

## **Guidelines for Micro-Credentials in the Division of Commerce**

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 Commerce.

### **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.

### **Division of Commerce Guidelines**

1. There is the expectation that micro-credentials will be entrepreneurial and agile in nature.
2. The Division will require very strong evidence of a demonstrated need for a micro-credential, including from industry, employers, professional associations, iwi and/or other communities.
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.
4. A high proliferation of micro-credentials is not anticipated. In Commerce, a high proliferation of micro-credentials will not be encouraged.
5. A micro-credential must be financially sustainable and revenue-generating.
6. Micro-credentials must:
  - a. Contribute to the University's graduate profile, particularly in regard to life-long learning.
  - b. Be consistent with the Division's Strategic Plan and Teaching & Learning Plan.
  - c. Teach discrete skills/components of learning, with a preference that the emphasis is on skills rather than knowledge.
  - d. Include a robust graded assessment component in line with the University's Assessment policy. The requirement for assessment is in contrast to many continuing professional development (CPD) short-courses that might only require attendance.
7. It is anticipated that most micro-credentials will be at a postgraduate level.
8. A micro-credential may be offered between 5 and 40 points.
9. Micro-credentials may be particularly suited to distance learning.
10. Micro-credentials are not meant to duplicate existing papers. In Commerce, micro-credentials must include new content and not duplicate existing papers. This is because of the risk of stripping aspects of existing papers, in turn, drawing students away from papers. The effect of this would be to reduce qualification enrolment and completions. This does not preclude content from previously deleted papers being developed as a micro-credential.
11. Converting existing papers to micro-credentials will be strongly discouraged due to the risks associated with managing cross-crediting and restrictions, as well as posing a disincentive to complete conventional qualifications.
12. The University will not offer micro-credentials in recognition of prior learning (i.e., via the transfer of credit for an existing paper or component of existing qualifications).

13. Credit from micro-credentials offered by the University may be used as cross-credit or transfer-credit for existing qualifications where appropriate and where permitted by the Commerce regulations and admission criteria.
14. In order to monitor the forward use of micro-credentials and establish a consistent practice, applications for cross-credit/transfer-credit of a micro-credential must be approved at the Divisional level (generally by the Associate Dean Postgraduate Programmes for a postgraduate micro-credential) rather than by academic units or individual programme convenors;
15. Entry criteria for any micro-credential should be aligned with the level and learning outcomes of that micro-credential.
16. A micro-credential that has not been offered for a period of three years will be automatically deleted; micro-credentials cannot be suspended.
17. In approving a micro-credential, the Division will give consideration to the:
  - a. Reputational effects on the University and specifically the Division.
  - b. Anticipated future enrolment effects on existing papers and qualifications, including that micro-credentials consume fees-free entitlements for postgraduate students and that TEC funding for micro-credentials is grouped with CoPs, which collectively are capped at 5% of the University's total teaching delivery.
  - c. Overall teaching delivery costs, including governance and management of micro-credentials.

### **Quality Assurance**

A micro-credential must be approved by the Divisional Academic 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.

A micro-credential must be evaluated each time it is offered using a range of evidence that includes some form of student evaluation.

A micro-credential will be approved for a period of three years before being subject to a Micro-credentials Review that will include: a brief description of the main highlights, successes, problems and challenges involved in teaching the micro-credential; an assessment of the quality of the micro-credential informed in part by student feedback; analysis of the number of enrolments; and a recommendation on continuance. A Micro-credentials Review report should be no more than three pages and should be supported by the relevant divisional board before the recommendation on continuance is considered by the Board of Undergraduate Studies or Board of Graduate Studies.

### **Certification**

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.

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