MICRO-CREDENTIALS AND SHORT COURSES POLICY

Section	Academic
Contact	Provost
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Purpose:

This Policy states Massey University's definition of, and approach to, the development, approval, and awarding of micro-credentials and short courses.

Policy:

Micro-credentials and Short Courses

1. All University micro-credentials and short courses will comply this, Policy.

2. All University micro-credentials and short courses will be managed through the SMS system. No micro-credential or short course can be offered unless it has followed this Policy and the accompanying Procedures.

3. Micro-credentials and short courses must adhere to the Universities' guiding principles: Micro-credentials, as approved by the Committee on University Academic Programmes (CUAP), and the requirements of the CUAP Handbook, Appendix H: Quality assurance of university courses and programmes not leading to a qualification as appropriate.

4. Admission to a micro-credential or short course may be through an open-entry pathway, or specified entry criteria.

5. The learning outcomes of a micro-credential or short course may include those covered and those not covered in an existing qualification that have been identified by industry, employers, occupation groups, professional associations, iwi and/or other communities.

6. New proposals for, and changes to existing, micro-credentials and short courses are approved by the relevant College Board or equivalent and noted at Academic Committee.

7. The awarding of a micro-credential certifies achievement of a coherent set of skills and knowledge.

Micro-credentials

8. A micro-credential will certify achievement of a range of assessable learning outcomes of between 5 and 40 credits.

9. Micro-credentials are considered 'stand-alone' packages of credit and may, or may not, contribute to a qualification.

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10. Micro-credentials must be awarded on the basis of the achievement of outcomes appropriate to their level and will not simply recognise participation and/or attendance.

11. A micro-credential may be granted following the successful assessment of learning obtained from a course of instruction delivered by the University, or assessment against pre-determined learning outcomes.

12. The achievement of a micro-credential will be recognised on the student's Academic Transcript and a digital badge may also be issued to represent the achievement.

13. Micro-credentials awarded by the University may be recognised for the purpose of admission and/or for credit towards a qualification under the relevant regulations.

14. The University may recognise micro-credentials awarded by other universities in New Zealand or overseas or other education providers by way of recognition of prior learning.

15. Stacking micro-credentials is permitted and can be used for credit towards a qualification under the relevant qualification regulations and/or the Recognition of Formal and Informal Prior Learning Regulations and subject to the approved limits.

Short Courses

16. Short courses are considered 'stand-alone' packages of learning that can only be used at Massey University for recognition of completion. They cannot be used by themselves to credit toward any course or qualification or for admission purposes unless they form part of a portfolio-based application for recognition of informal learning.

17. A short course does not include any formal assessment but may contain some form of evaluation.

18. A certificate of participation or attendance may be provided as a means of recognising participant engagement with the short course. Results are not included in the student's transcript.

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.

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

Audience:

This Policy applies to all Massey University Staff Members.

Relevant legislation:

Education and Training Act 2020.

Legal compliance:

Nil

Related procedures / documents:

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

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