

# Microcredential and Short Course Procedure

## Section 1 – Purpose

- (1) This procedure sets out the processes and requirements governing the characteristics, development, management, delivery, and quality assurance of microcredentials and short courses at the University of Canberra (the University).

## Section 2 – Scope

- (2) This procedure applies to microcredentials and short courses offered at the University.
- (3) This procedure excludes:
  - a. courses leading to an Australian Qualifications Framework (AQF) qualification (award course) except where microcredentials are being studied within an award course; and
  - b. the following non-award courses:
    - i. English Language Intensive Courses for Overseas Students (ELICOS);
    - ii. Enabling Programs;
    - iii. International Foundation Studies; and
    - iv. Study Abroad Exchange Programs.
- (4) Other non-award courses may seek an exception to this procedure via Curriculum Committee if required.

## Section 3 – Policy

- (5) This Procedure supports the *Course Policy*.

## Section 4 – Procedures

### General

- (6) Microcredentials and short courses provide accessible options to support lifelong learning and the upskilling or reskilling of individuals aligned with industry, professional and societal needs.
- (7) At the University of Canberra;
  - a. microcredentials may be used as credentialled learning for credit purposes in an award course in accordance with the Credit Procedure
  - b. short courses may only be used as uncredentialled learning.

- (8) All microcredentials and short courses must have a designated volume of learning expressed in the total number of hours of study.
- (9) Faculties allocate specific workload to microcredential and short course development and delivery based on faculty workload guidelines.
- (10) Open-source materials should be used in the design of microcredentials and short courses in order to reduce associated costs and simplify licensing arrangements. Any resourcing requirements for microcredentials and short courses must be established in consultation with Library & Learner Experience as part of the approval process.

## Microcredentials

- (11) Microcredentials must be designed to allow credit in an award course.
- (12) The [National Microcredentials Framework \(November 2021\)](#) includes the following unifying principles; that microcredentials should be:
  - a. outcome-based;
  - b. responsive to industry-need;
  - c. tailored to support lifelong learning; and
  - d. transparent and accessible.
- (13) The characteristics of a microcredential at the University of Canberra:
  - a. Are 1 credit point (1/24 EFTSL) or 3 credit points (1/8 EFTSL), with the exception of the Commonwealth funded [Microcredentials Pilot in Higher Education](#) program
  - b. Must have approved learning outcomes mapped to an identified AQF level of 5 or higher, with a maximum of 2 clearly articulated learning outcomes per credit point (in instances where two learning outcomes are mapped at different AQF levels, the microcredential itself will be mapped at the higher AQF level)
  - c. Must stipulate volume of learning with 50 hours volume of learning per credit point, inclusive of all student activities, with a maximum of three learning modules
  - d. Must be assessed, with a maximum of one assessment per credit point, which assesses the attainment of the learning outcomes in accordance with the *Assessment Policy* and *Assessment Procedures* (with the exception of the requirement for an early assessment or review and any other exceptions as approved by Curriculum Committee on a case-by-case basis)
  - e. Are clearly identified and marketed as a microcredential
  - f. May be used for credit in an award course as credentialled learning when stacked (aggregated) to a 3 credit point bundle, either in lieu of an open elective, as unspecified credit, or as specified credit; eligibility for credit will be assessed according to the *Credit Policy* and *Credit Procedure*
  - g. Provides students who complete the microcredential and meet the assessment criteria with a non-AQF certification (for example a digital credential/badge such as an eBadge via eQuals) and appears on the student's transcript, with a mark and

