and submit the *Name Change Request Form* with copies of the document along with the original, for verification.

A written response will be returned to the student.

**Add/Drop Period**

The Add/Drop period is the first two weeks of each semester. During this period, students who wish to add or drop a course must complete and submit the Add/Drop form to the Registry.

**Prior Learning**

**Exemptions**

At the VTDI, students’ prior learning can be recognized. Students can apply to be exempted from a course (which means that he/she would not be required to pursue the course), if any of the following applies:

- They have gained certification in the same area
- They have passed a course of similar content with grade B or above, at another recognized tertiary level institution
- They have demonstrable competencies in the same area

Students apply for exemption at the Registry by completing the designated form, and are advised to attend classes until the exemption request has been processed, and the results communicated. In order to process the request, students may be asked to submit additional documents such as course outlines and transcripts. No deduction in tuition fee applies when an exemption request has been approved.
Students are not eligible to apply for exemption from a course if the basis for the request (e.g. the certification obtained previously) was used to matriculate into the programme of choice. A maximum of forty percent (40%) exemption of courses is allowed within a programme.

**Mature Entry**

Applicants who do not fully matriculate into VTDI’s programmes may gain entry via the route of mature entry. In order to be considered for mature entry, all of the following requirements must be met:

- The applicant :-
  - does not satisfy the stipulated minimum requirements for acceptance into the programme of choice
  - is at least 23 years old
  - has at least three (3) years work experience in the core area for which further training is sought
  - has relevant certification in the area of interest.

Having satisfied the aforementioned criteria the candidate may be asked to submit any of the following:

- Job responsibilities, job description
- Course outlines/ course descriptions
- Description of work experience, work sample, work record
- Testimonials, references, resume
- Written paper on experiential learning, self-directed learning
- Photographs/Videos (statements describing video material)
- Evidence of seminars and workshops attended/conducted
- Third party report from a professional who can verify competency
- Any other evidence that can show comparison of learning with specific course outcomes
Student Information

Data Protection
When an individual applies to the institution, a record is created in the central student database. Information taken from the application form, and that supplied by the individual at registration, is added to the record. Details of the courses being studied, formal assessment marks and fee payments will be added over time.

Data will be provided in accordance with statutory and government requirements, to other bodies such as the Ministry of Education, Youth and Culture. Information may be sent to other units within the Organization (other than the student’s own department) to provide a service, for example:

- Information Service: Contact information may be needed to provide access to online resources.
- The names and email addresses of graduates may be forwarded to VTDI’s Alumni Association.

Privacy of Records
Students’ records, including application forms, letters of recommendation, admission test scores, transcripts of students’ previous academic records, achievements and any other relevant information are considered private and confidential. Such records will be adequately stored for retrieval when necessary and will not be exposed to unacceptable situations.

Right to Access
Students have the right to access their personal data stored either on computers or on files. Any person who wishes to exercise this right should submit this request to the Registrar in writing. In order to have access to the records, an appointment must be made with the Registrar at least two days in advance of the intended view date.

Students are allowed to view their records under the supervision of the Registrar or the Assistant Registrar. In the absence of the Assistant Registrar, an appointee will facilitate the process.
Requests for Documentation

From time to time requests are made by students for documents related to their academic status at the institute.

Status Letter
A Status Letter verifies that a student attended the VTDI. To request a Status Letter from the institution, the relevant form must be completed and submitted. Status Letter Request forms are available at the Reception Desk at the Registry. A cost applies for this service. To receive the Status Letter evidence of payment must be presented.

Transcripts
Original transcripts are available upon request from the Registry at a cost. Transcript request forms can be obtained from the Reception Desk in the Registry.

To receive a transcript, the student must submit a completed Transcript Request form as well as the receipt indicating payment for the transcript.

N.B. All payments for transcripts and status letters should be made at the Accounts Department, Central Administration located at the TVET Resource Centre

Change of Status

Leave of Absence
Students who for some reason desire to temporarily suspend their attendance at classes, should apply for a Leave of Absence. This request should be submitted at the Reception Desk. It can be granted for a period of one (1) week but no longer than one year.

In the event of pregnancy, leave of absence must be sought at least one month prior to the time of departure. The student has the responsibility to inform his/her lecturers and Programme Coordinator of this impending absence and to make arrangements to complete all required assignments where
possible. In the case of prolonged illness, the student is also required to submit certified medical evidence to VTDI’s Nurse within five (5) working days of his/her absence.

**Deferrals**

A student who has been accepted in a programme at the VTDI may opt to defer their commencement of studies until another period. An individual may defer acceptance on a maximum of two occasions only. Thereafter he/she must re-apply for admission.

Students are required to request deferrals in writing. The institution requests that such requests are submitted *no later than two weeks after* he/she has received the letter of acceptance, or has gained knowledge of acceptance.

**Transfers**

Students may transfer from one site to another. To effect this change, the request must be made in writing. Transfers are dealt with on an individual basis.

**Withdrawal**

*Enforced:* The institution reserves the right to enforce the withdrawal of students who fail to improve their performance.

*Elected:* In cases of illness, pregnancy, personal difficulties, etc. students may, having submitted a written request, withdraw from a programme.

A student who ceases to attend classes without having given advanced notification will fail to satisfy requirements for certification and will be labeled ‘*discontinued.*’ Unauthorized withdrawal may also result in a denial of re-admission into the programme.
Re-admission after Withdrawal
Students are required to apply in writing for re-admission to programmes. Such individuals will be subjected to the tuition fees and regulations that are in effect at the time of re-instatement. Re-instatement as per schedule is as follows:

<table>
<thead>
<tr>
<th>Programme Duration</th>
<th>Max. Time Allowed to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>4- year programmes</td>
<td>6 years</td>
</tr>
<tr>
<td>3- year programmes</td>
<td>5 years</td>
</tr>
<tr>
<td>2- year programmes</td>
<td>4 years</td>
</tr>
<tr>
<td>1- year programmes</td>
<td>2 years</td>
</tr>
<tr>
<td>Short Courses</td>
<td>1 years</td>
</tr>
</tbody>
</table>

Re-admitted students may be credited with courses passed during their previous registration. However, if the course content of a course has changed significantly, students will be asked to redo the full course.
SECTION C

Financial Matters

Graphic here
Payment of Fees

All fees can be paid online via iSIMS or at any National Commercial Bank (NCB) or at the Central Administration/Accounts Department which is housed on VTDI’s main campus. Students are required to use VTDI bank vouchers when making payments at the bank. In this instance a copy of the voucher must be submitted to the Bursary Unit. When making payment at Central Administration or the Bursary Unit, students are required to pay using a credit card, debit card or managers cheque. **Neither cash nor personal cheques is accepted at Central Administration or at the Bursary Unit.** For the extension sites, payment can be made at any National Commercial Bank or by using a credit or debit card.

If tuition fees are to be paid via sponsorships, scholarships or loans, the student must ensure that all payments are made at the required time. Failure to make timely payments will result in the student being asked to either pay the outstanding tuition fees or face the consequences of non-payment (which include de-registration).

Payment Plan Options

At the VTDI, there are three standard payment plan options. Students are permitted to pay their tuition fees using one of the following methods:

1. Full payment for the academic year
2. Payment over **two** (2) Semesters. Payment must be made at the beginning of Semester 1 and 2  
   a. Students paying over two Semesters have the option of paying **50%** down, with the balance being paid by October 31st of Semester 1 and February 28th of Semester 2.
3. Payment over **three** (3) Semesters. Payment must be made at the beginning of Semester 1 and 2 and the Summer Semester. This option is only applicable to programmes scheduled to be delivered over three (3) Semesters annually.

   Additionally, all administrative fees must be paid in full at the start of the academic year.
Additional charges

There are other services that are offered by the VTDI which attract a fee. These include identification card (ID) replacement, the cost of re-assessment, among others. Costs can be obtained from the Registry.

Student Loan Bureau

Students accessing the Student’s Loan facility for the payment of their tuition fees are required to:

- Pay all administrative fees in addition to a 10% deposit of tuition fees for the academic year, on or before the start of the programme. The 10% deposit is refundable upon receipt of tuition fees, once the payment received from the student covers all outstanding payments.

- Provide the Student Loan Bureau with the required documentation and attend all interviews scheduled by the Bureau.

Additionally, please note the following:

- The Student Loan Bureau does not pay administrative fees therefore this responsibility lies with the student.

- Full financial clearance will not be granted to students’ until confirmation of their loan approval is received from the Students Loan Bureau.

- All unused SLB funds are returned to the Students Loan Bureau at the end of each academic year. Therefore, students who apply for leave of absence in a given academic year, with the intention of returning thereafter, should inform the Bureau, as the payment is not automatically transferrable from one academic year to the next.
Other Loan Schemes/Sponsorship

Students using other approved loan schemes may be given clearance upon presentation of evidence of loan approval or sponsorship. This commitment letter must entail terms of payment and timelines. If the sponsor fails to meet the payment deadline, the student will be asked to pay outstanding fees. Otherwise he/she must face the relevant penalties.

