

## MICRO-CREDENTIALS PROCEDURES

<b>Section</b>	Academic
<b>Contact</b>	Provost
<b>Last Review</b>	New
<b>Next Review</b>	July 2022
<b>Approval</b>	AB20/07/186
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### Purpose:

The purpose of the Procedures is to outline Massey University's approach to, and process for, approving and managing micro-credentials, storing of information on micro-credentials, including who has received the micro-credentials, and whether the micro-credential is associated with a short course or not.

### Procedures:

Micro-credentials allow the University to credential packets of learning or recognise 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 is that micro-credentials should be recognised by industry, community, iwi or professional bodies, and that the University has a robust quality assurance process underpinning the awarding of micro-credentials. As such, micro-credentials will be developed according to the following procedures:

1. A Micro-credential Proposal will need to be completed for all micro-credentials and forwarded to the Office of Academic Assurance prior to consideration by College Board for quality assurance purposes and to ensure the avoidance of duplication. The details of the micro-credential will be entered in the SMS following approval by the relevant College Board.
2. All micro-credentials are to be worth between 5 and 40 credits in value, where one credit is the equivalent of 10 hours of learning.
3. If a micro-credential or micro-credentials are recognised as a pathway into a qualification this must be clearly outlined in the micro-credential proposal.
4. Micro-credentials are to be awarded at the successful completion of an assessment or assessments. Assessments that result in the awarding of a micro-credential can assess learning or skill development resulting from a short course, a MOOC or similar course of instruction, or can stand alone. Details about the assessment(s) including what is being assessed and alignment to a Short Course's Learning Outcomes, if applicable, are to be entered into the micro-credential proposal.
5. All proposals for micro-credentials will be considered by the relevant College Board 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.

6. 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 eEquals alongside the details of the participant who has received the badge.
7. 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 undertaken the assessment.
8. Registration and payment for a micro-credential or for a standalone assessment will be managed by the University's enrolment systems.

### **Definitions:**

**Micro-credential** has been defined by NZQA and adopted by CUAP as:

- certifying the achievement of a specific set of skills and knowledge
- having a statement of purpose and clear learning outcomes
- having demonstrable support from relevant industries, employers, or communities
- having a credit value from 5 to 40 credits (*inclusive*)
- typically not duplicating current quality assured learning already approved.

**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.

**eEquals** is 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 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 Policy  
Short Courses Policy  
Short Courses Procedures  
Universities New Zealand Guiding Principles

### **Document Management Control:**



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