



Micro-credentials Principles and Procedure

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1. Purpose

The purpose of this Procedure is to outline the principles and process for the development and granting of micro-credentials.

2. Definition

2.1 A micro-credential has been defined by NZQA as:

Micro-credentials are new stand-alone education products intended to enable learners to access specific knowledge and skills in a cost-effective and time-efficient way. They are smaller than qualifications and focus on skill development opportunities not currently catered for in the tertiary education system, and for which there is strong evidence of need by industry, employers, iwi and community.

2.2 A micro-credential will be a formally approved course of study of between 5 and 40 credit points.

3. Principles

3.1 The micro-credential certifies achievement of a coherent and self-contained set of skills and knowledge that are not covered by an existing qualification.

3.2 There must be strong evidence of need by industry, employers, professional associations, iwi and/or other communities.

3.3 A micro-credential is a standalone course of study which a student must be enrolled in and successfully complete in order to be granted the award.

3.4 A micro-credential may be recognised for credit towards an existing qualification.

3.5 A micro-credential may be gained through assessment of non-formal prior learning against pre-determined learning outcomes.

3.6 A micro-credential may not be gained through credit via formal prior learning i.e. via transfer of credit for an existing course or component of an existing qualification.

3.7 The entry criteria must be in alignment with the level of the micro-credential and learning outcomes.

3.8 A micro-credential awarded by this University or other recognised provider may be eligible for credit transfer towards an existing qualification or used as part of a suite of evidence for meeting admission criteria.

4. Quality Assurance

4.1 A micro-credential must be approved in principle by the relevant faculty board before being submitted to the University's Programme Approval and Review Committee for approval.

4.2 A proposal for a micro-credential will be considered based on the following:

- Title
- Evidence of engagement and support from relevant industry and/or community
- Level
- Aims, purpose, learning outcomes, content, delivery and assessment criteria
- Relationship to any other existing courses or qualifications

- 4.3 A micro-credential will be approved for a period of five years before being subject to a review. A recommendation determining its ongoing offering will form part of the review outcome.
- 4.4 A micro-credential must be evaluated after every offering by students using the University's online evaluations system.
- 4.5 A moderation plan must be in place to ensure that a micro-credential undergoes peer review of assessment standards.

5. Certification

- 5.1 The certification of a micro-credential will follow the University's guidelines and include
 - The name and logo of the University
 - The title of the micro-credential
 - The credit points and level of the micro-credential

6. Procedure

Faculty Board approval



PARC approval (Academic Board notified via Minutes)

7. Associated Documents and information

- NZQA Rules on Micro-credentials and Training Scheme Rules [[click here](#)]
- CUAP Handbook Appendix H: Quality assurance of university courses and programmes not leading to a qualification [[click here](#)]
- Appendix 1: Universities New Zealand Guiding Principles
- Appendix 2: Pro forma for approval of a micro-credential

Appendix 1: Universities New Zealand Guiding Principles



Universities' guiding principles: Micro-credentials

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The following principles are designed to ensure the consistency and quality of university micro-credential offerings:

1. The university sector should only recognise and/or offer micro-credentials where five criteria are met:
 - a. **Level** – they have been objectively and consistently assessed as being at an appropriate level relative to the qualifications framework.
 - b. **Credit** – they have a credit value that has been derived consistent with the credit value of other comparable courses offered by universities.
 - c. **Assessment** – there are adequate mechanisms for verifying that students themselves have successfully completed necessary work and assessment.
 - d. **Quality assurance** – there is credible quality assurance behind the design, delivery, and assessment of whatever is being offered.
 - e. **Industry, employer and community support** – there is support from the relevant industries, employers or communities.
2. Micro-credentials may be used to award formal credit towards a university qualification. Published university policies on credit transfer limits will apply to credits from micro-credentials and credits from other sources.
3. Where universities offer micro-credentials:
 - a. The university should have a micro-credential framework detailing clear policies and procedures for developing micro-credentials, assessing their level and credit value, quality assuring them, and for delivering them and assessing skills and capabilities of students.
 - b. Universities should adhere to the 'Quality assurance of university courses and programmes not leading to a qualification' appendix of the CUAP Handbook in their development and approval of micro-credentials, along with other courses not leading to a qualification.

Appendix 2: Pro forma for approval of a micro-credential*(Remove all instructions in blue)*

Title:	<i>Maximum 60 characters including spaces. Title must be succinct and clearly reflect the subject matter.</i>	
Code:		
Credit Points:	<i>Between 5 and 40 pts.</i>	
NZQF level:	<i>Refer NZQF level descriptors.</i>	
Entry requirements:	<i>Include any presumed prerequisite knowledge if applicable.</i>	
Student Learning Hours	<i>The learning hours are a guide to the total time needed for a student to complete the micro-credential:</i> Face to face contact: X Self-directed learning: X Total Learning Hours: X	
Purpose/aim:	<i>A succinct outline of the purpose and aims.</i>	
Evidence of need:	<i>Evidence that there is established industry, employer, or community support for the micro-credential (e.g. formal written request, letters, consultation, minutes). Please attach evidence.</i>	
Treaty of Waitangi/ mātauranga Māori	<i>How is the University's commitment to the principles of the Treaty of Waitangi and mātauranga Māori manifested in this proposal?</i>	
Outcomes		
Students who pass this micro-credential will be able to:		
1		
2		
3		
4	<i>Insert extra rows if necessary</i>	
Content		
•		
•		
•		
•	<i>Insert extra rows if necessary</i>	
Proposed Delivery model	<i>State if face-to-face, blended, fully online, block, etc.</i>	
Assessment		
Assessment Event	Weighting %	Learning Outcomes
<i>e.g. Assignment 1:</i>	<i>25%</i>	<i>1, 2, 4</i>

<i>Insert extra rows if necessary</i>		
Grade Map 1: A+ A A- Pass with Distinction B+ B B- Pass with Merit C+ C C- Pass D Fail		
Overall requirement/s to pass the Micro-credential: To pass the course, the student needs at least a ...		
Learning resources		
Moderation of assessment	<i>Explain the system of moderation that will be used to ensure that assessment is fair, valid, consistent and appropriate for the stated learning outcomes.</i>	
Relationship to other courses or existing qualifications	<i>What, if any, credit may be considered from this micro credential into a full qualification</i>	
Faculty		
Resources and staffing:	<i>Explain the facilities, physical and/or IT resources, staffing and student support services required to deliver the micro-credential.</i>	
Effective start date		
Funding Source	<i>Note: Liaise with Strategy & Planning if the micro-credential is not self-funded</i>	
Examination Board that has oversight for the Micro-credential		
Role of external stakeholder in the Micro-credential		

Date approved by Faculty Board: _____