If sponsorship is to be acquired from a company, a commitment letter from the company may be accepted. The company must be approved by the institution and letters must be presented to the Accounts Department/Registrar at least two (2) weeks prior to the registration period.

Please note that all sponsored students are required to pay all administrative fees, as well as a 10% deposit of tuition fees for the academic year on or before the start of the programme. The deposit is refundable upon receipt of funding from the relevant institution.

The institution reserves the right to deny commitment letters from any entity.

Outstanding Balances

Students with outstanding balances are encouraged to make an appointment to see the Chief Accountant for advisement, as typically, the following applies:

- All outstanding balances must be paid according to agreed deadlines.

- Students with outstanding balances will not be permitted to:
  - Register for the following semester without financial clearance by the Bursary/Accounts Department.
  - Attend classes
  - Sit exams
  - Receive services typically offered to registered students

- Registration will not be facilitated without the submission of a payment voucher or evidence of payment.
Fee Refund Policy

As it relates to the VTDI’s Refund Policy, please be guided by the following:

i. Students who cancel their registration prior to the beginning of the programme/course or withdraw during the semester, are eligible for a refund as outlined in the Tuition Refund Payment Schedule. A student who wishes to cancel his/her registration or withdraw from the (VTDI), must give written notice to the Bursary/Accounts Department and the Registrar’s Office.

ii. To obtain a refund, the student should complete a Refund Request Form which can be collected from the Bursary/Accounts Department or Registry.

iii. The date of submission of the Refund Request Form to the Bursary/Accounts Department will be used to compute any refund. Refund of tuition is processed within four (4) to six (6) weeks.

iv. Payment is made by cheque in the name of the student making the request.

v. If a student is expelled or suspended he/she will not be eligible for any refund of fees.

vi. Requests for refund of fees will be considered from students who are in good financial standing for the academic year and who fall into one of the following categories:
  - Overpayment of fees
  - Approved leave of absence for the academic year or one semester
  - Deferral of entry
  - Cancellation of programme
  - Completion of year of study, in Semester 1
  - Change of registration status (full time/part time) or sponsorship status
  - Withdrawal from the institution
  - Reduction of course load i.e credits, (applicable to students paying by credits)
## Tuition Refund Payment Schedule

<table>
<thead>
<tr>
<th>Submission Date of Refund Request to Central Administration</th>
<th>% of fees Refundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to one week prior to the start of classes</td>
<td>100% of Tuition</td>
</tr>
<tr>
<td>1-2 weeks after the commencement of classes</td>
<td>75% of Tuition</td>
</tr>
<tr>
<td>3-5 weeks after the commencement of classes</td>
<td>50% of Tuition</td>
</tr>
<tr>
<td>Beyond 5 weeks</td>
<td>No Refund</td>
</tr>
<tr>
<td>Cancellation of a programme by the VTDI</td>
<td>100% of Tuition</td>
</tr>
<tr>
<td>Students who register as part-time and who change their status to full time</td>
<td>No Refund</td>
</tr>
<tr>
<td>Students who change their status from full-time to part-time</td>
<td>Full Time Fees Apply</td>
</tr>
<tr>
<td></td>
<td>The difference (if applicable) between full-time and part-time fees will be refunded.</td>
</tr>
</tbody>
</table>

**N.B. NO REFUND WILL BE GIVEN ON ADMINISTRATIVE FEES**  

### Refund Process

- The Refund Form is completed, signed and submitted to the Accounts/Bursary.
- A copy of original receipt is attached.
- The Accountant verifies the request.
- The request is approved and processed. (Upon approval, processing typically takes four to six weeks).
- The student is contacted when the cheque is ready.
• When collecting the cheque, the student must present his/her Student Identification card or any other valid identification which includes one of the following:
  i. Driver’s License
  ii. Passport

**Exemptions**

Students who have been exempted from select courses will still be required to pay the associated cost(s) assigned to the Semester, and will not be entitled to a reduction in fees and/or a refund by virtue of the exemption(s) received.

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**Financial Assistance**

**Scholarships and Bursaries Programme**

The institution receives an approved sum annually from which scholarships and bursaries are awarded to eligible full-time students. The Ministry of Labour has also approved the VTDI as a participating institution for its annual bursaries for students who benefitted from Programme of Advancement through Health and Education (PATH) in the high school system. Additionally, prominent businesses and organizations from time to time offer scholarships to students of the VTDI. Available scholarships are advertised on campus and interested students may apply. Information on the Scholarship programme is available at the Student Affairs Office.

Applications for the VTDI scholarships and bursaries are done on-line via iSIMS. First year grades are required for processing. Students must attain a minimum of 80% grade average to qualify for these awards.

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**Student Loan Bureau**

Students at the VTDI can access financial support from the Student Loan Bureau(SLB). Application forms can be downloaded from the website [http://www.slbja.com](http://www.slbja.com). The SLB usually publishes the application deadlines in the newspapers and students are encouraged to apply online.
Jamaica Values and Attitudes (JAMVAT) Programme for Tertiary Students

The JAMVAT programme provides partial tuition financing to qualified tertiary level students during the designated period, April – May of each year. All forms can be downloaded from the JAMVAT or the Ministry of Education, Youth & Information website. Please note that students with two or more outstanding courses/modules, are not eligible to participate.

College Employment

a) Work Study Programme

The institution has implemented a Work-Study programme to help students gain valuable work experience while allowing them to earn money to assist with educational expenses. Via this programme, students gain employment on campus in a variety of areas. Interested students should contact the Student Affairs Officer for further information about the programme. Unfortunately, only a limited number of students can be accommodated in each semester. Application forms may be submitted on-line via iSIMs.

b) Part-time Lab Assistants

The Information and Communication Technology (ICT) department utilizes the services of students in support of the administration of its computer labs. To this end, students are employed as part-time lab assistants to provide oversight to the lab during its opening hours and to assist with minor troubleshooting/maintenance requests. Interested students may apply during the designated periods. Further information can be secured from VTDI’s full-time Lab Assistant. VTDI students from any programme/modality may apply.
The overall objective of student advisement is to enable students of the Vocational Training Development Institute (VTDI) to maximize the educational benefits available at the VTDI. The following strategies are used to provide student advisement at the VTDI:

- Academic Counselling
- General Student Support Services
- Communication with students

### Student Advisement: Primary Strategies

#### Academic Counselling
- Student Consultation with Programme Coordinators and Lecturers
- Remedial services – In the VTDI’s Reading and Writing Room additional support is provided for students who wish to develop their language competencies.

#### General Student Support Services
- Counselling services (Guidance & Career)
- Mentorship programme
- Peer Support Programme
- Financial Counselling
- Principal’s Hour
- Personal and Professional Development Sessions
- Heads of School Meetings with Class Representatives

#### Communication with Students
- Notice boards
- Bulk text messaging
- Emails
- Telephone calls
- One-on-one meetings with students
- VTDI website, social media (Facebook), Moodle, Training Management System (TMS)
Student Support Facilities

Reading and Writing Room
Within the Reading and Writing Room at the VTDI’s main campus, support is provided for students who have either been referred by their lecturers, or who have requested additional assistance with regard to the development of their writing competencies.

Computer Lab Facilities

Main Campus: The VTDI’s main campus houses six(6) computer labs in its ICT Resource Centre.
Mandeville Extension Site: There are two computer lab facilities at this location
Montego Bay Extension Site: There is one accessible computer lab facility at this location

Used primarily for classes, these facilities can also be used by students when completing their assignments or conducting research.

The labs are opened daily and students are encouraged to adhere to the procedures governing lab usage if their usage of the facilities is to be sustained.

Library Services

Main Campus
Library facilities are housed at two locations on the National TVET Centre (where the VTDI Main Campus is housed). The Lending Library is located at the VTDI and the Reference Library is located in the Technical Vocational Educational and Training (TVET) Resource Centre.

Extension Sites
There is a library at the Mandeville Extension Site and VTDI students are permitted to use the library at the Montego Bay Extension Site (which is Montego Bay Community College).
Library Collections
The collection at the main campus consists of print and non-print materials such as reference texts, books, periodicals, pamphlets, journals, policy documents, video cassettes, CD ROMs, DVDs, as well as projects and research reports completed by VTDI students.

Access is provided to online databases (EBSCOHost, Gleaner Archives, Emeraldinsight, ProQuest, Vital Source and Questia), where students can retrieve full-text documents, EBooks, abstracts and citations. These databases can be accessed via Internet browsers such as Internet Explorer, Chrome and Mozilla Firefox by using a password and username. They can be accessed remotely using a device with internet access. Additionally, arrangements are made for students to use the resources at other libraries. These include the University of Technology (UTECH), and Church Teachers’ College. A letter from VTDI’s librarian is typically required to access this service. A VTDI identification card is required to access the library resources.

The students at the Mandeville and Montego Bay extension sites can access resources from the Mandeville Library and Montego Bay Community College Library respectively. A wide collection of EBooks are also made available for remote access.