- corresponding result for graded grading schema or a result only for ungraded grading schema (see *Assessment Procedures*)
- h. May be used or stacked (aggregated) for the purposes of issuing a non-AQF credential, such as a Professional Certificate
  - i. Will have a specified mode of delivery based on the approved unit modes of delivery (see *Course Procedure: Courses and Course Components*), and entered into Callista under a course header aligned with the specified mode of delivery
  - j. Will be designed to be delivered online self-paced (although this may vary on a case-by-case/codesign industry partner basis to utilise an alternate mode of delivery).
- (14) New microcredentials are developed by faculties, but require formal permission by the Deputy Vice-Chancellor prior to development.
  - (15) Stakeholder groups, including industry groups, should be involved in microcredential design and delivery.
  - (16) Microcredentials must include the information set out in Appendix A, aligned to the requirements of the [National Microcredential Framework](#).
  - (17) In most cases, microcredentials will be designed to commence and be completed within a teaching period (such as semester, study block or term). The teaching period selected would be dependent on the target student cohort.
  - (18) Microcredentials that are stacked (aggregated) for the purposes of credit in a concurrent award course must be completed within a twelve-month period.
  - (19) New microcredentials must be endorsed by Faculty Board and approved by Curriculum Committee.
  - (20) Variation and closure of microcredentials are at discretion of the faculty and subject to any terms or agreement governing the microcredential. Closure of microcredentials must consider the impact to current and potential students.
  - (21) The revision and closure of microcredentials must be approved by Faculty Board, with an annual update provided to Faculty Board and Curriculum Committee which outlines the microcredential offerings within a faculty, and their revision and closure. The annual update will be submitted to Academic Board via Curriculum Committee for noting.
  - (22) Microcredentials are subject to periodic quality assurance reviews by Faculty Board and Curriculum Committee, with a comprehensive review undertaken at least once every 3 years to ensure currency and alignment to market or industry needs, with the exception of microcredentials that are included as part of another accredited course.
  - (23) Faculties that offer a microcredential will assure microcredential quality by monitoring microcredential-level data, including undertaking the following:
    - a. Unit Outline: Before each teaching period, the Convener will develop a Microcredential Outline, and the faculty delegate will review and approve the Microcredential Outline for the microcredential in accordance with *Unit Outline Procedure*.

- b. Moderation and feedback: The Convener will develop, implement and document the moderation process in accordance with the *Assessment Policy* and *Assessment Procedures*.
  - c. UCLearn (Canvas) teaching site: The Convener will develop a UCLearn (Canvas) teaching site, and the faculty will review the site for publishing to students in accordance with *UCLearn Teaching Site Publishing Procedures*.
  - d. Student Feedback: The Convener will review and respond to student feedback provided through the University approved student feedback survey, and any other student feedback.
  - e. Assessment and grading: The Convener, and Program Director (or equivalent) review grades, grade distribution and student performance in the microcredential at the end of each teaching period, and in accordance with the Faculty Assessment Board Charter, Faculty Assessment Boards will quality assure assessments in microcredentials.
- (24) All microcredentials must be registered in Callista, with a designated microcredential code.

## Short Courses

- (25) Short courses should be designed to be completed within 12 months to maintain currency.
- (26) Short courses will be developed, administered and delivered by faculties at their discretion and based on market or industry demand, and include the following considerations:
- a. May be of any volume of learning (specified in terms of total hours of learning) and do not have any associated credit points
  - b. Are not mapped or aligned to an AQF level
  - c. Are not assessed, unless required for external validation such as a professional body requirement. Any required assessment should be undertaken in alignment with the *Assessment Policy* and *Assessment Procedures* (with the exception of the requirement for an early assessment or review and any other exceptions as approved by Faculty Board on a case-by-case basis)
  - d. Are clearly identified and marketed as a non-award short course
  - e. Provides individuals who complete the short course with a Certificate of Completion or Certificate of Attendance only (that is no badge is issued)
  - f. May be considered as uncredentialed learning as part of a Recognition of Prior Learning assessment for credit, as per the *Credit Policy* and *Credit Procedure*.
- (27) Access to UC systems and resources for short course participants will be strictly managed based on cyber security, cost and other relevant considerations.
- (28) New and revised short courses, and their closure are approved by Faculty Board. Proposals for new short courses must be approved by Faculty Board prior to development.
- (29) Proposals for short courses offered by organisational units other than faculties must be approved by Curriculum Committee.
- (30) The development of new short courses does not require formal permission by the Deputy Vice-Chancellor prior to Faculty Board approval.

