MICRO CREDENTIAL | GUIDELINE

These guidelines are to be read in conjunction with University information around micro-credentials, especially the MCGuideforstaff2021 (current version 3).

Initial considerations
Microcredentials are in the early phase of implementation and the Faculty can currently only support a limited number of offerings. We need to be selective about what those offerings are. Before proceeding with a proposal consider the following requirements for the offering:

- Partner selection (if applicable)
- Internal capability
- Viability
- Strategic desirability

For more detail, please consult “FSE micro-credential prioritisation - May 2021.xlsx” and see below

1. Partner selection
If the Micro-credential is customised and offered exclusively to a dedicated partner (e.g., training for staff of an organisation) is the partner one we are happy to work with? Rule of thumb – would they be selected as a PACE partner? For example, if the Faculty was approached by a company associated with gambling to provide microcredentialled training for their staff, then the Faculty would turn down the approach.

2. Capability
Does the department/school have the required knowledge/skills/capability to offer the microcredential?

3. Viability
Is the offering clearly financially viable? This needs to include both academic and professional costs, including administration.

4. Strategic desirability
Is the partner one of high strategic significance for the Department/School to develop a relationship with? For example, is it a large-scale employer of graduates in the discipline? One that may have significant potential as a source of research funding? One that significantly addresses the University’s/Faculty’s social responsibilities? Proposals that meet this criteria may be considered even if the direct financial viability of the offering is limited.

Discussion with Faculty
If you have a proposal that you consider meets the above requirements, please discuss it with the ADQ&S (the DD E&E when such is appointed) at the earliest opportunity.
Eventually you will need to complete:

- FSE micro-credential prioritisation - May 2021.xlsx
- A business case (consult with the FGM before completing this)
- In most cases, entries in the CMS

Discussions with the Faculty are highly recommended before filling out the documentation addressed in the second and third dot points.
The business case will need approval from the Head of Department/School before proceeding. At the Faculty level it will need approval from the Executive Dean and the Faculty General Manager.
Other Considerations

Fee Setting
The University and Faculty have set no fixed rates for micro-credential offerings. The amounts that should be charged will vary with discipline and cohort. The fee to be charged for each offering will need to be set individually, taking into account the ability of the intended audience to pay and the fees charged by any competitive offerings (if they exist). In the absence of any such data, consider charging amounts in the following range:

- No less than the combined student and government contribution for a domestic undergraduate student
- No more than the fee for a domestic coursework masters student

Please discuss with the FGM how funds will be distributed to your department/school.

Administration
The University’s current systems do not fully support the offering of micro-credentials in the same way that they support our current offerings. The individual school/department will be responsible for much of the administration of the offerings. These costs must be included in the business case.

Payment Gateway
The University does not have a standard payment gateway for Microcredentials. The department/school will need to consider how it intends to bill/invoice for the micro-credential. Please include any associated costs in the business case (see: Administration).

Academic Workload
The academic staffing of a microcredential may be provided by:

- Casual staff
- Academic staff agreeing to work overload and receiving financial recompense for that
- Academic staff working within normal load

The third category will likely only apply in highly unusual circumstances, such as a microcredential which is co-taught with an already existing unit offering.
In all cases, the department must ensure that the offering is of high quality and put in place processes to ensure appropriate academic monitoring and oversight of the offerings. If a department considers that in-load staffing is necessary, then this must be explicitly addressed in the business case.
In the first two cases above, take into account in your planning:

- How to provide quality oversight of casual staff delivery
- The lifespan of staff willingness/ability to work overload

For any questions about the above please consult with the ADQ&S (or, the DD E&E when such is appointed)

Unit code/numbering
Microcredential units should not use the departmental codes unless they are 10cp (or multiples thereof) units. For smaller cp units, use the MPRO code. Units that are intended for use as credit towards postgraduate qualifications should be numbered in the 6000’s or 8000’s as appropriate.