MANDARIN (Library Integrated Management System)

To find out if a particular book is in the library, you need to look it up in the computerized library catalogue (MANDARIN) or ask the staff at the circulation desk. The catalogue lists items available in the library’s collection (that is books, videos and other materials) and can be searched using author, title, subject or a combination of both. The catalogue can be access from the VTDI Website, iSIMS as well as MOODLE platform.
Digital Education Unit

The Digital Education Unit manages the use of Information Communication Technologies in the teaching and learning process. The Unit exists to ensure that e-learning technologies are leveraged to facilitate flexibility, access, convenience and quality in Technical Vocational Education Training (TVET). Among other things, the unit trains and supports students in the use of the VTDI’s approved e-learning technologies, so that they can effectively pursue online and mixed modality (blended) courses offered at the institution.

The Unit is managed by a Digital Education Coordinator who is assisted by a Technical Assistant.

Care of Facilities and Cost Containment

Students are asked to utilize the resources provided with care, understanding that this behaviour is in-keeping with that of a TVET professional in training, and that failure to do so may necessitate a significant increase in tuition fees in an attempt to recover maintenance costs. Additionally, energy conservation is encouraged on campus.

Safety and Security

The Vocational Training Development Institute provides twenty four hour security at all locations. The security personnel are trained to ensure safety of life and property. All persons leaving and entering the premises are subject to being searched or screened.

ID Cards

Identification cards (IDs) are taken in the first semester of the academic year during the orientation and registration period. At any time any member of staff or campus security may ask a student to produce his/her ID. If an ID card is lost, a replacement card can be issued at a cost. Identification cards are to be used for formal assessment purposes, entry to classes, and to gain access to the Information Communication Technology labs and the Library.

Students are advised to adhere to the guidelines of the institution as it relates to safety and security. Additionally, the dress code must be adhered to, as failure to do so may lead to one being prevented from entering the property.
Parking
It is expected that persons using the parking facilities will show consideration for others by:

- Not blocking other cars by double parking or otherwise
- Adhering to safety regulations by parking facing out
- Adhering to the speed limit of 15 mph on the compound.
- Adhering to the one-way regulation where stated

Medical Services
Students are advised to enroll in a low-cost, basic health and accident insurance programme. The VTDI students can utilize the facilities at the Foundation for International Self Help Development (Ja) Ltd (F.I.S.H.) at 19 Gordon Town Road, Kingston 6 for medical assistance, at a reduced cost. The clinic offers dental, optical and medical services.

Accident Insurance
This covers students who are involved in any accident either on their way to or from the Institute, while on the Institute’s compound, during teaching practice/enterprise attachment period or while representing the Institute externally. Such students must seek medical attention and submit original bills with medical certificate to the VTDI’s Nurse for processing. All claims should be submitted to the office within 10 days after medical attention has been received. The final deadline for processing claims is thirty (30) days from the occurrence of the accident. The Student Affairs Officer or Registrar should be notified immediately if a student becomes ill on any of the VTDI’s campuses.

Housing
Unfortunately, the VTDI does not provide accommodation for students at this time. However the Office of Students’ Affairs provides assistance with sourcing accommodations where possible. Students can find boarding accommodation in private homes in the Papine community and surrounding areas.

VTDI Bus Service
A bus service is provided to VTDI students at the Main Campus on Mondays to Fridays of each week. Typically, the bus is available to transport students to Papine and to Half Way Tree at 4:45pm and 8:00pm each evening. Students using the VTDI bus service are expected to present their student I.D
card upon the request of the driver. If a student has forgotten his/her I.D. card, a pass can be obtained from the Registry before 6:00 p.m. daily.

### Clubs and Societies

Clubs and societies provide an opportunity for students to develop their leadership skills, communication skills, interpersonal skills, among others, and to become more rounded individuals. At the VTDI there are clubs and societies that students can become involved in. The Student Affairs Officer can be contacted for further information. Additional clubs can be facilitated once the proposal is submitted and approved granted by the Registrar. Clubs and societies organized on campus include, but are not limited to:

#### Circle-K Club
This is a leadership and service-oriented club which is associated with the Kiwanis Club of Liguanea and Eastern St. Andrew. The club contributes several hours of service throughout the year at children’s homes, places of safety and golden age homes. The Circle-K Club, in conjunction with the Students’ Union, also hosts events on and off campus. The Club typically meets every Monday from 4:00 – 5:00 p.m. in the Auditorium. The governing body, Kiwanis International, hosts leadership conferences and seminars both locally and internationally, which students are encouraged to attend.

#### UCCF (Universities and Colleges Christian Fellowship)
The Fellowship has as its main focus, the students’ spiritual well-being, and forms an integral part of the student support system at the VTDI. One of the group’s major points of emphasis is building a relationship with God and with others. It is important to note that no one church denomination dominates, but that UCCF is an amalgamation of students from various denominational backgrounds and experiences who have a desire to know Christ and to make Him known.

#### Drama Club (“Xpressionites”)
The group is comprised of students who have a love for theatre, a talent for acting and a commitment to developing their performance skills. The Drama Club gives students an opportunity to discover, strengthen and expose their talents, thereby enhancing their potential for growth in various creative areas of their lives. Members of the Drama Club have been the recipients of many awards at the Jamaica Cultural Development Corporation’s (JCDC’s) annual competitions as well as the Tallawah competition (which targets tertiary institutions).
**Computing Society**
The VTDI’s Computing Society (VTDI-CS) is a club that promotes ICT throughout the campus. The VTDI-CS promotes activities in a wide range of ICT-related areas including programming, web development, graphics, gaming, networking, animation and mobile development just to name a few. The club is not restricted to ICT students.

**Students’ Union**
The Student Union represents students’ interests on campus, coordinates sporting activities and other events and serves as an important link between the institution’s administration, faculty and students. The Students’ Union Executive body is comprised of the following officers:

- President
- 2 Vice-Presidents (Vice-President – Day School and Vice-President – Evening School.)
- Treasurer
- Assistant Treasurer
- Public Relations Officer
- Assistant Public Relations Officer
- Secretary
- Assistant Secretary
- Sports and Entertainment Representative
- Assistant Sports and Entertainment Coordinator
- Class Representatives from each programme

All students are voting members of the Union and are eligible to take advantage of the opportunities it provides. A detailed description of the Union appears in its constitution. Copies of this document are available in the Library and the Student Affairs Unit.

**Class Representatives (Class Reps)**
A Class Rep is a student in one’s programme, year and group who is selected by his/her peers to represent the students’ concerns to the institution through the Student Union. Should there be concerns relating to the administration of a particular programme, or timetabling for example, the Class Representative is someone with whom these concerns can be shared. They are required to advocate for improvements on behalf of the students. The Class Representatives along with the executive members of the Student Union, constitute the Student Council.
Activities of the Student Union
In addition to dealing with students’ complaints or suggestions, the Student Union plays an integral role in maintaining positive energy on campus. The Union, under the guidance of the Student Affairs Officer, is responsible for student publications, the running of the clubs and sporting activities. It also organizes events, such as fetes, dinners and socials. These may be held on campus as well as at off campus venues. All public events should be held in-keeping with the institution’s regulations and approval.

Election of Student Union Officers
An election of officers is scheduled to take place on or before March 31 of each academic year. Outgoing officers will work alongside newly elected officers for one semester before they demit office. This is to ensure a smooth transition of leadership.

Sports
As it relates to sporting activities, VTDI’s students participate in the annual Intercollegiate Sports Competitions held between October and December each year. The VTDI also participates as a department in the University of Technology’s annual inter-department competition which usually runs from September to October each year. In addition, the Institute has an annual Sports Day which is held on the day before Ash Wednesday each year. All students are encouraged to participate in the annual Sports Day event.

Guidance and Counseling
The Guidance Counselor provides a number of services. Individual as well as group counseling services are offered. The Office of the Guidance Counselor and the Campus Nurse are located on the floor below the Auditorium. Counseling sessions may be arranged at this location or through the Student Affairs Officer. Referrals are made where appropriate.

The unit also engages students through workshops, seminars and programmes. These are tailored to meet the needs of students and are offered throughout the year. The areas of emphasis include but not limited to:
• Academic performance
• Anger management
• Sexual abuse
• Anxiety/stress management
• Self-esteem/self-awareness
• Time management
• Study skills
• Values clarification
• Grief and loss
• Eating disorders
• Family issues

Confidentiality
Counselling is a confidential service. No information will be disclosed to other persons or agencies without the student’s permission, except in situations where the information is required to save lives or prevent danger. No information from counseling sessions is placed on the academic file of the student.

Eligibility
All students are eligible for counselling services free of charge.

Group Counselling
This service allows students the opportunity to share with peers who have similar problems. In this way, the students learn and develop through group interaction and a support system is provided for group members. The group usually meets once per week for 45-60 minutes.