- (31) Variation and closure of short courses are at discretion of the faculty and subject to any terms or agreement governing the short course. Closure of short courses must consider the impact to current and potential short course participants.
- (32) Short courses are subject to periodic quality assurance reviews by Faculty Board to ensure monitoring, review and improvement of short courses, with a comprehensive review undertaken at least once every 3 years, to ensure currency and alignment to market or industry needs.
- (33) Exceptions to this procedure for short courses with specific objectives may be approved by Curriculum Committee and will require appropriate governance approval.

## Codesigned Industry Microcredentials and Short Courses

- (34) A faculty may work with the industry partner of a proposed new or existing external learning package to either:
  - a. accredit it as a University of Canberra microcredential or unit; and/or
  - b. work with the industry partner to co-design and/or co-deliver University of Canberra short course, microcredential or unit.
- (35) The specifics of codesigned industry microcredentials or short courses will be outlined in an agreement. UC Partnerships & Engagement, Legal and the faculty will collaborate on contract arrangements to ensure consistency in service agreements and fees.
- (36) The delivery mode and location of codesigned industry microcredentials or short courses is determined in negotiation with the industry partner, with input from UC academic staff.
- (37) Microcredentials and short courses codesigned and/or co-delivered by an industry partner must comply with relevant University policies and procedures, and partner agreements.
- (38) The approval requirements for codesigned industry microcredentials and short courses are identical to those designed by the University, as outlined above under the sections of Microcredentials and Short Courses.
- (39) All costs for developing and delivering co-designed industry microcredentials and short courses will be borne by the faculty or the industry partner (as outlined in the agreement), with the exception of any central business unit costs negotiated on a case-by-case basis.

## Financial considerations

- (40) Microcredentials undertaken by students as part of their award course will be managed using existing student fee charging processes:
  - a. Fees for undergraduate students will be charged at a rate of 1/24 EFTSL per credit point, based on the relevant field of education (FoE) for domestic students, or the course fee for international students; or
  - b. Fees for postgraduate students will be charged in accordance with the annual fee calculation for that course.
- (41) Standalone microcredentials will be charged in accordance with a pricing scheme related to the FoE.

- (42) Students undertaking microcredentials are not charged a Student Services and Amenities Fee (SSAF) unless:
- they are undertaking the microcredential while concurrently undertaking study in an award course;
  - a SSAF is specified for microcredentials in the annual fee setting process; or
  - if required under relevant legislation.
- (43) Individuals undertaking short courses are not charged a SSAF.
- (44) All revenue from microcredentials will flow to the faculty delivering the microcredential.
- (45) Fees associated with short courses will be assigned by the faculty.
- (46) All costs related to short courses will be borne by the faculty, and all revenue related to short courses will flow to the faculty.
- (47) Faculties will review the financial viability of microcredentials and short courses periodically.

## Admission, management and reporting

- (48) Students are expected to have sufficient English proficiency to enable them to undertake the microcredential or short course, consistent with the [University of Canberra \(Admission\) Rules 2022](#) part 9(1)(c). The requirements of Schedule 4: English Proficiency Requirements of the *Admission (Coursework) Procedure* do not apply to microcredentials or short courses.
- (49) Individuals enrolled in microcredentials are students of the University for the purposes of University Rules, policies and procedures. A record of their studies and attainment will be maintained in the student management system.
- (50) The admission of students into microcredentials without concurrent admission into an award course will involve:
- Application:** Prospective students register their interest using the process advised by the University at the time
  - Offer & Enrolment:** Upon submission, enrolment is confirmed via email
- (51) Students who are undertaking a concurrent award course will be able to enrol in microcredentials within the myUC portal.
- (52) International student visa holders must comply with ESOS regulations when enrolling in microcredentials while undertaking a concurrent award course.
- (53) Individuals registered in short courses are not students of the University for the purposes of University Rules, policies and procedures. Faculties will provide a Short Course Terms and Conditions, based on a centralised template, to their short course participants. Short course participants will be managed through the learning management system only and will not be entered in the student management system.
- (54) Individuals undertaking short courses are provided with limited access to University resources to allow them to undertake learning.
- (55) For the purposes of institutional and government reporting, a student only undertaking a microcredential does not meet the definition of an award student, and is defined as a non-award student under the *Enrolment Procedure*.

