



MINISTRY OF
EDUCATION, YOUTH, SPORTS
AGRICULTURE & LANDS
CAYMAN ISLANDS GOVERNMENT

Government Administration Building Box 108
133 Elgin Avenue Grand Cayman KY1-9000
CAYMAN ISLANDS
t. (345) 244 2417 f. (345) 949 9343
www.education.gov.ky

REGISTRATION REQUIREMENTS FOR TVET INSTITUTIONS

New /Start-up or Existing

- Whether the Educational Institution is a new/start-Up institution with no track record and the current stage in the start-up process;
- Whether the institution already exists in a different jurisdiction and is seeking to set up a branch/campus or other arrangement locally;

Due Diligence

- Whether, if the institution is a start-up institution with no track record, its existing and /or intended owners and key administrative and faculty staff comply with due diligence requirements;
- Whether, if the institution is a start-up institution with no track record, any institutions with which it intends to associate including through collaborative arrangements, as well as that of such institutions owners and key administrative and faculty staff, comply with due diligence requirements;
- Whether, if the institution already exists, the institution and its owners and key administrative and faculty staff comply with due diligence requirements;
- Whether, if the institution already exists, any associated institutions, including those with which it may have collaborative arrangements, as well as that of such institutions owners and key administrative and faculty staff, comply with due diligence requirements;

Education Regulations, Section 7 (1)

- The due diligence requirements stated in Education Regulations, Section 7 (1) are as follows:
 - The applicant must be over eighteen years of age;
 - The applicant must not have been convicted in the Islands or outside the Islands of an offence which renders that person unsuitable to be associated with an educational institution or institution providing educational support services;
 - In the case of a company, none of its directors, or in the case of another body of persons, none of its members, must have been convicted in the Islands or outside the Islands of an offence which renders that person unsuitable to be associated with an educational institution or institution providing educational support services;
 - No person employed or engaged in the operation of the institution (whether or not for payment) must have been convicted in the Islands or outside the Islands of an offence



which renders that person unsuitable to be associated with an educational institution or institution providing educational support services.

Ministry Standards

Location

- Where the institution will operate from (whether in the Cayman Islands or overseas).
- If an existing entity, where the institution currently operates from, (whether in the Cayman Islands or overseas).

Educational System Followed

- Whether the institution follows or will be following the US Educational System, the UK Educational System, or any other national system and whether the institution, if it already exists, meets the educational standards of that national system;

Power to Award Degrees, Diplomas, Certificates and other Qualifications

- Does the institution award or intend to award its own qualifications (degrees, diplomas, certificates, etc.);
- If the institution awards or intends to award its own qualifications, where does it derive or intend to derive its power to award its qualifications (degrees, diplomas, certificates, etc.);
- If the institution does not award or does not intend to award its own qualifications the names of the Awarding Bodies of the specific qualifications to be delivered;
- Whether the institution will be delivering programmes through collaborative arrangements with other awarding institutions. Examples of collaborative arrangements include:
 - Franchise: The process by which an overseas educational institution, as an awarding body, agrees to authorise delivery of the whole or part of one or more of its approved courses by a non-awarding educational institution in the Cayman Islands, leading to that overseas institution's award.
 - Validation: An overseas educational institution validates the delivery of a course (accepting responsibility as the awarding body), the curriculum for which is designed and delivered by the non-awarding educational institution in the Cayman Islands and which is not a franchise of the overseas educational institution's curriculum in the same subject area. Under these arrangements, responsibilities for curriculum management and academic governance are delegated to the non-awarding educational institution in the Cayman Islands.



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- Out-centre: An Out-centre is the generic title for an off-campus site of an overseas educational institution and the associated resources, not owned and/or managed by the institution, at which regular curriculum delivery is undertaken leading to an award of the overseas educational institution. Curriculum delivery at an Out-centre may be by existing overseas educational institution staff, by new staff appointed on overseas educational institution contracts specifically for this delivery point, or by a combination of staff in both categories.
- Articulation Arrangement: An articulation arrangement is a process whereby all students who satisfy academic criteria on a course delivered by another educational organisation are automatically entitled (on academic grounds) to be admitted with accreditation of prior learning to a defined stage of an overseas University course. There may, however, be other entry requirements which must be met.

Qualifications to Be Delivered

- What specific qualifications the institution intends to deliver:
- The level (as per ISCED 2011) of the specific qualifications to be delivered;
- Whether the specific qualifications to be delivered have been recognised by the appropriate national body (for example if the qualifications purport to be US trade credentials are they recognised by the appropriate trade association);

Accreditation

- Whether the institution is currently accredited and by which accreditation body (s) (NB: accreditation is not the same as registration);
- Whether the individual programmes are accredited and by which accreditation body (s);

Supporting Documents for the Following:

- Due Diligence Requirements (Copy of Passport details, Home and Business Address, Resume/CV for owners and key administrative and faculty staff);
- Mission and Vision of the Institution;
- Financial Documentation (Business Plan with Proof of Financial Soundness, including estimated number of students per class);
- Legal Documentation of Operation (e.g. Certificate of Incorporation, Partnership Agreement, etc., Trade and Business Licence for Cayman Islands and for Country of)



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- Legal Documentation of Operation (e.g. Certificate of Incorporation, Partnership Agreement, etc., Trade and Business Licence fo
- Organisational Chart;
- Power to Award Degrees, Diplomas and other Qualifications including any Collaborative Arrangements;
- Accreditations including copy of applicable Accreditation Standards;
- Curriculum frame work / Outline Syllabus to be delivered;
- Teaching materials, list;
- Admission's Policy for programmes;
- Policies regarding Tuition, Fees and Refunds;
- Proposed list of staff members with qualifications, experience, nationality and immigration status;
- Proof of Police Clearance for all Members of Staff;
- Proof of appropriate qualifications to teach and deliver training/programmes in the specific subject areas for all teachers/trainers;
- Certificate of Occupancy or up-to-date Lease Agreement;
- Proof of Public Liability Insurance
- Premises meets Fire, Environmental Health, and Planning Regulations
- Other Policies
 - Hazard Management Plan
 - Fire Plan
 - Hurricane Preparation
 - Health, Safety and Environment Policy
- Floor Plans (with dimensions and showing adequacy of space for projected class size.)



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