Peer Support Providers Programme (PSPP)
One programme supported by the Guidance and Counseling unit is the Peer Support Providers programme. This is designed to serve as a buffer for students as they deal with the stress of their academic pursuits, facilitate student-student bonding, and provide students with the opportunity to sharpen their helping and interpersonal skills. Peer Support Providers (PSPs) are students who are trained to lend support, provide information and make referrals for other students. They may assist in facilitating discussions on a number of issues and give students an opportunity to talk about personal, social and educational issues. Any student who is interested in becoming a Peer Support Provider may contact the Guidance Counselor.
The Mentorship Programme
Another programme supported by the Guidance and Counseling Unit is the Mentorship Programme. Mentoring is a one-to-one or group relationship for a set period of time, between a student and a mentor who provides consistent support, guidance and concrete help, as the student goes through a particular stage in his/her life.

The goal of mentorship is to encourage students to acquire academic and occupational skills, which will empower them with the confidence and drive to chart their future. Mentorship also provides the students with out-of-class learning experiences that will enhance their professional growth and development.

Students who are interested in becoming ‘mentees’ or mentors should complete the application form which is available at the Student Affairs Office or the Guidance Counselor’s office.

Student Leadership Programme
A Student Leadership Programme has been developed at the VTDI. It primarily targets existing student leaders such as the executive of the Students’ Union, class representatives, and the executives of clubs and societies. The programme promotes the development of leadership skills among the student population, and also endeavours to develop confident and influential leaders who are poised to positively impact the society.

Seminars/workshops are held each year (on and off campus) and although there is a specific target group, these sessions are open to all students. The Student Affairs Officer can be contacted for further information regarding this programme.

The programme is also facilitated through partnership with the Student Advisement Centre and addresses topics such as:
- Leadership skills
- Emotional intelligence
- Conflict Resolution
- Planning events
SECTION E
Assessment and Graduation

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**Introduction**

Assessment at the Vocational Training Development Institute (VTDI) is guided by the competency based methodology. This approach ensures that students are equipped with the desired knowledge, skills and attitudes to perform efficiently at the workplace.

This document provides details on all the attendant issues and procedures relating to assessment at the VTDI.

**General Approach to Assessment**

Each course offered at the VTDI is divided into modules. The assessment policy requires that each module is assessed independently. However it is possible to assess a cluster (i.e. combination) of modules but this must be approved by the Programme Coordinator of the respective programme. Modules are assessed by coursework and/or by a final exam.

**Coursework**

**Types of Coursework**

i. Examples of coursework include:-

- Oral presentations
- Projects
- Assignments
- Oral questioning
- In-Class tests
- Research papers
- Portfolios
- Demonstrations
- Case studies
- Oral Exams
These may be group work or individual tasks. Where project group work is used in the calculation of a student’s overall average, lecturers must ensure that each student’s individual contribution is evaluated. This can be done through oral or written assessments.

**Preparation of Coursework**

i. In an attempt to ensure that students are properly advised of the criteria on which they will be assessed, accompanying each coursework item given to students, should be a mark scheme* which specifies the specific areas in which students will be assessed, as well as the allocated marks.

*Some assignments may include tasks that are discrete enough such that small marks can be allocated to each task, thereby not requiring a separate mark scheme.*

ii. A sample of coursework items/instruments should be internally verified before being issued to students, and a sample should also be verified when completed by students. (Check the Verification and Moderation Policy for further details).

**Coursework: Submission Requirements**

i. All registered students are required to submit their coursework before the conclusion of the semester in which it has been assigned, and are advised to keep copies of their work after it has been assessed.

ii. If they have received a failing score at their first attempt, they may be given one other opportunity **within the semester** to re-submit the coursework without being charged an additional fee. However, this will be dependent on the proximity of the end of the semester. The coursework re-submitted may either be an improved version of the original work done, or it may be a substitute assignment that assesses similar competencies.

**Coursework: The Importance of Feedback**

i. Students need feedback on their performance. This enables them to identify areas of weakness and provides a base from which improvement can be made. For feedback to be effective, it
must be timely and clear. Thus it is recommended that lecturers endeavour to give students written feedback on their coursework items, within three weeks of submission.

**Failure to Submit Coursework by Deadline Date**

i. When coursework (e.g. an assignment) has not been submitted by the deadline date, there are two possible outcomes. They are as follows:-
   - either an extension will be granted, or
   - the student will be assigned a status of incomplete at the end of the course. No score will be assigned to the coursework component of that particular module and the student will be required to fulfil this requirement at a later date.

**The Granting of Extensions**

i. Extensions will only be granted in cases where the semester has not yet concluded, and a valid reason has been given and substantiated.

ii. To impress upon students the importance of meeting deadlines, and in a bid to ensure that they acquire the necessary work-based attitudes in this regard, a penalty is to be charged for late submission. (This is usually not less than 10% of the score obtained). There is only one exception and such occurs if the late submission is due to a medical ailment (that can be substantiated by a doctor’s sick leave certificate) or emergencies (such as a death in the family).

iii. If a student has been granted an extension but is unable to meet that deadline, then at the conclusion of that course he/she will have an incomplete status, and will be advised to fulfil that requirement at a later date.

**Submission of Coursework at a Later Date**

i. If a student has received an incomplete status by virtue of his/her inability to satisfy coursework requirements, he/she will have ONE opportunity to fulfil these requirements (i.e.
submit coursework or a substitute coursework), without being required to attend classes (unless otherwise stipulated). In order to be granted this opportunity, students must:

- Fulfil coursework registration requirements (i.e. fill requisite re-assessment form)
- Pay the associated fee.

The Registry will then communicate with the respective Programme Coordinators, through whom arrangements will be made to have the incomplete coursework submitted.

ii. The coursework must be submitted in the semester immediately following the semester in which the course was initially held. Please check the following table for guidelines.

<table>
<thead>
<tr>
<th>Semester Course Taken</th>
<th>Cut-off Month for Registration</th>
<th>Cut-off Month for Submission of Coursework *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1: Sept. - December</td>
<td>February</td>
<td>April</td>
</tr>
<tr>
<td>Semester 2: January – April</td>
<td>June</td>
<td>August</td>
</tr>
<tr>
<td>Summer: July - August</td>
<td>October</td>
<td>December</td>
</tr>
</tbody>
</table>

* Note Well

Those months represent the cut-off months after which the registration for/acceptance of outstanding coursework cannot be negotiated. However, please note that individual faculty members will give specific deadlines for the submission for coursework which may precede (not proceed) the months noted above. Thus, notwithstanding the table above, the specific deadlines given by Faculty/Registry are to be adhered to.

iii. Students will not be allowed to register to re-submit more than three coursework items. There is one exception however, and that is if apart from those outstanding courses, he/she is not registered to attend classes for more than one additional course in that semester. Otherwise, for any course in excess of the three, the student will be required to register and attend classes offered for that course (for the respective module), when the course is offered again.
iv. If a failing score is acquired when the coursework has been re-submitted, the student will then be required to register for the course when it is offered again, attend classes (for the respective module) and submit the associated coursework.

v. Students are advised to only re-submit coursework for the modules that are outstanding. Should they submit coursework for modules that were previously passed, the most recent score will be retained (even if the most recent score is a failing score).

Unable to Register and/or Submit Coursework during Stipulated Period

i. If a student is unable to register and/or submit coursework during the stipulated period, then he/she will be required to register for the course when it is offered again, attend classes (for the respective module) and then submit the associated coursework.

Coursework Offences

Plagiarism

i. Plagiarism is an offence. If it has been established that a student is guilty of plagiarism, whether in part or whole, his/her coursework will be returned to him/her and will not be assigned a score for the coursework component of that particular module.

ii. Such students will have an incomplete status at the end of the course and will be required to register for and redo that module when it is offered again.

Copying Students’ Work

i. Copying the work of another student is an offence. If it has been established that a student has copied the work of another student, the coursework submitted by all involved parties will be returned to them and no score will be assigned.

ii. Such students will have an incomplete status at the end of the course and will receive no score for the coursework component of the respective module. They will be required to pay for re-assessment, and submit the coursework at a later date.
**Cheating during Inclass Tests**
Students caught cheating during an inclass test, will be awarded zero for the respective module(s) and will be required to resit this requirement, in a subsequent semester.

**Final Examinations**

**Examination Period**
1. There is one formal examination period at the end of each semester. This usually has a duration of two weeks.

**Preparation of Exam Papers**
1. In instances where more than one module is assessed via a final exam, the final exam paper will be sectioned by modules and the marks allocated accordingly. This will not be applicable if the modules are assessed as a cluster of modules.

**Calculation of Overall Course Average**
1. As noted earlier, each module is assessed via a combination of coursework and/or exams. Usually, for each module, the coursework component contributes 60% of the module average, and the final exam component contributes 40% of the module average. Flexibility can be exercised depending on the nature of the course (as for example, some courses are assessed via coursework only). Notwithstanding, the approval of the respective Programme Coordinator must be acquired before implementation.

2. After calculating the average obtained for each module, the overall course average is determined by summing those values and finding the average. A grade sheet template has been developed to automatically calculate these values.
iii. In cases where more than one coursework item (e.g. two assignments) has been given for one module, it is the average of those assignments that will be entered as the score for the coursework component of that module (and not the individual scores of both assignments).

iv. At the end of a course, a student will be assigned a status of either **Pass** or **Incomplete**.

