

## MICRO-CREDENTIALS POLICY

<b>Section</b>	Academic
<b>Contact</b>	Provost
<b>Last Review</b>	March 2022
<b>Next Review</b>	March 2024
<b>Approval</b>	C22/43
<b>Effective Date</b>	May 2022

### Purpose:

The purpose of this Policy is to outline Massey University's definition of, and approach to, the development, quality assurance and awarding of micro-credentials.

### Policy:

#### 1. Micro-credentials

- 1.1 Micro-credentials must adhere to the Universities' guiding principles: Micro-credentials, as approved by CUAP, and the requirements of the CUAP Handbook, Appendix H: Quality assurance of university courses and programmes not leading to a qualification.
- 1.2 The awarding of a micro-credential certifies achievement of a coherent set of skills and knowledge.
- 1.3 A micro-credential will certify achievement of a range of assessable learning outcomes of between 5 and 40 credits
- 1.4 Micro-credentials are considered 'stand-alone' packages of credit and may, or may not, contribute to a qualification.
- 1.5 Micro-credentials must be awarded based on the achievement of outcomes appropriate to their level and will not simply recognise participation and/or attendance.
- 1.6 A micro-credential may be granted following the successful assessment of learning obtained from a course of instruction delivered by the University, or assessment against pre-determined learning outcomes.
- 1.7 Obtainment of a micro-credential may be through an open-entry pathway, or specified entry criteria.
- 1.8 The learning outcomes of a micro-credential may include those covered and those not covered in an existing qualification that have been identified by industry, employers, occupation groups, professional associations, iwi and/or other communities.
- 1.9 The achievement of a micro-credential will be recognised on the student's Academic Transcript and a digital badge may also be issued to represent the achievement.
- 1.10 Micro-credentials awarded by the University may be recognised for the purpose of admission and/or for credit towards a qualification under the relevant regulations.
- 1.11 The University may recognise micro-credentials awarded by other universities in New Zealand or overseas or other education providers by way of recognition of prior learning.
- 1.12 A micro-credential may be awarded at the successful completion of an assessment that forms part of a short course. For more information about short courses refer to the Short Course Policy.

- 1.13 Stacking micro-credentials is permitted and can be used for credit towards a qualification under the relevant qualification regulations and/or the Recognition of Formal and Informal Prior Learning Regulations and subject to the approved limits.
- 1.14 Where required under the COVID-19 Public Health Response (Vaccinations) Order 2021, or by any additional Government orders or Massey University requirements, admission to specified short courses within Massey University, and continued enrolment and progression in those short courses, requires evidence of full and current COVID-19 vaccination status. This requirement will be applied to all short courses in accordance with Government orders or Massey University requirements.

## 2. Quality Assurance

- 2.1 Micro-credentials must be considered by a College Board and reported to the University's Academic Committee.
- 2.2 Prior to going to College Board, the micro-credentials proposal will be quality assured by the Office of Academic Assurance.
- 2.3 University issued micro-credentials must include approved University branding and comply with the University's data requirements, record keeping and reporting rules.
- 2.4 Micro-credentials are approved for a period of three (3) years, after which time a review of the credential will be considered by the relevant College in conjunction with the Office of Academic Assurance.
- 2.5 A periodic evaluation plan must be in place to ensure that a micro-credential undergoes evaluation that is informed by and utilises feedback from the recipients of the credential as well as industry, iwi or community groups that the credential has been developed in conjunction with. Reporting of the periodic evaluation shall be through the associated College Board.

## Definitions:

**Micro-credential** has been defined by NZQA and adopted by CUAP 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 supporting evidence for the achievements listed.

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

## Audience:

This Policy applies 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 Procedures](#)  
[Short Courses Policy](#)  
[Short Courses Procedures](#)

**Document Management Control:**

Prepared by: Office of Academic Quality, Reporting and Assurance  
Authorised by: Provost  
Approved by: Council C22/43  
Date issued: July 2020  
Last review: March 2022  
Next review: March 2024