

MINISTRY OF EDUCATION AND TECHNICAL AND VOCATIONAL TRAINING

National Diploma Collection Policy Bahamian Education System – Public, Private, Independent

1. Introduction

The Ministry of Education and Technical and Vocational Training (MOETVT) recognizes the importance of institutions receiving the students' diplomas as soon as they are printed. Timely acquisition of their diplomas will place students in a position that will allow them to commence the next chapter of their lives.

2. Purpose

The purpose of this National Diploma Collection Policy is to establish clear guidelines and procedures for the issuance, collection, and management of national diplomas to ensure security and efficiency in the diploma distribution process.

3. Scope

This policy applies to the MOETVT and all relevant stakeholders involved in the issuance, collection, and receipt of national diplomas. Stakeholders include the MOETVT, Ministry of Education Institutions, Private and Independent Institutions, Principals, Administrators or personnel responsible for the Bahamas High School Diploma, recipients and a Third-Party Courier Service.

4. Definitions

- a. *Bahamas High School Diploma (BHSD) Unit* – refers to the unit at the MOETVT responsible for analyzing the Bahamas High School data and issuance of the Diplomas.
- b. *Bahamas High School Diploma* – refers to the official document issued by the BHSD Unit to institutions for individuals who have successfully completed and met the requirements for the BHSD.
- c. *Courier Service* – refers to an independent company responsible for hand, sea, and air deliveries to the various institutions or districts on the various islands.
- d. *Recipients* – refers to students receiving the diploma.
- e. *Provisional Students* – refers to students who are awaiting BJs in grade 12, but have met all the other requirements.
- f. *BELMS* – refers to the Bahamas Education and Learning Management System.
- g. *Diploma Letter* – refers to the letter that will be provided to authenticate that a student has successfully obtained a diploma.

5. Responsibilities

5.1. *Ministry of Education and Technical and Vocational Training will:*

- a. Ensure the BHSD Unit has all the resources needed to analyze the institutions' data.
- b. Ensure the BHSD Unit has a high-quality printer and materials to print diplomas.
- c. Finance the Third-Party Courier services for collection and delivery of diplomas to the various institutions or districts on the various islands.

5.2. *Ministry of Education Institutions, Private and Independent Institutions will:*

- a. Submit accurate and timely records for all students in BELMS and or through the MOETV issued portal.

- b. Provide support to students in understanding the BHSD requirements and Diploma Collection Policy.

5.2. Principals, Administrators or Personnel responsible for the BHSD Data. They will:

- a. Gather data for students from previous educational and examination institutions.
- b. Verify the eligibility of students for the Diploma based on the BHSD's requirements.
- c. Communicate with the BHSD Unit during the analysis process.
- d. Report any discrepancies or issues to the BHSD Unit.

5.3. Recipients will:

- a. Provide accurate personal information to fulfill requirements for diploma issuance.
- b. Report all discrepancies or issues related to receipt of their diplomas to their attending institutions.

6. Diploma Issuance Procedures

6.1. Verification of Eligibility:

- a. Institution Administrators or Personnel working with the BHSD school data must verify the eligibility of students prior to being processed by the BHSD Unit.
- b. Using information from the BELMS, the BHSD Unit will generate a Diploma List with the names of students and their status: Approved/Not Approved and justification for those that have not met the requirements.
- c. The Diploma Listing will be sent to institutions for confirmation/verification of approvals and disapprovals.
- d. Institutions with provisional students must scan and upload in the EMIS, the Bahamas Junior Certificates (BJC) blue result slips for those provisional students who successfully passed their outstanding BJC at the end of Grade 12.
- e. A Diploma Listing for those provisional students will be sent to institutions for confirmation.

6.2. Printing and Security Features:

- a. The BHSD unit will send a printer's listing to institutions for approval.
- b. Institutions must send an email to confirm printer's listing approval.
- c. The personnel in the BHSD Unit will print Diplomas:
 - i. At the MOETVT, in a secure office
 - ii. In the presence of two officers to ensure accountability and accuracy.
 - iii. Using a high-quality printer, materials that incorporate security features, such as, the embossing of the Ministry of Education's Logo, type of diploma and the Director's seal, to prevent forgery.

6.3. Timely Issuance

The BHSD Unit will ensure that the national diplomas are issued within four weeks after the final step of the process for the provisional students.

7. Distribution and Collection

7.1. Secure Packaging

- a. The BHSD Unit will ensure that Diplomas are securely packaged to prevent damage during transportation.
- b. The Third-Party Courier will utilize tamper evident packaging to ensure that the integrity of the diplomas is maintained.

7.2. Secure Collection Points

- a. Principals from each school will sign and email, to the BHSD Unit at bhsd@moe.edu.bs, the Authorization Forms for the Collection of Diplomas.
- b. Third-Party Courier Services will deliver diplomas to individual institutions, or district offices. Diplomas will be delivered on the same day the Third-Party Courier Service picks them up from the BHSD Unit or overnight.
- c. Authorized personnel who accept the package must sign to indicate receipt of the package.

- d. Included in the package will be a listing of the diplomas enclosed. Authorized personnel must sign their full name next to each student's name.
- e. This signed document must be scanned and emailed to the BHSD Unit at bhsd@moe.edu.bs.

7.3. Third-Party Courier Services

- a. The Third-Party Courier Service ensures the delivery of national examinations throughout the Bahamas.
- b. The company will adhere to strict security protocols during the collection and transportation of the national diplomas.
- c. They will collect directly from the BHSD Unit, and this transaction will be witnessed by two officers.

8. Duplicate Diplomas

- a. Diplomas with incorrect spelling due to oversight by institutions will incur a cost to correct diplomas. Costs may include the shipping or delivery of the diplomas to or from the MOETVT BHSD Unit, and or reprinting the diploma.
- b. Institutions should keep copies of the diplomas on students' files.
- c. Diplomas are not reprinted if the students' diplomas have been lost, damaged, or stolen.
- d. Students in need of a copy can receive a copy, notarized by the Principal, from their institution.
- e. Institutions that do not have a copy of the diploma for the student requesting a copy must submit a request for a Diploma Letter to the BHSD Unit on behalf of the student. If an institution no longer exists, the student can call the BHSD Help Desk at 502-2700 for assistance on making the request. All telephone requests must be followed up with an email to bhsdhelp@moe.edu.bs.

9. Records and Documentation

- a. Institutions must maintain accurate records of all issued diplomas, including students' information, date of issuance and justification letters for students who did not receive the diplomas.
- b. Institutions must document queries, returned diplomas and unclaimed diplomas.

10. Compliance and Consequences

- a. Non-compliance with this policy may result in non-issuance or the invalidation of diplomas.
- b. All individuals involved in the diploma issuance process must adhere to this policy.

11. Policy Review

This policy will be implemented and monitored to ensure that integrity is upheld. This policy will be updated as necessary, to address security concerns, technological advancements, and/or changes in the diploma issuance process.



Permanent Secretary
Ministry of Education

2nd January, 2024