

Training Scheme/ Micro-credential Description

A training scheme/micro-credential is a coherent arrangement of learning or training that is based on clearly linked aims, outcomes, content and assessment practices. A training scheme or micro-credential may be listed at any New Zealand Qualifications Framework (NZQF) level. Training schemes may be *local* (final approval by Unitec) or *formal* (final approval by NZQA).

A training scheme will be co-created between end-users and education organisations in response to new and unmet skill needs. They have multiple purposes including:

- skills related to new technology
- updating existing competencies to maintain currency
- skill gaps
- continuing professional development.

A training scheme:

- can be up to 40 credits (although there are some exceptions) and has no minimum value
- leads to an award, but does not, of itself, lead to an award of a qualification on the NZQF
- may be assessed and may contribute credits to further study
- may include packages of Unit Standards or other bespoke learning as required

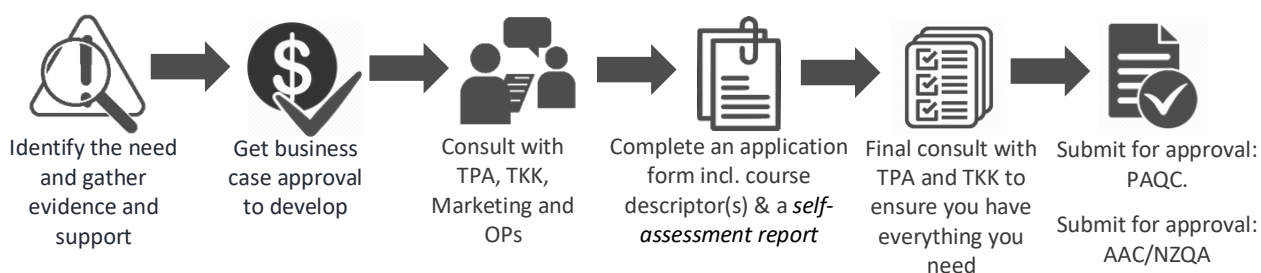
Note: Formal NZQA approval is mandatory to enrol international participants in a training scheme, including a training scheme less than three months in duration, unless the training scheme meets exemption criteria established under section 232B of the Education Act 1989 (the Act).

Additional requirements for micro-credentials:

A micro-credential certifies achievement of a set of skills and knowledge. It must meet the requirements of a training scheme (above) as well as the following additional requirements:

- can be 5–40 credits in size
- have demonstrable evidence of need from employers, industry and/or community
- typically, it does not duplicate current quality-assured learning approved by NZQA
- consist of one or more assessment standards listed on the Directory of Assessment Standards which certifies the achievement of a specific set of skills and knowledge in workplace training
- include appropriate assessment activities to provide confidence the learner has achieved the learning outcomes at the appropriate NZQF level
- be reviewed annually to confirm the micro-credential continues to meet its intended purpose

Process guide for approval of a new short course:



A **self-assessment report** is required and should illustrate how the education organisation is confident it has included sufficient information and evidence to answer the evaluation questions. The self-assessment report should describe:

- capability and resources required (i.e. human, physical, and teaching and learning)
- the overall structure, as delivered, including the assessment schedule
- If relevant, evidence of the formal arrangements made with the developer (where this is not the applicant) to deliver the training scheme or the micro-credential
- evidence of approval by the education organisation (i.e. through the Academic Board or similar facility).

Please check with Te Korowai Kahurangi if you are unsure of the scale or type of change that you wish to make.

DOCUMENTS REQUIRED TO SUPPORT YOUR APPLICATION

☐ Course Descriptor (Required)

You must provide a course descriptor for each course in this application.

☐ Self-assessment Report (Required)

Demonstrates capability to deliver.

☐ Business Case Approval (Required)

Demonstrates internal formal leadership approval.

☐ Other Supporting Evidence (list names of documents)

Please also attach any other materials that may be relevant to this application (publicity material, letters of support, etc.).