## Section 5 – Responsibilities

WHO	RESPONSIBILITIES
Curriculum Committee	<ul style="list-style-type: none"> <li>Approve new microcredentials</li> <li>Approve exceptions to procedure</li> </ul>
Deputy Vice Chancellor	<ul style="list-style-type: none"> <li>Provides the go-ahead for the development of new microcredentials</li> </ul>
Faculty Assessment Boards	<ul style="list-style-type: none"> <li>Carry out quality assurance activities of microcredentials and their assessment</li> </ul>
Faculty Board	<ul style="list-style-type: none"> <li>Endorse new microcredentials, and recommend to Curriculum Committee for approval</li> <li>Approve revision and closure of microcredentials</li> <li>Provide an annual update to Curriculum Committee for the oversight of microcredentials within the faculty</li> <li>Approve new and revised short courses and their closure</li> </ul>

## Section 6 – Associated information

### Legislation, standards and codes

- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [University of Canberra \(Admission\) Rules 2022](#)

### University documents

- Admission (Coursework) Procedure
- Course Policy
- Course Procedure: Monitoring, Review and Improvement (MRI)
- Credit Policy
- Credit Procedure
- Enrolment Procedure

### Website links

- [National Microcredentials Framework](#)

## Section 7 – Definitions

TERM	DEFINITION
<b>Learning module</b>	A focused, self-contained unit of learning (within a microcredential) designed to impart specific skill(s) or knowledge
<b>Microcredential</b>	A non-award course that is a certification of assessed learning or competency with a volume of learning less than an AQF award qualification, that is additional, alternate, complementary to or a component part of an AQF award qualification.

<b>Microcredential outline</b>	A document equivalent to a unit outline for a microcredential which uses the current unit outline template; any fields that are standardised text or not applicable to microcredentials will be identified by Learning and Teaching.
<b>Participant</b>	<p>An individual who is registered to undertake a non-award short course offered by the University and who:</p> <ul style="list-style-type: none"> <li>• is not an enrolled student at the University;</li> <li>• does not receive a University award or academic credit; and</li> <li>• engages solely for the purpose of attending, completing or receiving instruction in the short course.</li> </ul>
<b>Professional Certificate</b>	A non-AQF credential issued by the University following successful completion of a microprogram that validates an individual's knowledge, skills and experience in a specific field or area of expertise.
<b>Short Course</b>	A non-award package of learning provided by the University which does not meet the characteristics of a microcredential, excluding ELICOS, Enabling Programs, International Foundation Studies and Study Abroad Exchange Programs.

