

Non-Credit Micro-Credential Approval Process

Purpose

To address the need for definition and processes relating to the development and quality assurance of non-credit micro-credentials at Queen's University, the Vice Provost, Teaching and Learning struck a Micro-Credentials Working Group in Winter 2021. The Working Group met through the spring of 2021 and developed 10 recommendations as reported in its *Interim Report to the Vice Provost Teaching and Learning* (June 2021).

This document addresses recommendation 5.

Approval Process for Non-Credit Micro-Credentials

Recommendation 5:

Establish the following approval processes for non-credit micro-credentials.

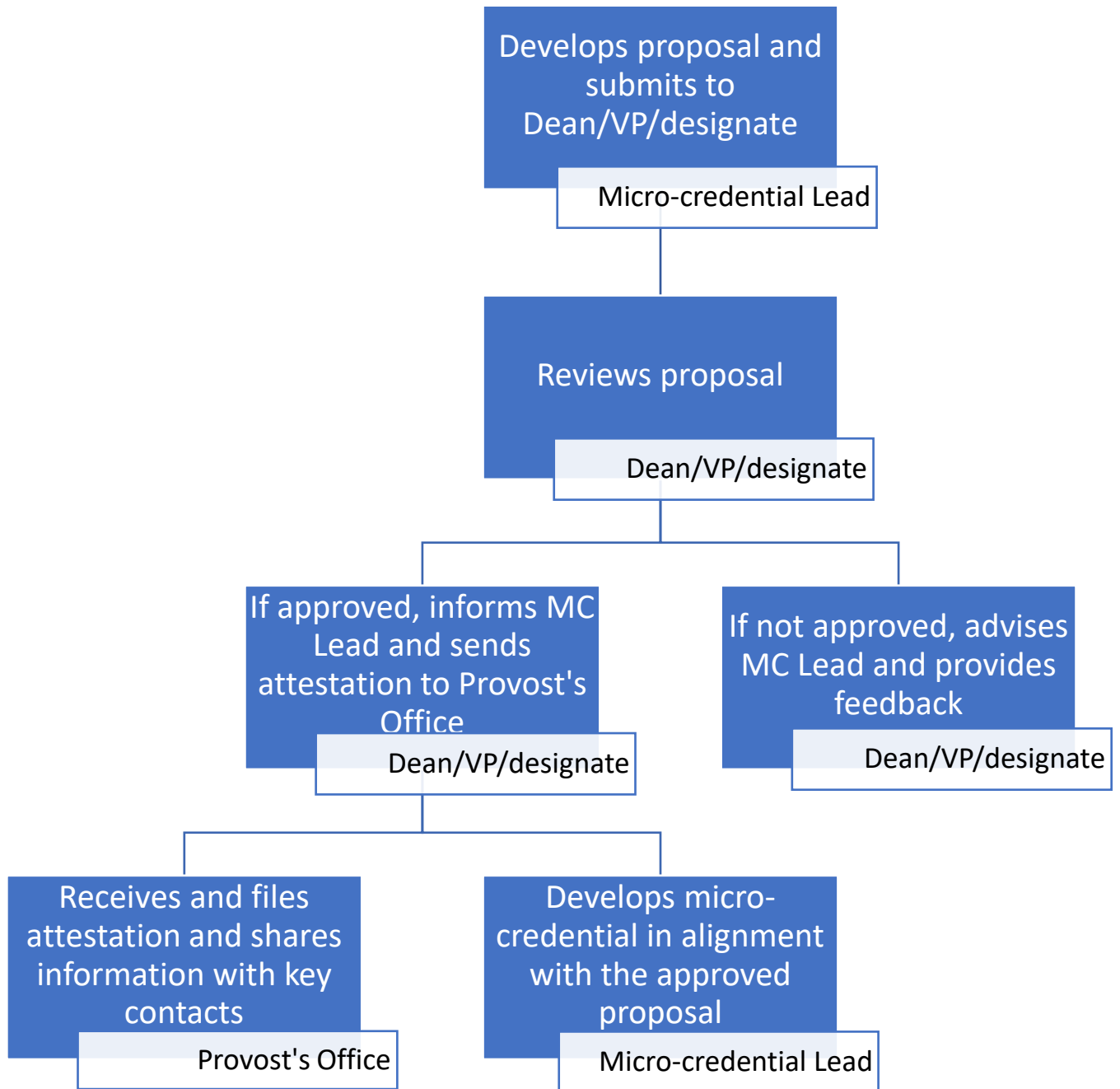
- a. *Approval within unit (academic or non-academic). Ask all units to ensure that micro-credentials align with the principles and framework before approving.*
- b. *Add an institutional level review and recording process through the VPTL office. This would allow timely and efficient review against the principles and framework and institutional considerations and would ensure new credentials are recorded without impeding institutional agility in implementing new micro-credentials.*

Process:

1. Approvals for new non-credit micro-credentials will occur at the Faculty/Unit level.
2. Attestations will be sent to Provost's Office from the Dean/VP/designate.
3. Provost's Office receives annual report of current micro-credential offerings from Faculty/Unit.

See image below

New non-credit micro-credential approval process



A non-credit micro-credential proposal should include the following elements, where relevant. Each Faculty/Unit may determine its own format for a proposal however, a [sample template](#) is provided:

New Non-Credit Micro-Credential Planning Template <i>For internal department use only</i>	
1. Please provide a brief description of the purpose of the micro-credential	
2. In what ways does this micro-credential align with the institutional mission and strategic plan?	
3. Demonstrate the industry, employer and/or community need this micro-credential addresses, if appropriate. Include details of consultations, partnerships, and/or endorsement from relevant parties, as needed.	
4. What skills development or labour market need will be met through the successful completion of this micro-credential?	
5. Provide details about the expected learner experience and skills/competencies or outcomes (skills, knowledge, and attitudes) that a learner will acquire through the successful completion of this micro-credential.	
6. What are the assessment strategies that will be used to assess the learner's achievement of the stated competencies/outcomes?	
7. What is the expected duration of the micro-credential?	
8. Is this micro-credential intended to be OSAP eligible?	
9. Are there related credentials or pathway opportunities associated with this micro-credential?	

