

## SHORT COURSES POLICY

<b>Section</b>	Academic
<b>Contact</b>	Provost
<b>Last Review</b>	New
<b>Next Review</b>	July 2022
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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.

#### 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 Policy  
Micro-credentials Procedures  
Short Courses Procedures  
Universities New Zealand Guiding Principles

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