Context and Purpose

The purpose of these procedures is to set out the University's procedural requirements in relation to microcredentials.

These procedures are to be read in conjunction with the Short Forms of Learning Policy.

Responsibility

Registrar and Director: Student and Academic Services

Procedure

A. Development and Approval

1. All proposals to establish a microcredential must be approved by the Academic Unit Board (or delegate) and must include:

   - a brief description of the curriculum content to be delivered (including a statement that this content will not duplicate offerings in other Academic Units)
   - a statement regarding the aims of the microcredential
   - the fully costed fee to be charged, and the basis for pricing
   - robust evidence of market demand
   - an assessment of costs, benefits and risks
   - the teaching arrangements for delivering the microcredential
   - the minimum participation requirements for successful completion
   - the arrangements to apply to late enrolments, withdrawals and refunds
   - an indication of the volume of learning (see Figure 1) associated with the microcredential
   - the relevant AQF band
   - the number of 'Q credits' attributable to the microcredential
   - learning objectives that are consistent with the nominated AQF band
   - an indication of the summative assessment task(s) required
   - the arrangements to be applied in relation to extensions, penalties for late submission, re-marking/re-submission, appeal against grades, and any other relevant matters concerning assessment.

Figure 1: Table of Volume of Learning

Q-credit value	EFTSL	Assessment word count limit (or equivalent)	Hours of learner engagement
1	0.020	500-750	*> 1 hr, and < 470 hrs (i.e. less than any AQF award qualification)*
2	0.0416	1000-1500	
4	0.083	2000-3000	
6	0.125	4500	
12	0.250	9000	

2. Appropriate records for approved microcredentials must be created in the University's Program and Course Management System.

B. Admission and Delivery

3. A microcredential may specify another microcredential, course, program or qualification as a formal pre-requisite.

4. A microcredential may be restricted to nominated members of specific organisations or cohorts.

5. Microcredentials may be delivered internally, externally, online, or through a blended combination of these methods.

C. Enrolment and Payment of Fees

6. Enrolment in a microcredential will be treated as an enrolment at the University and will be recorded in the University's student record system.

7. The Student Services and Amenities Fee does not apply to students enrolled in microcredentials.

8. Student and Academic Services will be responsible for the collection of fees from students enrolled in microcredentials.

D. Course/Program Management

9. Executive Deans must ensure that all microcredentials are delivered by staff with an appropriate level of disciplinary knowledge and teaching skills.

10. A co-ordinator must be nominated for each microcredential.

11. Student administration for microcredentials will be the responsibility of Student and Academic Services.

12. The microcredential must be recorded in Credit Assessor following approval, to allow for credit into a UniSA award program, in accordance with the [Recognition of Prior Learning](#) policy.

13. Students will not be granted credit towards completion of a microcredential.

E. Assessment and Certification

14. Microcredentials may use either the graded or non-graded grading schemes set out in the University's [Assessment Policy and Procedures](#).

15. Assessment for each microcredential will be determined by the Q credit value and will not exceed 500-750 words (or equivalent) per Q credit.

16. Students enrolled in microcredentials must receive a passing grade for the required assessment task(s) to complete the microcredential.

17. A digital badge will be issued to a student upon successful completion of a microcredential. A more formal microcredential, or award may be issued when a student has successfully completed a required number of Q-credits.

18. Students who have completed a microcredential do not graduate and will not be eligible to receive an academic transcript.

19. Work submitted for assessment by students enrolled in microcredentials must be tested for plagiarism using comparison software, unless the Executive Dean has given approval for the software not to be used. Students must consent to this testing process each time they submit an assessment task. Breaches of academic integrity will be managed in accordance with relevant processes set out in the [Academic Integrity Policy and Procedures](#).

F. Quality Assurance

20. Student and Academic Services will initiate the annual quality assurance process. Executive Deans, or delegates, will provide an annual report to the Academic Unit Board regarding microcredentials. This report must include a review of actual versus projected demand, revenue versus full costs, risks, and student satisfaction. It must also include recommendations for the discontinuation of microcredentials where considered appropriate by the Executive Dean, or delegate.

21. Following consideration of the annual report from the Executive Dean or delegate, each microcredential will either (1) be deemed approved to continue for a further twelve-month period or (2) be discontinued.

22. Academic Unit Board, or delegate, is the approval authority for amendments to microcredentials.

23. Academic Unit Boards must forward the annual report regarding microcredentials to the Academic Strategy, Standards and Quality Committee and Academic Board for information.

Further Assistance

Academic Policy and Programs, Student and Academic Services

Related Documentation:

[Short Forms of Learning Policy](#)

[Short Course and Short Program Procedures](#)

[Code of Conduct for Students](#)

[Student Fees and Loans Policy](#)

[Assessment Policy and Procedures](#)

[Recognition of Prior Learning](#)

Officer Responsible for Update and Review: Registrar and Director: Student and Academic Services

Approved by: Academic Board, 24 November 2023

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History: