

## SHORT COURSES POLICY

<b>Section</b>	Academic
<b>Contact</b>	Provost
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### Purpose:

The purpose of this Policy is to outline Massey University's definition of and approach to the development and quality assurance of short courses.

### Policy:

#### 1. Short course

- 1.1 Short courses must adhere to the Universities' New Zealand CUAP Handbook, Appendix H: Quality assurance of university courses and programmes not leading to a qualification.
- 1.2 Short courses are considered 'stand-alone' packages of learning that may or may not contribute to a qualification.
- 1.3 A micro-credential may be granted following the successful assessment of learning obtained from one or more short courses delivered by the University (see Micro-credential Policy for more information).
- 1.4 Entry into short courses can be through an open-entry pathway, or specified entry criteria.
- 1.5 The learning outcomes of a short course may include those covered and those not covered in an existing qualification that have been identified by industry, employers, professional associations, iwi and/or other communities.
- 1.6 A certificate of participation or attendance can be provided as a means of recognising participant engagement with the short course.
- 1.7 Credit for a short course may be granted so long as the credit value does not exceed the credit value of a micro-credential resulting from a short course (see Micro-credential Policy and Recognition for Professional Development Short Course for Credit template).
- 1.8 Short courses that do not result in a micro-credential will require a contract that outlines the specific terms and agreement for the specific short course.
- 1.9 Where required under the COVID-19 Public Health Response (Vaccinations) Order 2021, or by any additional Government orders or Massey University requirements, admission to specified short courses within Massey University, and continued enrolment and progression in those short courses, requires evidence of full and current COVID-19 vaccination status. This requirement will be applied to any and all short courses in accordance with Government orders or Massey University requirements

#### 2. Quality Assurance

- 2.1 Short courses that do not result in the awarding of a micro-credential must be considered by a College Board and reported to the University's Academic Committee.
- 2.2 Short courses must be developed to Massey University's usual standard of academic rigour.

2.3 Directors of Teaching and Learning or their delegate, are responsible for the quality of short courses.

**Definitions:**

A short course is defined as a short form of learning which may include assessment and does not normally lead or articulate into a qualification unless by way of a micro-credential.

**Audience:**

This Policy applies to all Massey University Staff Members.

**Relevant legislation:**

Education Act, 1989.

**Legal compliance:**

Nil.

**Related procedures / documents:**

[NZQA Guidelines for applying for approval of a training scheme or a micro-credential](#)  
[CUAP Handbook – Appendix H on short courses and micro-credentials](#)  
[Micro-credentials Procedures](#)  
[Micro-credentials Policy](#)  
[Short Courses Procedures](#)  
Universities New Zealand Guiding Principles

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