## Appendix A – Information requirements of National Microcredential Framework (November 2021)

ELEMENT	STATUS	DESCRIPTION
Title	Required	The title of the microcredential, described in plain English.
Provider	Required	The institution delivering the microcredential, and, if relevant, the company that developed the microcredential, i.e. XYZ Vendor microcredential being delivered by ABC University. A provider will also include partner providers, co-branding partnerships and industry endorsers. A provider is any company or institution that provides a microcredential.
Content/Description	Required	A description of the structure of the microcredential and a summary of the content that will be taught, i.e. key topics.
Learning outcomes	Required	The knowledge, skills or competencies a student will acquire upon completing a microcredential.
Language	Required	The language/s of instruction in which a microcredential will be taught in/ assessed.
Delivery Mode	Required	The method of delivery of a microcredential, e.g. onsite, online or a combination of both, and whether the microcredential requires synchronous engagement or is asynchronous. Where delivery is onsite, the location(s) will be stated.
Date/s of delivery	Required	The set relevant delivery dates (start/ end) and an outline of the schedule within these dates, or whether a microcredential can be completed at a learner's own pace and commenced on any given date.
Learner effort	Required	The commitment/ effort (volume of learning) required of learners. This estimate of hours should include: <ul style="list-style-type: none"> <li>i. Number of hours of in-person face-to-face contact with teaching staff.</li> <li>ii. Number of hours of synchronous online contact with teaching staff.</li> <li>iii. Number of hours of peer-to-peer engagement and its mode.</li> <li>iv. Estimated number of hours of asynchronous online content and reading/viewing of audiovisual material, etc.</li> <li>v. Estimated number of hours spent on assessment.</li> </ul>
Inherent requirements	Required	The resource/s (if any) needed to undertake a specific microcredential, i.e. a laptop, specific software, textbooks etc. <b>NOTE that this term generally has a different meaning for other UC programs</b>
Price & Financial Assistance	Required	The cost of a microcredential to learners, including any GST, discounts stipulated by providers, government funding and accepted payment mechanisms i.e. AfterPay, Paypal, and scholarships. The financial assistance for which a microcredential may qualify for.
Assessment	Required	The assessment element: the method and type of assessment (competency vs proficiency). Where assessment is onsite, the location/s will be stated.

Certification	Required	The proof of learning outcomes being met, i.e. certificate of completion. This proof of learning is issued upon completion of the microcredential.
Credit/other recognition	Required	The type of recognition (credit towards award courses, credit towards vendor/industry certifications, pathways or other recognition) that can be given upon completion of a microcredential.
Quality Assurance	Required	The assurance that microcredentials are developed and delivered in an educationally sound manner for learners. This may be a statement of quality assurance processes applied to the microcredential such as provider or CRICOS codes, relevant regulator, and approach to academic integrity and assessment.
Prerequisites	Required	The microcredential or level of experience that must be successfully completed prior to attempting to earn or complete the referenced microcredential.
Expiration of the microcredential	Recommended	The date when a microcredential is due for review and resubmission. Microcredentials should be reviewed as required and appropriate, depending on the nature of content and learning outcomes.
Depth of learning	Recommended	The mastery level of a learner upon achievement of learning outcomes and completion of a microcredential, i.e. a learner has completed X microcredential which sits at novice level.
Jurisdiction	Recommended	The institutions or jurisdictions where the microcredential is applicable or recognised.
Industry Support	Recommended	The assurance that microcredentials meet an industry need and reflect skills sought by employers. For example, a statement of support from industry
Recommended prior	Recommended	The microcredential/ course/ professional experience a learner is recommended to complete before attempting to undertake the referenced microcredential.
Stackability	Recommended	Any other microcredentials that a microcredential combines with (stacking) that lead to an overall certification being awarded upon completion, or entry into a further course.
Industry/occupation	Recommended	The industry/s that a microcredential sits within, and the occupations/ career pathways a microcredential may lead to
Industry alignment	Recommended	Industry competency framework/s that a microcredential may be aligned to, i.e. Skills Framework for the Information Age (SFIA), CPA.

## Status and details

<b>Status</b>	Current
<b>Effective Date</b>	23 March 2026
<b>Review Date</b>	19 September 2028
<b>Approval Authority</b>	Academic Quality and Standards Committee
<b>Approval Date</b>	18 March 2026 (AB2026/1/14)
<b>Custodian</b>	Deputy Vice-Chancellor
<b>Responsible Manager</b>	Director, Education & Student Experience
<b>Enquiries Contact</b>	<a href="mailto:policy@canberra.edu.au">policy@canberra.edu.au</a>