

**Procedure Title:** Micro-credentials Procedure

**Procedure Owner:** Deputy Vice-Chancellor (Education)

**Keywords:** Micro-credentials, credit, approval, assessment, digital badge, learning, certification

**This procedure supports the University to operationalise the Curriculum Design Policy and the Curriculum Accreditation and Evaluation Policy and must be complied with.**

[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Procedures Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

### 1. INTENT

The purpose of this procedure is to provide a framework for academic quality assurance in the development of micro-credentials. The principles set out in this procedure shall guide the development, approval and recognition of Micro-credentials at ECU.

This procedure should be read in conjunction with documents as outlined in section 6.

### 2. ORGANISATIONAL SCOPE

This procedure applies to all staff involved in the design of Micro-credentials at the University. It does not apply to Vocational Education and Training (VET).

The award of credit in accordance with the [Credit and Recognition of Prior Learning Policy](#) and [Procedures](#) is out of scope of these procedures.

Academic Board must approve any major amendments to these procedures (i.e. those changes that change the overall intent of one or more sections of these procedures). The Procedure Owner may approve minor amendments and updates to these procedures.

### 3. DEFINITIONS

The [University Glossary](#) and the following definitions apply to this procedure:

Term	Definition
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Credit Pathway Micro-credential	Micro-credentials that provide admission or course credit towards a specified award course/s. They reflect the academic standards of the specified course/s; are aligned to an AQF level; and the volume of learning is consistent with the amount of credit earned in the intended course.
ECU Edge Micro-credentials	A subset of Micro-credentials that are only available for current ECU students.
Digital badges	A verified certification signifying completion of learning providing a mechanism for sharing these accomplishments online.
Identity verification	Method used to confirm the identity of a participant or student using at least one form of evidence.
Micro-credential	A certification of assessed learning in a given subject area or capability, which may be additional, alternate or complementary, or a component of, a Course.
Participant	An attendee of a Short Course, Micro-credential or professional development activity.

## 4. PROCEDURE CONTENT

### Principles of Micro-credentials

- 4.1. Micro-credentials differ from other qualifications as they are typically offered as 'bite-sized' and 'flexible' learning opportunities in a range of areas. Micro-credentials promote lifelong learning and engagement in diverse study areas to enable the rapid development of new skills and capabilities.
- 4.2. Other short learning experiences or Short Courses such as Executive Education and Continuing Professional Development, are not considered Micro-credentials unless there is a formal component of assessment.
- 4.3. The University offers Micro-credentials that:
  - a. are certificated qualifications that provide opportunities to demonstrate specific learning, skills, knowledge and/or experience;
  - b. evidence and certify achievement as demonstrated through learning outcomes and relevant academic standards;
  - c. are awarded based on the successful completion of assessment(s);
  - d. are conferred where the identity of the learner is appropriately verified;
  - e. may be integrated into the design of an award course;
  - f. may be developed and awarded in partnership with relevant industries, employers, or communities where possible;
  - g. may be initiated to meet the needs of external parties (e.g. public sector organisations; private sector employers from industry or business; professional bodies; community groups) and may be recognised by external professional bodies;
  - h. are recorded and archived in accordance with approved University systems; and
  - i. will be conferred digitally using an University approved digital badging platform.

- 4.4. Persons completing Micro-credentials will be considered Participants until such time as they enrol and are admitted into an award course as a Student of the University, as outlined in the Higher Education Support Act 2003.
- 4.5. Micro-credentials are not eligible for the Higher Education Loan Program (HELP) or the Commonwealth Grant Scheme support and are not available for cross-institutional enrolment.
- 4.6. The University approves Micro-credentials in accordance with the Curriculum Delegations and [Curriculum Accreditation and Evaluation Policy](#) and [Procedure](#) with quality assurance delegated to the School or Teaching Area responsible for delivery.
- 4.7. ECU Edge Micro-credentials will be approved, and quality assured by the Education Committee.
- 4.8. Fees for Micro-credentials are to be set to ensure the sustainability of the University's standard offerings.

### Essential components of a Micro-credential

- 4.9. To promote portability and recognition, each Micro-credential must include the following essential information:
  - a. Title;
  - b. Description;
  - c. Owning School, Teaching Area or Centre;
  - d. Issuer: ECU (and partners where relevant);
  - e. Assumed knowledge or essential attributes and skills to succeed in learning;
  - f. Learning outcomes;
  - g. Assessment type;
  - h. Admission requirements;
  - i. Associated volume of learning;
  - j. Mode of learning;
  - k. Associated University credit value, if relevant;
  - l. AQF level to which the Micro-credential is aligned, if relevant;
  - m. Title of the University's Award Course the Micro-credential is aligned to, if relevant; and
  - n. Alignment to Professional Standards, if relevant.
- 4.10. Participants gain digital badges for each Micro-credential successfully completed where their identity has been appropriately verified.
- 4.11. Where Credit Pathway Micro-credentials are designed to provide credit into an existing Course or Unit, the credit point value for each individual Micro-credential must not exceed 5 credit points, unless otherwise approved by the DVCE. Volume and duration of learning must be equivalent to a credit point value, as per the [Curriculum Design Procedure](#).

### Applying for Credit into Courses at the University

- 4.12. Participants, on successful completion of Micro-credentials, may apply for admission or credit into specified Award Courses offered by the University in accordance with the [Credit and Recognition of Prior Learning Policy](#) and [Procedures](#).

- 4.13. ECU Edge Micro-credentials are not eligible for credit.
- 4.14. Once the Participant has enrolled as a Student, they are a Student of the University and, as such, all relevant rules and policies apply.
- 4.15. Micro-credentials are not available as exit awards.

### **Publication and Marketing**

- 4.16. All Micro-credentials will be published on a dedicated webpage to provide a distinction between AQF qualifications. Micro-credentials that offer credit into a Course will be made clearly identifiable and will show how they meaningfully integrate into a Course.
- 4.17. Published information will include:
  - a. The essential components of a Micro-credential as outlined in 4.9; plus
  - b. Delivery dates and times;
  - c. Fees (if available for individual enrolment); and
  - d. Contact details.
- 4.18. Micro-credentials are not accredited AQF qualifications and must not be represented as such in any advertising/promotional material.
- 4.19. The certification and award of digital badges for Micro-credentials will be issued in accordance with the University's Brand Guidelines, terminology for certificate classifications and requirements for awarding using a standard template.
- 4.20. Micro-credentials will be recorded in a secure University system to ensure portability.

## **5. ACCOUNTABILITIES AND RESPONSIBILITIES**

The Procedures Owner is Deputy Vice-Chancellor (Education) and has overall responsibility for the content of these procedures and their operation.

The Manager, Teaching Quality and Manager, Academic Quality and Standards are responsible for currency of information and provision of advice relating to these procedures.

## **6. RELATED DOCUMENTS**

### **Legislation**

[Higher Education Support Act 2003](#)

### **Policies**

[Assessment Policy](#)

[Credit and Recognition of Prior Learning Policy](#)

[Curriculum Accreditation and Evaluation Policy](#)

[Curriculum Design Policy](#)

### Operational documents and resources

[Credit and Recognition of Prior Learning Procedures](#)

[Curriculum Accreditation Procedure](#)

[Curriculum Design Procedure](#)

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

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## 8. APPROVAL HISTORY

Procedure approved by:	Deputy Vice-Chancellor (Education)
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