

Short Forms of Learning Policy

Purpose

- 1.1 The Short Forms of Learning Policy (the policy) establishes a framework for the development, delivery and recognition of short forms of learning at UTS. This policy provides guidance on microcredentials, short courses and enterprise learning.

2. Scope

- 2.1 This policy applies to all UTS staff, contractors and affiliates involved in the development, delivery and recognition of short forms of learning at UTS, and all participants undertaking a short form of learning.
- 2.2 The development and delivery of UTS award courses are outside the scope of this policy (see [Award Course Approval Policy](#)).
- 2.3 The [Short Forms of Learning Procedures](#) (the procedures) facilitate the implementation of the policy.

3. Principles

- 3.1 Short forms of learning are intended to provide participants with expanded opportunities to engage in lifelong learning, including opportunities for current and future UTS students and alumni.
- 3.2 This policy provides a flexible framework within which faculties and centres can develop short forms of learning in line with UTS strategy, based on a thorough assessment of market demand and short and long-term costs, benefits, opportunities and risks.
- 3.3 Some short forms of learning may be recognised for credit towards an award course where the learning outcomes of the short course are consistent with the learning outcomes of the award course in which the student is enrolled.
- 3.4 Faculties and centres should collaborate to develop and offer short forms of learning and will endeavour not to duplicate offerings while developing content within their area of academic subject matter expertise.

4. Policy statements

Short forms of learning at UTS

- 4.1 UTS has two categories of short forms of learning: microcredentials and short courses.
 - i. **Microcredentials** are credentials granted to participants upon successful completion of short forms of learning that are assessed and may be recognised for credit in an award course (see also [definitions](#)).

- ii. **Short courses** are short forms of learning that are not normally assessed and not normally recognised for credit in an award course.
- 4.2 The different types of short forms of learning in these categories are outlined in the procedures.

Approval authorities and responsibilities

- 4.3 The development and delivery of short forms of learning are approved as follows:
- Faculty boards or centre boards of studies are responsible for approving microcredential descriptions, learning outcomes and forms of assessment.
 - Final approval for short forms of learning must be made in accordance with the [Delegations](#). Short forms of learning conducted offshore have a separate approval pathway and approval is considered in line with the value of the course.
- 4.4 Proposals for short forms of learning should be made on the [short forms of learning business case template](#) (docx, staff only) in line with this policy and the procedures.

Quality assurance and management

- 4.5 Short forms of learning must be developed to the UTS standard of academic rigour and any professional accreditation standards.
- 4.6 Deans and directors are responsible for the quality of short forms of learning and must report annually to the Short Forms of Learning Committee and/or the Enterprise Learning Committee.
- 4.7 The chairs of the Short Forms of Learning Committee and Enterprise Learning Committee will report annually to Academic Board via the Teaching and Learning Committee.
- 4.8 To ensure academic standards are maintained for short forms of learning that result in a microcredential:
- assessment integrity will be managed in line with the provisions for student misconduct and appeals in [section 16, Student Rules](#).
 - academic records will be kept and issued in accordance with the provisions of the [Academic Records Policy](#)
 - complaints by participants in short forms of learning will be resolved in line with the provisions of the [Student Complaints Policy](#).
- 4.9 Short forms of learning that do not result in a microcredential should be managed by a course-specific contract of engagement that includes terms and conditions for managing academic integrity and non-academic misconduct.

5. Policy ownership and support

5.1 Policy owners

- The Deputy Vice-Chancellor (Education and Students) is responsible for enforcement of and compliance with this policy, ensuring its principles and statements are observed. The Deputy Vice-Chancellor is also responsible for approving any associated university-level procedures.
- The Deputy Vice-Chancellor (Innovation and Enterprise) is responsible for governance and oversight of enterprise learning at UTS in consultation with the Deputy Vice-Chancellor (Education and Students).

5.2 Policy contact

The Pro Vice-Chancellor (Education) is responsible for the implementation of this policy and acts as a central point of contact for its provisions. The Pro Vice-Chancellor (Education) is also responsible for the Short Courses Unit.

6. Definitions

The following definitions apply to this policy and all associated procedures. These are in addition to the definitions outlined in [Schedule 1, Student Rules](#).

Articulation is defined in the [Admissions and Recognition of Prior Learning Policy](#)

Award course is defined in [Schedule 1, Student Rules](#).

Enterprise learning means a short form of learning developed in line with this policy specifically to meet the education requirements of a corporate or industry partner. Enterprise learning may take the form of non-credentialed short courses, or participants may be awarded a microcredential. Enterprise learning may also be developed and delivered specifically for UTS staff.

Microcredential means a credential granted following successful completion of a short form of learning developed in line with this policy. Microcredentials are awarded following successful completion of assessment requirements and meeting learning outcomes of the course; and may be recognised as prior learning for, or articulate into, an award course. Microcredentials are designed to provide a flexible, fair and transparent mechanism for recognising the achievement of learning outcomes.

Offshore for the purposes of this policy, means a short form of learning that requires a physical presence to deliver the course outside of Australia.

Participants means those undertaking a short form of learning and not otherwise enrolled in an award course and, therefore, are not defined as enrolled UTS students.

Short course means a short form of learning developed in line with this policy, which may include assessment and does not normally articulate into an award course.

Short forms of learning means all current and future short forms of learning and shorter programs of study offered at UTS.

Approval information

Policy contact	Deputy Vice-Chancellor (Education and Students)
Approval authority	Academic Board
Review date	2020
File number	UR19/1920
Superseded documents	Short Courses Policy (UR09/433) Short Courses Vice-Chancellor's Directive (UR09/787)

Version history

Version	Approved by	Approval date	Effective date	Sections modified
1.0	Academic Board (AB/19-3/53)	31/07/2019	01/01/2020	New policy.

References

[Short forms of learning](#) for the policy and procedures

[Short forms of learning business case template](#) (docx, staff only)

[Academic Records Policy](#)

[Admissions and Recognition of Prior Learning Policy](#)

[Australian Qualifications Framework](#)

[Award Course Approval Policy](#)

[Commercial Activities Policy](#)

[Course Name and Award Title Nomenclature Policy](#)

[Coursework Assessments Policy](#)

[Delegations](#)

[Intellectual Property Policy](#)

[Risk Management Policy](#)

[Student Rules: section 16, Schedule 1](#)