

## MICRO-CREDENTIALS AND SHORT COURSES PROCEDURES

<b>Section</b>	Academic
<b>Contact</b>	Provost
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<b>Next Review</b>	March 2027
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### Purpose:

These Procedures outline Massey University's approach to, and process for, approving and managing micro-credentials and short courses and storing of information on micro-credentials and short courses including enrolment information.

### Procedures:

Micro-credentials and short courses allow the University to credential or recognise packets of learning or skill development to support the needs of industry, iwi, professional bodies, or community groups. One of the guiding principles informing the institutional approach to micro-credentials and short courses is that they should be recognised by industry, community, iwi, or professional bodies, and that the University has a robust quality assurance process underpinning the delivery of micro-credentials and short courses. As such, they will all be developed according to these procedures.

### Micro-credentials and Short Courses

All proposals for micro-credentials and short courses are developed to Massey University's usual standard of academic rigour. They are completed using the approved template (Appendix A) and are considered and approved by the relevant College Board or equivalent and noted at the University's Academic Committee. Changes to a previously approved micro-credential will be approved by College Board and notification of the changes provided to Academic Committee for noting.

The details of new micro-credentials and short courses will be entered in the SMS by the Office of Academic Quality, Reporting and Assurance (OAQRA) following approval by the relevant College Board and notification to Academic Committee.

All existing micro-credentials and short courses that are to be offered again must be added to SMS to enable students to enrol. Students cannot take a micro-credential or short course unless they have been enrolled in SMS. The College Academic Manager (or equivalent) logs an Assyst job to have the micro-credential or short course information entered into SMS. For some existing micro-credentials or short courses additional information will be required. Colleges should plan to allow sufficient time before the start date to ensure this process is completed in time for students to undertake the enrolment process.

Registration and payment for a micro-credential or short course will be managed by the University's enrolment systems.

University issued micro-credentials or certificates or completion or attendance for short courses must include approved University branding and comply with the University's data requirements, record keeping and reporting rules.

Micro-credentials are approved for a period of three (3) years, after which time a review of the credential will be considered by the relevant College in conjunction with the Office of Academic Quality, Reporting and Assurance.

A periodic evaluation plan must be in place to ensure that a micro-credential undergoes evaluation that is informed by and utilises feedback from the recipients of the credential as well as industry, iwi, or community groups that the credential has been developed in conjunction with. Reporting of the periodic evaluation shall be through the associated College Board.

As part of the proposal for a micro-credential the subject area must be defined and included in the proposal. The subject area may be as general or specific as appropriate. This subject area number is not used in the same way as a course number is but is and is needed for identifying and reporting purposes in SMS. Examples of subject areas are 119 = Agriculture and Horticulture, 196 = Ecology, 115 = Management, 110 = Accountancy, 293 = Creative Arts, 212 = Fashion Design.

### **Micro-credentials**

All micro-credentials are worth between 5 and 40 credits in value, where one credit is the equivalent of 10 hours of learning.

If a micro-credential is recognised as a pathway into a specific qualification this should be noted in the micro-credential proposal.

Micro-credentials are awarded at the successful completion of an assessment or assessments. Results are recorded on the student's academic transcript. At the time of developing a micro-credential proposal, the grade marking scheme is chosen from either the standard marks scheme (i.e. letter grade or pass/fail), or the micro-credential mark scheme i.e. (completed, attempted, not attempted, withdrawn).

All micro-credentials that take the form of a Massey University digital badge will be issued by the University's approved digital badge issuer. The digital badge will appear in eQuals alongside the details of the student who has received the badge.

Micro-credentials must use the University's processes to validate a student's identity in order to ensure the integrity of the assessment and that the micro-credential is awarded to the person who has undertaken the assessment.

### **Definitions:**

#### **Micro-credential:**

Periods of organised learning, offered separately from the standard University curriculum, which have learning outcomes that can be assessed. The learning outcomes evidence that the micro-credential is a logical and coherent package of learning. On successful completion of the learning, as assessed, students are awarded a micro-credential. The micro-credential can be used for something further:

- to demonstrate a student has met the admission criteria for a qualification.
- crediting against an existing Massey course or courses (where the micro credential/s are 15 credits or multiples of, whether a single micro-credential or a bundle)
- to show an employer achievement of an assessed piece of learning.