**Pass Status**

i. The pass mark at the Vocational Training Development Institute is 50%. In order to pass a course, students are required to obtain a passing average for each module. In other words, each module average must be equivalent to or exceed 50%.

**Incomplete Status**

i. At the end of a course a student may have a status of **incomplete** if any one of the following is true:

   - He/she has received less than 50% as his/her module average for at least one module
   - He/she has not sat a final exam
   - He/she has not submitted a coursework item
   - He/she has been found guilty of plagiarism
   - He/she has been found guilty of copying another student’s work

Most of these have been addressed previously, thus focus will be placed on the first two possibilities listed.

**Module Average: Less than 50%**

i. If the module average is less than 50%, this implies that a failing score was acquired in either the coursework component for that module, and/or in the test (i.e. final exam) given for that module. Consider the following table to determine what should be done in each instance.
Score for the Coursework Component of the respective Module is:

| <50%   | Student is required to submit coursework in the following semester (See Section 2.1.5.2.) |

Score for the Test Component (i.e. Final Exam) of the respective Module is:

| <50%   | Student is required to sit a supplemental exam (See Section 2.3.4.) |

Failure to Sit a Final Exam
i. If a student has not sat the first sitting of a final exam, he/she is required to do a supplemental exam in the upcoming examination period. (See Section 2.3.4.)

Supplemental Exams
As stated previously, a supplemental exam paper refers to a paper designed to assess similar competencies as those assessed in a final exam paper. When a student is given the opportunity to sit a supplemental final exam paper, it suggests that he/she is not required to attend any classes.

i. A student may sit a supplemental final exam paper if any one of the following is true:
   - He/she received less than 50% in the final exam for that module
   - He/she received less than 50% in the first re-sit exam for that module
   - He/she did not sit the exam when it was initially offered

ii. Students are required to register for supplemental exams at dates to be determined and published by the Registry. Please note also that registering for a supplemental final exam paper attracts a fee.

iii. In general each student has TWO opportunities to sit a supplemental exam paper, however the conditions noted previously must be satisfied. Supplemental exams must be taken during the established time frame. Please note the table below for the deadline dates.
### Semester Course Taken
<table>
<thead>
<tr>
<th></th>
<th>First Supplemental Paper</th>
<th>Second Supplemental Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester 1: Sept. – December</strong></td>
<td>April</td>
<td>August</td>
</tr>
<tr>
<td><strong>Semester 2: January – April</strong></td>
<td>August</td>
<td>December</td>
</tr>
<tr>
<td><strong>Summer: July – August</strong></td>
<td>December</td>
<td>April</td>
</tr>
</tbody>
</table>

iv. If a student is not successful after these additional two attempts, he/she will be required to register for the course, attend classes (for the respective module) and sit the exam for the respective module when the course is offered again.

v. Students are advised to only sit exams for the modules that are outstanding. Should they sit exams for modules that were previously passed, the most recent score will be retained (even if the most recent score is a failing score).

### Unable to Register For / Sit Supplemental Exam Paper during Stipulated Periods

i. If a student is unable to register for or sit the first supplemental exam, he/she has forfeited his/her first opportunity (regardless of the reasons given). However such an individual still has a second opportunity according to the schedule given above.

ii. If he/she is unable to register for or sit the second supplemental exam, then he/she will be required to register for the respective course when it is offered again, attend classes for the respective module and sit the associated exam.

### The Course is No Longer Offered

i. If a student is required to submit coursework or sit a supplemental paper for a course that is no longer being offered, he/she will be granted **ONE** opportunity to submit the coursework and/or sit a specially prepared examination for the course in question. If he/she has not been successful, then he/she is required to register and attend classes for the replacement course.
Assessment Strategies: Students with Disabilities

i. VTDI recognizes that it is necessary to provide flexible approaches to assessment for students with disabilities. In such instances the lecturer is responsible for providing innovative ways for students to complete assessment exercises without compromising the integrity of the exercise. The Programme Coordinator should inform Heads of Schools, academic staff and the Registrar of the agreed option and should document the assessment method(s) that will be employed.

Formative Assessment

Apart from coursework and final exams, during the semester students should also be engaged in tasks and activities that enable lecturers to assess their level of understanding of the concepts taught. This is called formative assessment, the scores of which do not contribute towards a student’s overall course average.

General Procedures for Sitting Final Examinations

Preparation for Examinations

i. The Assessment Officer is responsible for the scheduling of examination periods, invigilators and examination rooms.

ii. Candidates will be informed of assessment dates for written papers and practical examinations by way of the examination timetable. Two drafts of the examination timetable are to be posted in advance of the final version of the examination timetable. The first draft should be posted on the official notice boards within six weeks of the examination period. The second draft should be posted within three weeks of the examination period and the final version within two weeks of the examination period. Students are advised to report any timetable clashes to the Assessment Officer in a timely manner so that suitable adjustments can be made.
Gaining Authorized Entry to an Examination Room

i. To gain authorized entry into an examination room candidates must have:-
   • their student ID,
   • examination card
   • a re-assessment card and/or

ii. If a student does not have his/her student ID, he/she is required to fill out the requisite permission slip at the Registry. This slip will be approved by Registry personnel upon confirmation of the student’s registration, as well as upon presentation of another form of ID which may be one of the following:-
   • National ID
   • Driver’s Licence
   • Passport
   The student may then take this permission slip to the chief invigilator who will authorize entry.

iii. Students who have misplaced their examination cards, are required to request a replacement at the Registry. This is provided at a cost.

Punctuality at Examinations

i. Candidates should be in place at the examination room fifteen (15) minutes before the advertised time of the examination.

ii. No student may enter the examination room after sixty (60) minutes have elapsed. However a candidate arriving after sixty (60) minutes may be admitted under extenuating circumstances, if no other candidate has left the room. The Chief Invigilator will make this determination.

iii. No student will be allowed to leave the examination room within the first sixty (60) minutes of the examination unless approved by the Chief Invigilator. A candidate arriving within sixty (60) minutes for an examination may be admitted to the examination room, but no extra time will be allowed for the completion of the examination.
Officiating Personnel
i. Each examination must be conducted with a minimum of two (2) invigilators, one being the chief invigilator.

ii. While in the examination room, candidates are required to comply with all instructions of the chief invigilator. Failure to comply could result in the candidate being subsequently disqualified.

iii. Candidates who suffer from allergies and/or illness should bring these to the attention of the Chief Invigilator before the examination commences so that proper arrangements can be made for taking of medication if this becomes necessary.

Materials and Equipment
i. Candidates are required to supply themselves with pens, pencils, rulers, erasers and the usual geometrical instruments.

ii. No book, paper, printed or written document, picture, cellular phones, calculator or any other technological device which can facilitate the storage and transmission of information, or any other authorized aid, is permitted in the examination room. Where calculators are required for an examination, these will be provided by the Institution.

The use of scrap paper is not permitted. All rough work must be done in an answer booklet or in a supplementary booklet that must be submitted to the Chief Invigilator at the end of the Examination.

A candidate shall not remove from the examination room any material supplied.

Standard Examination Procedures
i. It is the responsibility of the chief invigilator to collect the exam papers from the Registry and to ensure the examination room is set up at least ½ hour prior to the start of the examination.

ii. Candidates must write their ID numbers on the cover of every answer booklet and/or separate pages handed in.

iii. Candidates are not allowed to directly or indirectly give or receive assistance during the examination. A candidate who is found to be demonstrating any irregularities in the examination room shall be informed by the Chief Invigilator that the matter will be reported to the Assessment
Officer. The candidate will be asked to write a report at the end of the examination on the designated template.

iv. Candidates may be permitted by the chief invigilator to leave the examination room during the course of an examination provided that sixty minutes has elapsed, or candidates have an urgent reason to do so. If they wish to return, they will be supervised by an invigilator during the period of their absence from the examination room.

v. Candidates who are permitted to leave before the end of an examination period must not leave scripts or other completed examination exercises on their desk, but must hand them to the chief invigilator.

vi. At the end of the time allocated, all candidates shall stop writing or working when instructed to do so by the chief invigilator. An invigilator will collect the completed scripts and students will be asked to sign the attendance register.

vii. Scripts will be submitted to the Examination Unit immediately after the examination so that they can be stored for collection by the respective lecturer for marking.

**Examination Irregularities**

i. If any student is caught cheating in an examination, or infringing on the general VTDI regulations governing examinations, the circumstances will be carefully noted and documented by the invigilator. The student should be cautioned by the invigilator, any incriminating evidence collected, but allowed to complete the examination. However, the marking of the paper should be delayed until the result of the disciplinary hearing.

ii. At the conclusion of the examination, the student should be advised to complete a report highlighting his/her account of the incident on the designated report template. This should be submitted to the chief invigilator.

iii. The invigilator is required to submit a report to the chief invigilator, who forwards both reports to the Assessment Officer.

iv. The reports are then submitted to the Registrar who will formally report the matter to the Chair of the Disciplinary Committee.

v. The Disciplinary Committee will convene a hearing, requesting the attendance of all related individuals and a final decision will be made.

vi. The decision of the Disciplinary Committee will be communicated to the student by the Disciplinary Committee Chair.
vii. The sanctions applicable to students found guilty of breaching examination guidelines include, but are not limited to the following:-

- He/She may be required to register for and pursue the entire course again in an upcoming semester
- He/She may be required to sit the exam when the course is offered again (i.e. not a supplemental paper).

