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**New micro-credential/short course approval form**

This form should be used when proposing to offer micro-credentials/short courses that have **not** previously been validated for delivery at QMU.

Please refer to the guidance on micro-credentials/short courses. You can also speak to a member of the Governance and Quality Enhancement Team for advice.

This form needs to be completed and submitted to the School Academic Board normally no later than four months prior to the date of the first intake.

A completed module descriptor should be submitted alongside this form.

Please complete the form in full and accurately. The information provided will be used by the admissions and web teams to provide information to applicants.

**Summary information**

|  |  |
| --- | --- |
| Micro-credential/Short Course title (same as module title) |  |
| Module code |  |
| Micro-credential/Short Course Co-ordinator |  |
| Division |  |
| SCQF level |  |
| Number of credits |  |
| Start month of first intake |  |
| Exact start date (if known) |  |
| Closing date for applications for first intake (minimum is 4 weeks before start date) |  |
| Please note that the caveat below will be added to the programme page on the website unless the course is delivered on demand.  *NB This course will run depending on numbers registered. Confirmation of commencement will be 4 weeks in advance of the start date.* | |
| Will the course run on demand (i.e., when an organisation requests it) rather than QMU undertaking open advertising? |  |
| **On demand courses**  If the course is run on demand, the following text will be added to the programme page on the website (please tweak if necessary).  *There are no upcoming dates for this short course, but new dates may be added in due course. We can also run it 'on demand' for organisations who would like to use them as part of staff development.*[***Contact us***](mailto:%20ILO@qmu.ac.uk)*for more details about costs and how to arrange a bespoke delivery of this course.* | |
| Number of planned intakes per year |  |
| Expected number of students on the course per intake  *(The minimum viability for a short course is 10 students – the course will not be able to run with less)* |  |
| Mode of delivery  *(i.e., in person/blended/online synchronous/online asynchronous)* |  |
| Number of contact hours  (*i.e., live interaction with a staff member in person or online*) |  |
| Number of self-directed/independent study hours |  |
| Fee |  |
| Will SFC funded upskilling places be available? If yes, how many?  *(This should be confirmed with the Dean)* |  |
| If SFC funded upskilling places are available, the information below will be added to the programme entry on the website (*if alternative wording is required please detail that in the box to the right*).  **Free places**  *Free places are available for any person resident in Scotland, who holds an undergraduate degree (or equivalent professional experience) and who is not currently studying for a degree level qualification.*  **Please note: free places are limited, and subject to availability.** |  |
| Route code  *(this will be provided by the School Office post approval)* |  |

**Rationale and evidence**

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| Outline the rationale for the micro-credential with particular regard to skills and/or personal and professional development (10-12 lines) |
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| Explain how the micro-credential contributes to the delivery of the key institutional priorities as set out in QMU’s Strategic Plan (10-12 lines) |
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| List below the sources of evidence for demand from employers, prospective students and other stakeholders; provide summary information on consultation with stakeholder groups (10-12 lines) |
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| Provide a brief outline of the anticipated income and any additional costs that running this programme would incur at a Divisional level (10-12 lines) |
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**Entry requirements (select the option that applies)**

Micro-credentials are intended to be as accessible as possible and as such the expectation is that entry requirements will be set at the minimum level in the majority of cases. Where additional entry requirements are essential, please specify and provide a rationale.

All applicants will be asked to complete a brief statement of intent as part of the application form.

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| **SELECT ONE OPTION ONLY** | |
| Does the programme have no formal entry requirements? Please note that this is the expectation for most short courses. | Yes/No |
| **Programmes with no formal entry requirements**  Where a programme has no formal entry requirements applicants should be advised of the usual level of study that is recommended for studying a course at an equivalent SCQF level.  If you select this option, please adapt the text in the box opposite so that it aligns with the relevant SCQF level of the course. | ***Entry requirements***  *Example text*  *The course is delivered at Master’s level and each applicant must decide if the level of study is suitable for them.*  *Applicants for Master’s level study would usually hold an undergraduate degree or have relevant professional experience that supports study at this level. Applicants that have previously studied outside the UK should check that their qualification has been taught at a suitable level to prepare them for Master’s level study.*  *You do not need to provide proof of your previous qualifications.*  ***English Language requirements:****This course is taught and assessed in English. Applicants do not need to provide proof of their English Language skills when applying for this course, but all applicants should consider whether they have sufficient English competence to study at this level. Applicants for this level of study would usually be able to demonstrate a level of English equivalent to IELTS 6.5 overall, with no component score below 6.0.* |
| Does the programme have specific formal entry requirements? *(These sections are only relevant if you answered no to the section above)*  These may be necessary for a limited number of short courses where, for example, specific knowledge or experience is essential for undertaking the course, or where the standard level wouldn’t meet professional body requirements.  Examples could include an Honours degree in a related area, current employment in a related area, or professional registration. | Yes/No |
| If you have indicated that there are specific formal entry requirements, please provide a brief justification of the need for these entry requirements in the box opposite. | *E.g., Undergraduate degree or relevant professional experience is necessary for this course because……..* |
| If you have indicated that there are specific formal entry requirements, please complete details of the specific entry requirements as they should appear on the website in the box opposite. |  |

**Quality assurance (for credit bearing micro-credentials only)**

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| Proposed External Examining arrangements – indicate whether a new Examiner will need to be identified, or whether an existing Examiner can potentially subsume this within their workload. |  |
| Exam Board oversight – at which Board will student marks be confirmed? |  |

**Text for the website**

In the section below please provide copy for the webpage that will be created to promote the micro-credential. Please ensure that this is written for a public audience as it will copied to the website as provided below. Some of the answers should be provided as bullet points and these have been highlighted. [If you wish to view existing webpages to help you in writing your text, you can do so by clicking on this link](https://www.qmu.ac.uk/study-here/course-a-z/?tab=short-courses&_gl=1*vqt01h*_up*MQ..&gclid=CjwKCAjwpJWoBhA8EiwAHZFzfuLZx7iBkQaHDtcGKb7IpwDAydO0Ip-BeWgE-dzPaNa9N3MMha4Y6BoCZxsQAvD_BwE&gclsrc=aw.ds)

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| Summary of the micro-credential (maximum of  2-3 sentences)  *NB This information needs to sell the programme. Please try to give a brief overview of the subject matter, who it is for, and what you will learn.* |  |
| Why study (insert programme name) at QMU?  *NB This information needs to sell the programme. Please give a minimum of three engaging bullet points.* |  |
| Who is this course for? *i.e. What sort of people is it intended for?* |  |
| What will I learn about on the course?  *NB Please provide a few, detailed sentences.* |  |
| By the end of the course what will I be able to do?  *NB Please provide 5-10 bullet points in the format opposite. Focus on skills that people can use in their work/roles.* | On completion of the course, you will be able to:   * jump; * dance; and * sing. |
| How long does the course last for and how much time will I need to spend on it each week? |  |
| How will I be taught? (including where) |  |
| Does the course have an assessment and if so what sort of assessment will it be? |  |
| Who will be teaching me? |  |

**Please submit this form to the Secretary to the School Academic Board together with the micro-credential module descriptor. Please only submit this form once you have agreement from your Head of Division that they are supportive of the creation of a new module to be delivered as a micro credential and the proposal has been agreed at Programme Committee.**

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| **Name of Programme Committee and date of approval:** |

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| **Date of approval at SAB:** |

Template last updated: 20 December 2023