Policy:

Non-Award Micro-credentials in Higher Education and Vocational Education and Training

Effective: 16 December 2020

Audience: Staff and Students

Policy Category: Academic
Policy Sub-category: Programs and Courses

Key words:	Micro-credentials; non-award; flexible learning
Policy Owner:	Provost
Responsible Officers:	Executive Deans/VET Manager
Review Date:	December 2023

Fremantle   Broome   Sydney

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1   OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

(a) the provision of university education, within a context of Catholic faith and values; and
(b) the provision of an excellent standard of -
    i.   teaching, scholarship and research;
    ii.   training for the professions; and
    iii.   pastoral care for its Students.

2   PURPOSE

2.1   This Policy sets out the principles governing Micro-credentials offered by the University in higher education and in vocational education and training in order to provide short modules of flexible learning that target specific learning needs and support life-long learning.

3   SCOPE

3.1   This Policy applies to non-award Micro-credentials that are offered by the University in higher education and accredited and non-accredited units in vocational education and training.

4   PRINCIPLES

4.1   The University, as far as practicable, shall offer Micro-credentials that are integrated into the design of Courses.

4.2   Characteristics
   4.2.1   Micro-credentials certify achievement of learning outcomes, standards, knowledge, skills and/or capabilities through short modules of flexible learning that target specific learning needs and support life-long learning.
   4.2.2   Micro-credentials may take the form of a single Micro-credential, or a stacked suite of Micro-credentials.
   4.2.3   A single Micro-credential will deliver a certificate of attainment of a discrete and practical learning outcome that normally comprises 30 hours of learning and five Units of Credit, and are equivalent in learning outcomes and Student workload to one Course.
   4.2.4   A stacked suite of five Micro-credentials is designed to articulate into a Bachelor degree level (AQF 7) qualification.
   4.2.5   A stacked suite of five Micro-credentials when designed to articulate into a Postgraduate AQF level 8 or 9 qualification is normally called a Professional Certificate.
   4.2.6   Micro-credentials offered by the University will:
       4.2.6.1   align to the needs of industry, professional, Student and/or community demand;
       4.2.6.2   take account of good practice in the discipline area;
       4.2.6.3   demonstrate achievement of appropriate learning outcomes and standards

aligned to AQF and/or professional/industry frameworks; and

4.2.6.4   comprise approved assessment criteria.

4.3   Recognition of Prior Learning

4.3.1   A stacked suite of Micro-credentials may be recognised as prior formal learning for the purpose of credit into a non-AQF Award or AQF Award Program in accordance with the *Procedure: Advanced Standing*.

4.4   Approval

4.4.1   Proposals for new Micro-credentials for vocational education and training are subject to review by VET Academic Subcommittee (VETAS) and approval by Academic Council in accordance with the *Procedure: VET Course Approval, Amendment, Review and Discontinuance*.

4.4.2   Proposals for new Micro-credentials are subject to review by the Program and Course Accreditation Committee (PCAC) and approval by Academic Council in accordance with the *Policy: Higher Education Program Approval, Amendment and Discontinuation*.

5   ROLES AND RESPONSIBILITIES

5.1   Provost has responsibility for:

5.1.1   reporting annually to Academic Council on the awarding of University Micro-credentials;

5.1.2   providing feedback to Schools on their Micro-credential review reports and making recommendations to Academic Council.

5.2   Academic Registrar is responsible for:

5.2.1   approving the format of certification and issuing Micro-credentials upon approval by the relevant Executive Dean; and

5.2.2   recording decisions in Student records.

5.3   Executive Dean/VET Manager is responsible for:

5.3.1   ensuring that there is a viable market for the proposed Micro-credential as outlined in a business case that is endorsed by Executive Management (will need to correspond to new structure);

5.3.2   developing proposals for Micro-credentials;

5.3.3   overseeing the Micro-credential curriculum and academic accreditation documents for consideration by PCAC; and

5.3.4   preparing School Review Reports that include Micro-credentials for consideration by PCAC in conjunction with the School Learning and Teaching Committee or equivalent.

5.4   Course Coordinator is responsible for developing the Micro-credential curriculum in accordance with sector best practice. This includes adhering to the University *Policy: Assessment in Higher Education Coursework, ELICOS and Enabling Courses*, *Procedure: Assessment in Higher Education Coursework, ELICOS and Enabling Courses,* and *Guideline: Good Practice in Assessment*.

5.5   Learning and Teaching Office is responsible for providing staff with support to develop and deliver Micro-credentials that meet academic standards and Student needs.

6   RELATED DOCUMENTS

6.1   *Australian Qualifications Framework.*

6.2 *Higher Education Standards Framework (Threshold Standards) 2015.*

6.3 *Procedure: Proposing and quality assuring Non-award Micro-credentials in Higher Education.*

6.4 *Policy: Nested Awards.*

6.5 *Procedure: Advanced Standing.*

6.6 *Policy: Assessment in Higher Education Coursework, ELICOS and Enabling Courses.*

6.7 *Procedure: Assessment in Higher Education Coursework, ELICOS and Enabling Courses.*

6.8 *Guideline: Good Practice in Assessment.*

6.9 *Guideline: Setting Student Tuition and Other Fees.*

7 DEFINITIONS

7.1 **For the purpose of this Policy, the following definitions apply*:***

Course means a Course of study that is discrete in its objectives, content, methods and assessment. For the purpose of this Policy, a Course means one that is completed as part of an AQF qualification and that normally would comprise 25 Units of Credit and 150 hours Volume of Learning. For the purpose of this policy five stacked Micro-credentials can be stacked as a course.

Micro-credential means a short module of learning that certifies achievement of learning outcomes; standards; knowledge, skills and/or capabilities which are not sufficient to warrant recognition by the University as a single Course. It is a proportion of learning of a standard course that addresses a subset of the total learning outcomes of the Course. It comprises 30 hours Volume of Learning and five Units of Credit which equates to 20% of the Volume of Learning in the Course.

Professional Certificate means an accredited Micro-credential into which individual disciplinary pathways into a Postgraduate qualification (levels 8 and 9) can be offered. It is comprised of five Micro-credential each worth five Units of Credit, and together equate to 150 hours of Student workload, which is the equivalent of a Course.

Student means a person enrolled in one or more Micro-credential modules.

Volume of Learning means the notional duration of all activities required for the achievement of the learning outcomes specified for a qualification, and all other forms of certified study. It is measured in hours of study, where a year of full-time study is considered to be 1200 hours.

Version	Date of approval	Approved by	Amendment
1	16 December 2020	Vice Chancellor	Effective date – new Policy.
	3 February 2021	Provost	Updated to reflect new title of Executive Dean and Faculty structure.