The Appeals Committee
i. Students have the right to appeal the decision of the Disciplinary Committee. If such an appeal is desired, the student should write a letter indicating such to the Registrar. The letter should include the basis for the appeal.

ii. The Registrar will forward the letter, as well as all other associated documents, to the Chair of the Appeals Committee.

iii. The findings of the Appeals Committee will be reported to the student within four weeks.

iv. The decision of the Appeals Committee is final.

Notification of Results
i. Provisional grades are uploaded to iSIMS by the respective Lecturer ten (10) working days after the end of the final assessment period.

ii. Verified grades are published four (4) weeks after the Provisional Grades have been published. Grades can be accessed online via iSIMS three weeks after the end of the assessment period.

Grievances and Appeals
i. Any request for the re-mark of a piece of graded work must be directed to the Registrar in writing within ten (10) working days after the grades have been published.

ii. The Programme Coordinator of the respective programme will then be notified and advised to have the work assessed by an external examiner (which should not be the same individual who initially verified the work). The results of the re-mark must then be submitted to the Registrar. This must be completed within a maximum of two weeks. (Please note though that no appeal shall be entertained from students who have an incomplete status due to failure to submit coursework for the course under consideration).
iii. The student will be notified in writing of the result by the Registrar.

iv. If the student is dissatisfied with the outcome then he/she can appeal to the Appeals Committee. (This letter would be submitted to the Registrar who will forward it accordingly). This must be done at most five days after receipt of the decision.

v. A response from the Appeals Committee will be given to the student within twenty (20) working days after the appeal has been submitted.

### Grading Scheme

i. The grading scheme used at the VTDI is as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Competency Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 80</td>
<td>5</td>
</tr>
<tr>
<td>79 – 65</td>
<td>4</td>
</tr>
<tr>
<td>64 – 50</td>
<td>3</td>
</tr>
<tr>
<td>49 – 35</td>
<td>2</td>
</tr>
<tr>
<td>Below 35</td>
<td>1</td>
</tr>
</tbody>
</table>

ii. **Narrative for Competency Levels**

<table>
<thead>
<tr>
<th>Rating/Competency level</th>
<th>Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Candidate has demonstrated a mastery of technical and related knowledge which spans a wide range of complex problems and conditions and can perform consistently at a high level of responsibility and professionalism.</td>
</tr>
<tr>
<td>4</td>
<td>Candidate has demonstrated a good working knowledge of the technical and related knowledge and is able to perform with initiative and adaptability to a range of complex conditions, and apply sound supervisory skills.</td>
</tr>
<tr>
<td>Score</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>3</td>
<td>Candidate has demonstrated sufficient knowledge and ability to operate satisfactorily under a range of conditions and apply working rules for problem solving.</td>
</tr>
<tr>
<td>2</td>
<td>Candidate has demonstrated insufficient knowledge and skills to operate satisfactorily under the range of conditions.</td>
</tr>
<tr>
<td>1</td>
<td>Candidate has not demonstrated sufficient evidence of knowledge and skills from which judgment can be made.</td>
</tr>
</tbody>
</table>

**Repeated Failure**

i. Students are given at most **THREE** opportunities to pursue a course. The word “pursue” suggests that he/she has attended classes.

ii. Each time a student pursues a course, he/she has **ONE** opportunity to submit outstanding coursework outside of the semester in which the course was taught, and **TWO** opportunities to sit a supplemental exam (assuming the associated conditions have been satisfied).

iii. If a student pursues a course and has not achieved competence on two occasions, he/she will be placed on **academic probation** and will receive academic Counselling before being allowed to pursue the course for a third time. Academic Counselling is the responsibility of the Programme Coordinator of the respective programme, who may also refer the case to the Guidance Counsellor if deemed necessary. Students on probation should be permitted to pursue no more than a total of **two** courses (inclusive of the one that is being repeated). He/she is so informed in writing by the Registrar.

iv. If a student fails to pass a course after pursuing it on three occasions, the matter must be brought to the attention of the Academic Board through the Registrar. The following flowchart outlines the process.

v. Before such a matter is raised with the Academic Board, the following should occur.

- The Registrar should, after consultation with the Programme Coordinator and guidance counsellor (where applicable), write the student advising that he/she has exhausted the standard maximum number of opportunities given to students to complete a course. The letter should include suggested dates when the student should meet with the Programme Coordinator, and the guidance counsellor. (Copies of this letter should be sent to those officials as well).
• After those meetings occur, the Registrar should submit copies of the reports to the Academic Board for review.

vi. The usual decision of the Academic Board in such instances is that the student is asked to sit out for at least one year. The Academic Board can also recommend that the student withdraws from the programme.

vii. The decision of the Academic Board will be forwarded in writing to the student.

viii. Should a student ‘sit out’ for one year, he/she will be required to re-apply for entry. If accepted, he/she will be required to complete the programme in accordance with the conditions in force at the time of re-entry.

Promotions

i. Full-time students may be permitted to pursue a maximum of six courses each semester and a minimum of four courses. Part-time students may be allowed to pursue a maximum of four courses per semester. This includes courses that are being repeated, for which they must attend classes for specific modules. (It does not however include courses for which students register their need to submit coursework only, for which they don’t need to attend classes.

ii. If in a semester, a course is offered that a student is required to redo, the student must register for that course at that time, instead of attempting to clear that requirement in another semester (unless he/she has been restricted).

iii. No student may pursue courses in the next year of study, if he/she has courses outstanding (i.e. incomplete) which total more than twelve (12) credits for full-time students, and more than nine (9) credits for part-time students. It is recommended that such a student spends no more than one year of study, clearing up those outstanding courses.
Students Awards Ceremony

The Students Awards Ceremony aims to recognize students for excellence in academics as well as participation in co-curricular activities. It seeks to motivate students to work towards a holistic student life while at the VTDI. All awards are to be given at the annual Students Awards Ceremony for achievements attained in the previous academic year.

The award categories are as follows:

**Academic Excellence**
Students who have maintained an average of 80% and above, have done no more than one re-sit for the academic year in review, and are within their programme cycle will be awarded. However, students pursuing the Post Graduate Diploma in Education & Training should maintain at least an average of 90%, have done no more than one resit for the academic year in review, and are within their programme cycle will be awarded.

**Global Impact Award**
This award goes to those students and/or clubs who excel in national or international competitions.

**Most Outstanding Student Leader**
This award goes to the student leader who during the award period has displayed professionalism, diligence and commitment to tasks, respect for their work and for other people throughout their leadership of the club, while maintaining academic excellence.

**Director/Principal's Award for Excellence**
This awardee will be selected from among those students awarded for excellence. Additionally this student would have made active and quality input into institutional life, displaying at the same time,
exemplary academic achievement. This award recognises exemplary leadership qualities demonstrated in community service and/or student organisations.

**Sportsman & Sportswoman of the Year**
These awards are given to a male and female, who during the award period has participated at a competitive level in multiple sports OR has excelled at the highest level in their sporting competition. The student must maintain an average of at least 70%. They must display good sportsmanship and be a team player.

**Humanitarian Award**
This award is given to the person who has consistently demonstrated qualities of compassion, and service to either one organization or a variety of volunteer activities during the award period. The charitable activities, events or service for which he/she is recognized cannot be part of the student’s curriculum or job functions and the individual should not have received any financial or personal benefits from their involvement. Students will be asked to make submissions of their community service involvement, which must be verified by the committee.

**Award of Certification**

i. To become certified, students must:
   - Successfully complete all programme requirements within the maximum time frame specified for each programme
   - Satisfy all financial obligations to VTDI.
   - Receive approval from the Academic Board for the award of the certificate

ii. The Academic Board will meet in July and October of each year to approve students for graduation.
Degree Classifications

i. For students pursuing degree programmes, the Grade Point Average (GPA) is a quantitative measure of their performance during their course of study. For each course pursued, a GPA is calculated dependent on the overall score obtained for that course. The following table shows how the GPA equates with the scores assigned.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade Point Average (GPA)</th>
<th>Competency Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>4.0</td>
<td>5</td>
</tr>
<tr>
<td>80 – 89</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>75 – 79</td>
<td>3.3</td>
<td>4</td>
</tr>
<tr>
<td>70 – 74</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>65 – 69</td>
<td>2.7</td>
<td>3</td>
</tr>
<tr>
<td>60 – 64</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>55 – 59</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>50 – 54</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>45 – 49</td>
<td>1.3</td>
<td>2</td>
</tr>
<tr>
<td>36 – 44</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>0 – 35</td>
<td>0.0</td>
<td>1</td>
</tr>
</tbody>
</table>

ii. At the end of a degree programme, each student’s overall GPA will be calculated (See Appendix A) for completers of Associate Degree and Bachelor Degree Programmes only. This will then be used to determine the classification of the degree that is to be awarded.

iii. There are four degree classifications:

- First Class Honours
- Second Class (Upper) Honours
- Second Class (Lower) Honours
- Pass
First Class Honours degree: Requirements
i. A minimum cumulative GPA of 3.45
ii. The programme is completed within the prescribed time frame.
iii. All courses in the third and fourth years of the programme passed on the first attempt. Not satisfying this criterion will result in the award of a Second Class (Upper) Honours degree irrespective of the GPA achieved in this category.