CUAP lists five criteria for micro-credentials:

- they have been objectively and consistently assessed as being at an appropriate level relative to the qualification's framework.
- they have a credit value that has been derived consistent with the credit value of other comparable courses offered by universities.
- there are adequate mechanisms for verifying that students themselves have successfully completed necessary work and assessment.
- there is credible quality assurance behind the design, delivery, and assessment of whatever is being offered.
- there is support from the relevant industries, employers, or communities.

**Short course:**

Periods of organised learning offered separately from the standard University curriculum that do not include any formal assessment and after which participants receive a Certificate of Participation/Certificate of Completion.

**Massey University Digital Badge:** A Massey University Digital Badge is a validated indicator of an accomplishment, competence, skill, quality, or interest that has been earned by the badge holder. Digital badges are associated with an image and contain embedded metadata about the badge, its recipient, the issuer, and supporting evidence for the achievements listed.

**My eEquals** are a digital platform for Australian and New Zealand Tertiary institutions providing secure digital access to certified official transcripts and degree documents.

**Audience:**

These Procedures apply to all Massey University Staff Members.

**Relevant legislation:**

Education and Training Act 2020

**Legal compliance:**

Nil

**Related procedures / documents:**

NZQA Guidelines micro-credential listing, approval, and accreditation  
CUAP Handbook – Appendix H 14.5 Universities guiding principles: micro-credentials  
CUAP Handbook – Appendix H Quality assurance of university courses and programmes not leading to a qualification  
Micro-credentials and Short Courses Policy

**Document Management Control:**

Prepared by: Office of Academic Quality, Reporting and Assurance  
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## MICRO-CREDENTIALS AND SHORT COURSES PROCEDURES

### Appendix A: Micro-credentials and Short Courses Proposal Template

*Fill in as appropriate depending on whether the proposal is for a micro-credential or short course. Remove italicised notes.*

*Already approved MC/SC do not require re-approval but the information in this template is required for building the MC/SC in SMS. Once the template is completed, log an Assyst job under SMS Qualification Maintenance in the ITS section, include the completed template and confirmation of past approval.*

*For new MC/SC approval is required through the usual committee approval workflow. An Assyst job is not required for new MC/SC.*

**Academic Unit**

**Contact Person**

**Type of entity**

*< Micro-credential or Short Course or Study Tour >*

**Title of entity**

*<This is limited to 120 characters, including spaces.>*

**Implementation Date**

*<Year of implementation>*

**Semester**

*<This is the semester period in which it is intended to be first offered. >*

**Prescription**

*<Give a brief outline of what the micro-credential / short course (MC/SC) is about.>*

**Subject area**

*<Defines the subject course prefix area the MC/SC falls under (this is for background purposes only). E.g. 196 = Ecology, 110 = Accountancy. >*

**Purpose of the Proposal/Rationale:**

*<What need is this designed to fulfil>*

**Credit value.**

*<Micro-credentials between 5 – 40 in increments of 5. Short courses must be 0>*

**Course Level**

*<What level is the course e.g. 100, 200 etc.>*

**NZQF Level**

<What level on the New Zealand Qualifications Framework is this?>

**Entry Rules**

<What experience/qualifications, if any, does the student need to have to meet admission/entry requirements? Include any prior learning or knowledge required.>

**Learning Outcomes**

LO #	Description

**Assessment**

<List the assessment components. Indicate the nature of each assessment and which learning outcome(s) the component assesses. Careful consideration needs to be given to ensure the assessments align with the mark scheme.>

Type	Title	Weighting	Pass Mark	LO #

**Mark Scheme**

<Standard graded scheme – M/G or P/F  
OR special MC/SC scheme.>

**Location**

<i.e., AKL, WGL, MTU, DIS, OTH.>

**Practical/workplace requirements**

**Profile of participants intended for the course.**

<Provide a brief profile of the participants intended for this MC/SC e.g., belonging to a specific defined industry.>

**Quality Assurance**

< What role or committee is responsible for the quality assurance of the MC/SC?>

**Resources**

<What resources, other than staff, are required? Note Short courses are not covered by the University's Copyright License>

**Admission to a qualification (N/A for SC)**

<List any qualifications that this MC may be used for admission purposes. (Note: The Recognition of Prior Formal and Informal Learning regulations will apply.)>

**Support/recognition from Industry, Iwi, Community, or professional body.**

*<Evidence as appropriate.>*

**Links to other Micro-credentials/Short Courses/Courses/Specialisations/Qualifications**

*<Include any courses, specialisations, or qualifications the Micro-credential may be credited to.>*

**Consultation**

*<If applicable, describe any consultation that has been undertaken, internal and external.>*