

SHORT COURSES PROCEDURES

Section	Academic
Contact	Provost
Last Review	New
Next Review	July 2022
Approval	AB 20/07/186
Effective Date	July 2020

Purpose:

The purpose of the Procedures is to outline Massey University's approach to, and process for, approving and managing short courses, storing of information on short courses, including who has enrolled, and guidance on managing enrolments into short courses.

Procedures:

Short courses allow the University to provision small packages of learning to support the needs of industry, iwi and / or community groups. One of the guiding principles informing the institutional approach to short courses is that they should be developed in a timely way to respond to industry, iwi or community needs, while also ensuring the University's quality assurance mechanisms are adhered to. As such, short courses will be developed according to the following procedures:

1. A Short Course Proposal must be completed for all new short courses, whether they are for credit or not and whether they contain assessment or not.
2. Short Courses that are for credit or result in a micro-credential must include an assessment or assessments. The details of the assessment schedule and the relationship to the learning outcomes of the Short Course must be included in the Short Course Proposal.
3. All short course proposals will be considered by the relevant College Board. If the short course is not for credit and/or does not result in a micro-credential the proposal can be approved by the College Board. If it is for credit, and/or results in a micro-credential, the proposal is subject to approval by Academic Committee. The process for approval of a micro-credential is outlined in the Micro-credentials Procedures.
4. Short courses that are not for credit or do not result in a micro-credential, will be overseen by the College's Director of Teaching and Learning or equivalent position.
5. Where a short course or courses result in a micro-credential, the credit value of the micro-credential must be entered into the short course proposal form. Micro-credentials can range in value from 5 – 40 credits where 1 credit is equivalent to 10 hours of learning. The details of the micro-credential will be entered into the SMS and will appear on an eQuals record with participant information and on the student transcript.
6. Once approved, short course offerings must be added to the SMS. The proposal will be used as a means through which the details of the short course will be made available.

7. Short courses that result in a micro-credential that does not take the form of a digital badge will be issued a certificate through the SMS.
8. Enrolments for short courses will be entered in the SMS so that the University has a permanent record of attendance and can verify attendance at a later date. Enrolments can either be entered into the SMS in bulk or individuals can enrol into the course online. Details of participants will be stored in the SMS.
9. Fees may be paid through the SMS individually by participants, in bulk by a sponsor or as a combination of approaches.
10. All short courses for credit or that result in a micro-credential must use the University's processes to validate participants' identities before they commence the course in order to ensure the integrity of the assessment.
11. Participants completing short courses that are not for credit and do not contain assessment may be issued a certificate of attendance or equivalent through the SMS.
12. Participants completing short courses that are not for credit, do contain assessment but do not result in a micro-credential may be issued a certificate of achievement or equivalent through the SMS

Definitions:

A short course is defined as a short form of learning which may or may not include assessment and does not normally lead or articulate into a qualification unless by way of a micro-credential.

A short course that includes assessment may or may not be used for credit toward a qualification or a micro-credential.

Micro-credential has been defined by NZQA as:

- certifying the achievement of a specific set of skills and knowledge
- having a statement of purpose and clear learning outcomes
- having demonstrable support from relevant industries, employers, or communities
- having a credit value from 5 to 40 credits (*inclusive*)
- typically not duplicating current quality assured learning already approved.

Massey University Digital Badge: A Massey University Digital Badge is a validated indicator of an accomplishment, competence, skill, quality, or interest that has been earned by the badge holder. Digital badges are associated with an image and contain embedded metadata about the badge, its recipient, the issuer, and any supporting evidence for the achievements listed.

eEquals is a digital platform for Australian and New Zealand Tertiary institutions providing secure digital access to certified official transcripts and degree documents.

Audience:

These Procedures apply 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 Policy
Universities New Zealand Guiding Principles

Document Management Control:

Prepared by: Micro-credentials Working Party
Authorised by: Provost
Approved by: Academic Board AB 20/07/186
Date issued: July 2020
Last review: New 2020
Next review: July 2022