Guidelines for Micro-Credentials in the Division of Humanities

The following Divisional Guidelines are written with reference to The University of Otago Micro-credentials Framework. Please refer to that document for further detail. This document adds the following information and requirements of particular relevance to the Division of Humanities.

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

Development of a Micro-credential
A micro-credential must be approved by the Humanities Divisional Board before being submitted to the Board of Undergraduate Studies or Board of Graduate Studies for final approval. Prior to this, consultation with other relevant University of Otago stakeholders should take place.

In accordance with the Micro-credential Framework, the Division of Humanities requires the following for a micro-credential to gain Divisional approval:
1. Substantial evidence of demand for a proposed micro-credential, including from industry, employers, professional associations, iwi and/or other communities. This could be, for instance, a letter from an organisation requesting a micro-credential specifically for their employees. Evidence of demand for a micro-credential is more stringent than for standard university papers.
2. An explanation of how the micro-credential responds to the Division's Teaching and Learning Strategic Priority Actions, International Strategic Priority Actions, and Postgraduate Strategic Priority Actions, where appropriate.
3. An explanation of how the micro-credential responds to the University's Māori Strategic Framework and Pacific Strategic Framework, recognising Māori and Pacific students are priority learners for the university.
4. An explanation of how the micro-credential responds to the University's Graduate Attributes.
5. An explanation of how the micro-credential responds to the University's Guidelines for the Assessment of Student Performance.
6. A micro-credential cannot normally contribute to a qualification. If it does contribute to a qualification, it must not replicate the content from already-existing papers.
7. 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.

Quality Assurance
When developing a proposal for a micro-credential, attention must be given to the following elements:
1. How the micro-credential will be evaluated. The Micro-credentials Framework requires micro-credentials to be evaluated every occasion they are offered.
2. The financial viability of the micro-credential. A micro-credential is unlikely to generate substantial income, but it must be run efficiently, in accordance with administrative norms in the Division, and comply with existing teaching workload models.

Oversight for the Division's micro-credentials rests with the Division of Humanities Pro-Vice Chancellor or their nominated representative.