Class (Upper) Honours degree: Requirements
i. A minimum cumulative GPA of 3.05 achieved.
ii. One supplemental/resubmission of a trailed/failed course in the third and fourth years of the programme. Not satisfying this criterion will result in the award of a Second Class (Lower) Honours degree irrespective of the GPA achieved in this category.

Second Class (Lower) Honours degree: Requirements
i. A minimum cumulative GPA of 2.40 is achieved.
ii. The programme is completed within the prescribed time frame.
iii. Two supplemental/re-submission attempts are permitted. This may either be one attempt at each of two failed/trailed courses in the third and fourth programme years of study or part-time equivalent, or two attempts at one failed/trailed course. Not satisfying this criterion will result in the award of a Pass degree irrespective of the GPA achieved in this category.

Pass degree
i. A minimum cumulative GPA of 1.70 is achieved.
ii. The programme is completed within the maximum permissible time-frame
Graduation

Graduation/Certification Requirements
To be certified, students must fulfill all programme requirements. These include:

1. Successful completion of all courses within the programme.
2. Successful completion of teaching practice/practicum requirements where applicable.
4. Payment of all fees including library fees.
5. Documentary evidence that matriculation requirements have been met.

Approval for Graduation/Completion
Ratification for Graduation is typically done twice during the academic year (in the months of July and October). The date of the award of the certificate would be the meeting date of the Academic Board (during those two periods).

Graduation Ceremony
Graduation is held annually. Prospective graduates must fulfill all of the requirements of their respective programmes. In addition, all obligations, financial and otherwise (e.g. to the library) must be fulfilled. A list of all students eligible for graduation will be ready at least six (6) weeks prior to the graduation date. The institution recognizes that graduation day is a memorable occasion and students generally wish to invite their family members. Unfortunately only a limited number of persons can be facilitated at the graduation ceremony. The number of guests allowed is limited to two per graduand.

Award of Certification
Certificates will be issued on or after the graduation ceremony. If a student is graduating ‘in absentia’ the certificate can be collected from the institution at least ten (10) working days after the graduation date once the relevant fees are paid. The student must present a relevant identification upon collection. If a student is unable to collect the certificate he/she can write a letter to the Registrar giving the bearer permission to collect same. Please note the bearer will be required to present a valid identification card.
**Valedictorian**
A valedictorian is typically chosen from among students with the highest overall grade in the courses pursued during the period of study. Institutional involvement, professionalism, and discipline will also be considered.

**Special Awards**
Special awards are given at the VTDI’s Annual Graduation ceremony. Graduands are eligible to receive:
- Awards of Excellence
- Spirit of the VTDI Award

**Awards of Excellence**
This award recognizes students in each programme who have achieved excellence in their academic and skill performance. Typically such graduands would have:

- Obtained an overall average between 80% to 100%
- Maintained regular attendance
- Demonstrated high levels of professionalism and diligence

Typically one award is issued per programme. In the event of a tie, the candidates may be interviewed by a panel.

**The Spirit of the VTDI Award**
This is the highest award of the institution. The recipient of this award would have:

- Made a positive contribution to the VTDI
- Maintained a high levels of academic performance (overall average of at least 75%)
- Demonstrated exemplary leadership qualities
- Served the community and/or students organizations/Been involved in extra-curricular activities
- Exemplified the values of the institution
SECTION F

Graphic here
Dress Code

Students are expected to dress in a professional manner and to follow acceptable standards of proper grooming. They should conduct themselves in a manner befitting that of students attending an institution that offers professional training.

The table below gives some guidelines on what is deemed acceptable attire at the VTDI:

<table>
<thead>
<tr>
<th>Males</th>
<th>Females</th>
</tr>
</thead>
<tbody>
<tr>
<td>• IDs must be worn and visible at all times</td>
<td>• IDs must be worn and visible at all times</td>
</tr>
<tr>
<td>• Full length trousers / pants</td>
<td>• Hemlines should not be more than three inches above the knee</td>
</tr>
<tr>
<td>• T-shirts or shirts must be worn at all times</td>
<td>• Garments worn should not be transparent or shiny</td>
</tr>
<tr>
<td>• Pants should be comfortable and loose</td>
<td>• Spaghetti straps, halter tops, or tube tops should be worn with an overcoat</td>
</tr>
<tr>
<td>• No head gear should be worn in classes, dining areas and offices (unless special authorization has been sought and received from the Student Affairs Officer or Senior Manager – Extension Sites). An exception will apply to head coverings used for religious purposes.</td>
<td>• Upper torso should be covered</td>
</tr>
<tr>
<td>• Hair should be neatly groomed</td>
<td>• Clothing should be comfortable and sufficiently loose</td>
</tr>
<tr>
<td>• Closed footwear must be worn (flip flops are prohibited)</td>
<td>• Undergarments should not be visible</td>
</tr>
<tr>
<td>• Undergarments should not be visible (e.g. merino)</td>
<td>• Splits should not extend beyond mid thigh</td>
</tr>
<tr>
<td></td>
<td>• Flip flops are prohibited</td>
</tr>
</tbody>
</table>

Class Attendance

Students are expected to be punctual and attend the classes regularly for the programmes in which they have been registered. This will provide the best opportunity for optimum academic performance. Students are expected to inform lecturers of reasons for absence and ensure that assignments are completed by the specified timelines.
Types of Offences and Associated Penalties

Offences committed at the VTDI are classified into three main categories: minor, major and gross offences. Major and gross offences fall under the jurisdiction of the Disciplinary Committee, whereas minor offences are addressed by the relevant Programme Coordinator and/or Senior Manager – Extension Sites. All students determined as having committed a minor, major or gross offence, may be required to undergo a period of counseling or participate in other appropriate interventions for the purposes of behavior modification.

Additionally, please note that the procedures governing irregularities that occur during formal Assessment Periods, can be referenced in VTDI’s Assessment Policy.

Minor Offences

Minor Offences shall include, but not be limited to the following. Additionally, the following responses/penalties are applicable.

<table>
<thead>
<tr>
<th>Minor Offence</th>
<th>Action: 1st Offence</th>
<th>Action: 2nd Offence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Use of abusive, offensive or obscene language (student to student)</td>
<td>Oral reprimand</td>
<td>• Written warning</td>
</tr>
<tr>
<td>2. Failure to comply with a reasonable instruction given by an employee of the</td>
<td>Oral reprimand</td>
<td>• Oral and written</td>
</tr>
<tr>
<td>institution (inclusive of security personnel)</td>
<td></td>
<td>warning</td>
</tr>
<tr>
<td>3. “Horse-play” or other similar conduct likely to cause injury to person or</td>
<td>Oral reprimand</td>
<td>• Written warning</td>
</tr>
<tr>
<td>property</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Playing loud music on institution’s property</td>
<td>Oral reprimand</td>
<td>• Written warning</td>
</tr>
<tr>
<td>5. Non-observance of institution’s traffic regulations.</td>
<td>Oral reprimand</td>
<td>• Written warning</td>
</tr>
</tbody>
</table>
Minor Offence

<table>
<thead>
<tr>
<th>Action: 1\textsuperscript{st} Offence</th>
<th>Action: 2\textsuperscript{nd} Offence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral reprimand</td>
<td>• Written warning</td>
</tr>
</tbody>
</table>


7. Discrimination on grounds of sexual orientation, disability, race, religion or class.

Major Offences

Major offences shall include, but not be limited to, the following. Additionally, the following responses/penalties are applicable.

<table>
<thead>
<tr>
<th>Major Offence</th>
<th>Action: 1\textsuperscript{st} Offence</th>
<th>Action: 2\textsuperscript{nd} Offence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commission of three (3) of the offences classified as minor offences</td>
<td>• Suspension for one week</td>
<td>• Suspension for two weeks</td>
</tr>
<tr>
<td>2. Cheating during an exam</td>
<td>• Redo the course</td>
<td>• Redo the course • Suspension for one semester</td>
</tr>
<tr>
<td>3. Use of abusive, offensive or obscene language (student to staff)</td>
<td>• Suspension for two weeks • Requirement to write and submit accordingly, written apology</td>
<td>• Suspension for one month • Requirement to write and submit accordingly, written apology</td>
</tr>
<tr>
<td>4. Using institution’s property without permission</td>
<td>• Written warning</td>
<td>• Suspension for three days</td>
</tr>
<tr>
<td>Major Offence</td>
<td>Action: 1st Offence</td>
<td>Action: 2nd Offence</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>5. Intentional disruption of a legitimate institutional activity.</td>
<td>• Written warning</td>
<td>• Suspension for two weeks</td>
</tr>
<tr>
<td></td>
<td>• Suspension for one week</td>
<td></td>
</tr>
<tr>
<td>6. Breaching safety regulations or disregarding notices concerning safety precautions in any part of the institution</td>
<td>• Written warning</td>
<td>• Suspension for three days</td>
</tr>
<tr>
<td>7. Display of sexually suggestive or degrading material on the campus</td>
<td>• Written warning</td>
<td>• Suspension for three days</td>
</tr>
<tr>
<td>8. Gambling on institution’s property.</td>
<td>• Written warning</td>
<td>• Suspension for two weeks</td>
</tr>
<tr>
<td></td>
<td>• Suspension for three days</td>
<td></td>
</tr>
<tr>
<td>9. Smoking</td>
<td>• Written warning</td>
<td>• Suspension for two weeks</td>
</tr>
<tr>
<td></td>
<td>• Suspension for three days</td>
<td></td>
</tr>
<tr>
<td>10. Coming to school under the influence of alcohol.</td>
<td>• Written warning</td>
<td>• Suspension for one month</td>
</tr>
<tr>
<td></td>
<td>• Suspension for one week</td>
<td></td>
</tr>
<tr>
<td>11. Failure to comply with a critical instruction given by an employee of the institution (inclusive of security personnel)</td>
<td>• Written warning</td>
<td>• Suspension for two weeks</td>
</tr>
<tr>
<td></td>
<td>• Suspension for one week</td>
<td></td>
</tr>
<tr>
<td>12. Fighting on campus.</td>
<td>• Written warning</td>
<td>• Suspension for one month</td>
</tr>
<tr>
<td></td>
<td>• Suspension for two weeks</td>
<td></td>
</tr>
<tr>
<td>Major Offence</td>
<td>Action: 1st Offence</td>
<td>Action: 2nd Offence</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>13. Physical assault of anyone on institution’s property (which does not require medical attention)</td>
<td>• Suspension for two weeks</td>
<td>• Suspension for one month</td>
</tr>
<tr>
<td></td>
<td>• Requirement to write and submit accordingly, written apology</td>
<td></td>
</tr>
<tr>
<td>14. Provoking or inciting students to riot or to behave in a disorderly manner.</td>
<td>• Suspension for one month</td>
<td>• Suspension for one semester</td>
</tr>
<tr>
<td></td>
<td>• Requirement to write and publish as requested, written apology</td>
<td></td>
</tr>
<tr>
<td>15. Plagiarism / Copying a Students’ Work</td>
<td>• Module must be repeated</td>
<td>• Module must be repeated</td>
</tr>
<tr>
<td></td>
<td>• Suspension for two weeks</td>
<td>• Suspension for one month</td>
</tr>
<tr>
<td>16. Activities of a sexually explicit nature on institution’s property.</td>
<td>• Suspension for two weeks</td>
<td>• Suspension for one month</td>
</tr>
</tbody>
</table>

**Gross Offences**

Gross offences shall include, but not be limited to, the following. Additionally, the following responses/penalties are recommended.
<table>
<thead>
<tr>
<th>Gross Offence</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commission of three or more offences classified as major offences</td>
<td>• Suspension or expulsion</td>
</tr>
<tr>
<td>2. Possession of and or sale of illegal drugs, dangerous substances or weapons</td>
<td>• Expulsion</td>
</tr>
<tr>
<td></td>
<td>on institution property</td>
</tr>
<tr>
<td>3. Threats against staff, student or third party</td>
<td>• Suspension or expulsion</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Coming to the institution under the influence of illegal drugs</td>
<td>• Suspension for one month</td>
</tr>
<tr>
<td>5. Impersonation or unauthorised possession of institutional documents (e.g.</td>
<td>• Suspension for one semester</td>
</tr>
<tr>
<td></td>
<td>identification card, authorization card etc.)</td>
</tr>
<tr>
<td>6. Conduct which puts the institution in disrepute</td>
<td>• Suspension for one month</td>
</tr>
<tr>
<td>7. Stealing institution’s property, stealing from staff, fellow student or</td>
<td>• Withdrawal for one year or expulsion</td>
</tr>
<tr>
<td></td>
<td>third parties</td>
</tr>
<tr>
<td>8. `Intentionally causing malicious damage to the institution’s property,</td>
<td>• Suspension or expulsion</td>
</tr>
<tr>
<td></td>
<td>property, property of an employee of the institution or fellow student.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Offence</td>
<td>Action</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 9. Physical assault or battery of an individual on the institution premises (which requires medical attention) | • Suspension or expulsion  
• Reimbursement of medical costs  
• Requirement to write and submit accordingly, written apology |
| 10. Use of illegal drugs on the institution’s property                        | • Expulsion  
• Withdrawal of institution’s certification                                |
| 11. Falsification of a report, record, or any other document.                 | • Expulsion  
• Withdrawal of institution’s certification                                |
| 12. Unauthorized use or disclosure of confidential information                | • Expulsion |
| 13. Sexual harassment of student, visitor or employee of the institution.    | • Suspension for one month  
• Requirement to write and submit accordingly, written apology |
| 14. Deliberate discharge of a firearm on institution’s property without just cause | • Expulsion |
| 15. Commission or conviction of a criminal offence                           | • Expulsion |
| 16. Unauthorized access to record and databases of the institution or any member of staff. | • Expulsion  
• Withdrawal of institution’s certification |

The penalty for a gross offence that is committed on more than one occasion is determined by the Disciplinary Committee, and may include expulsion and withdrawal of the institution’s certification.
Offences: Jurisdiction

Any member of VTDI’s Management Team is designated as an appropriate officer, empowered to classify, investigate and punish minor offences, in accordance with the procedures stated herein.

The Disciplinary Committee shall have jurisdiction to classify, investigate and penalize major offences and offences of gross misconduct in accordance with the procedures stated herein.

Disciplinary Procedures

Minor Offences – First Offence

- Any staff member of the VTDI or executive member of VTDI’s Student Union is empowered to remind VTDI students of the institution’s regulations regarding their code of conduct.

- Should the reminder not be heeded, the officer is required to report the matter the relevant Head of School.

- The Head of School is required to verify whether it is a first offence or not. If it is a first offence, the Head of School is required to issue the first oral warning to the student, noting the date and time when the warning was given. This must be documented on the specified template and maintained on file by the Head of School. When this has been done, this is considered as the student’s first offence of the specific infraction.

Minor Offences – Second Offence

- Any staff member of the VTDI or executive member of VTDI’s Student Union is empowered to remind VTDI students of the institution’s regulations regarding their code of conduct.

- Should the reminder not be heeded, the officer is required to report the matter the relevant Head of School.
The Head of School is required to verify that a second offence has occurred. If so, he/she is required to issue a written warning to the student. When this has been done, this is considered as the student’s second offence of the specific infraction.

A copy of the documentation of the second warning must be maintained on the respective student’s file.

**Major and Gross Offences**

- When it has been alleged that a major or gross offence has occurred, such a matter must be reported in writing, to the Registrar by any member of the VTDI staff.

- The alleged offender will be notified that an allegation has been made within five (5) working days of the written report/notation, and the student shall acknowledge receipt of same or a notation of non-acknowledgement shall be made by the appropriate officer who is serving.

- The alleged offender upon receipt of the report, will be invited to submit a written response to the allegation within five (5) working days of receipt. This must be submitted to the Registrar.

- The Registrar will forward both reports to the Chair of the Disciplinary Committee who will convene a hearing which will involve members of the Disciplinary Committee, the alleged offender, the complainant, as well as other witnesses that may be deemed necessary.

- All parties shall be informed in writing by the appropriate officer of the date, time and place of the meeting at least three (3) days before the meeting.

- If the alleged offender, witnesses and/or complainant do not attend the hearing on the date and at the time appointed without prior satisfactory written explanation having been received, the Disciplinary Committee is empowered to impose a penalty despite the absence. Notwithstanding, a complainant or witness summoned to attend a hearing who fails to attend without due cause may be liable to disciplinary proceedings.

- The appropriate officer shall inform the student, in writing, of the decision taken by the Disciplinary Committee within two weeks of the hearing.
• If the student is not prepared to accept the decision of the Disciplinary Committee, the student has the right to appeal in writing to the Appeals Committee within five (5) working days of the notification of the decision. An appeal may be brought against the procedure, the decision, or against the penalty whereupon the grounds must be stated briefly and clearly.

• The appropriate officer shall inform the student, in writing, of the decision taken by the Appeals Committee within one month, after the submission of the appeal.

• The decision of the Appeals Committee is final.
NOTICE

Upon registering, each student at the Vocational Training Development Institute (VTDI) formally agrees to observe and obey all the policies and rules governing students and the operations of the institution.

The Vocational Training Development Institute reserves the right to change any information appearing in this or any other publication relating to admission, programmes, fees and requirements for the granting of degrees, diplomas, or certificates. Such rights include modification of academic requirements, curriculum, tuition, and/or fees when, in the judgment of the administration, such changes are required.

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