

# Short Forms of Learning Procedures

## 1. Purpose

- 1.1 The Short Forms of Learning Procedures (the procedures) facilitate the implementation of the [Short Forms of Learning Policy](#) (the policy).

## 2. Scope

- 2.1 The scope outlined in the policy applies for these procedures.

## 3. Principles

- 3.1 The principles outlined in the policy apply for these procedures.

## 4. Procedural statements

### Types of short forms of learning available at UTS

- 4.1 In line with the policy, **UTS microcredentials** may be awarded for short forms of learning where the course is assessed and:

- is either part of an approved course structure
- articulates into an award course, or
- can be recognised for credit towards an award course.

UTS microcredentials include but are not limited to any of the following short forms of learning:

- courses made up of less credit points than a normal UTS award course (see [Rule 6.1.2, Student Rules](#)), within a single faculty or as a transdisciplinary offering
- parts of existing subjects in award courses which have been developed into a short form of learning
- professional development, executive education or staff development courses
- enterprise learning courses
- academic bootcamps
- pathway courses.

- 4.2 In line with the policy, **UTS short courses** are not assessed and cannot be used for credit towards an award course. UTS short courses include but are not limited to any of the following short forms of learning:

- professional development, executive education or staff development courses

- enterprise learning courses
- academic bootcamps
- study tours
- student support courses.

## **Ownership and management of short forms of learning**

- 4.3 Faculties and centres may develop and offer proposals for short forms of learning within their area of subject matter expertise, in collaboration with other faculties where appropriate.
- 4.4 Faculties and centres may develop and offer short forms of learning with corporate or industry partners as 'enterprise learning'.
- 4.5 Study tours are governed and managed by UTS International. Study tours may have special risk considerations that must be addressed as part of the development and approval process.
- 4.6 Short forms of learning developed by faculties and centres should be made available for enrolment and teaching in other faculties and centres, or as enterprise learning where appropriate.
- 4.7 The Short Courses Unit is responsible for the administration of short forms of learning participants, including use of central curriculum management and payment systems, and obtaining, analysing and reporting on feedback. This may include facilitating the use of corporate partner curriculum management systems for enterprise learning.
- 4.8 Recognition prior learning (RPL) for microcredentials into award courses is determined and managed by the relevant faculty board, in line with the [Admission and Recognition of Prior Learning Policy](#) and [section 6, Student Rules](#).
- 4.9 Faculties should maintain a precedent register for the recognition of UTS and external microcredentials as part of their quality management and reporting obligations.

## **Development and design of short forms of learning**

- 4.10 Requirements for the development and design of short forms of learning are outlined in the [short forms of learning business case proposal template](#) (docx, staff only) in line with the policy and these procedures.
- 4.11 Short forms of learning titles must describe the type of learning being offered (eg whether or not a microcredential may be awarded). In naming short forms of learning, the following must be made explicit.
- the nature of the learning and its relationship to the [Australian Qualifications Framework](#) (AQF) (ie aligned with AQF or not)
  - where relevant, the type of microcredential that may be awarded and its alignment with the AQF.
- 4.12 Where there is no AQF alignment, any wording or title that suggests an aligned qualification should be expressly avoided. It is forbidden to use of terms such as

'certificate' (with the exception of 'certificate of attendance' or 'certificate of completion'), 'diploma', 'bachelor', 'master', or any other title that would confuse the short form of learning with a UTS award course (as defined in [Schedule 1, Student Rules](#)).

- 4.13 Awards for short forms of learning must reflect the relevant content and learning requirements (as approved by the dean or director) and meet any nomenclature requirements set out in this policy or by the Short Forms of Learning Committee.
- 4.14 Pricing for short forms of learning is determined by reference to principles agreed by the Fees Committee.
- 4.15 Admissions requirements should be determined in line with the requirements of the [Student Rules](#) and [Admissions and Recognition of Prior Learning Policy](#). In approving short forms of learning, deans and directors may approve additional admission requirements for short forms of learning that may result in a microcredential.
- 4.16 In accordance with the Student Rules, credit points associated with the award of a microcredential must reflect the total volume of learning (including all face-to-face, online and independent learning time and assessment).
- 4.17 The AQF requires that university qualifications are awarded on the basis of achieving specified learning outcomes. The learning objectives for a short form of learning that may be awarded a microcredential and articulate into an award course must be appropriately mapped.
- 4.18 For short forms of learning that may result in a microcredential, appropriate assessment requirements will be determined at the faculty level, in line with the policy and the [Coursework Assessment Policy](#).
- 4.19 Microcredentials will only be awarded where the required assessments are passed and learning outcomes achieved. Microcredentials may be considered as RPL or articulate directly into an award course.

### **Approval of short forms of learning**

- 4.20 Approval authorities for short forms of learning are outlined in the policy.
- 4.21 Short forms of learning can be approved for up to three years. Shorter approval periods may be determined by the approver as appropriate.
- 4.22 All short forms of learning must seek reapproval after three years (or earlier, where the approval period is shorter).

### **Reporting and quality assurance**

- 4.23 Deans and directors must ensure the quality of short forms of learning under their remit, and report annually to the Short Forms of Learning Committee or Enterprise Learning Committee on the:
  - name, number and type of short forms of learning they offer
  - length of the approval granted

- cost and pricing of the short forms of learning
  - risk management practices and strategies, including work, health and safety risks
  - quality management procedures used to ensure continuous improvement, including use of feedback data
  - quality of the short forms of learning, and
  - response to any additional requirements of the Deputy Vice-Chancellor (Education and Students).
- 4.24 The chairs of the Short Forms of Learning Committee and Enterprise Learning Committee will review these reports and provide an annual summary report to Academic Board on the name, number and type of short forms of learning across the university, and an assurance as to satisfaction with the quality of short forms of learning being offered.
- 4.25 Where appropriate, deans and directors must use existing procedures to achieve quality assurance and oversight objectives in line with existing award course approval and review processes.
- 4.26 Deans and directors must ensure that staff (whether internal, external or contractors) who deliver short forms of learning, have the necessary disciplinary knowledge and teaching skills to deliver the course to the university's academic standards.
- 4.27 Participant feedback surveys are centrally administered by the Pro Vice-Chancellor (Education) and may include use of third-party surveys for enterprise learning. The results will be aggregated and provided in summary form to the relevant committee and used to direct continuous improvements in short forms of learning.

## Recordkeeping

- 4.28 Participant records for short forms of learning programs, including levels of attainment, must be kept in line with the [Records Management Policy](#). Records must include enough information to allow for future RPL assessment.
- 4.29 Academic records for participants awarded with microcredentials must be kept and issued in accordance with the provisions of the [Academic Records Policy](#).

## University governance of microcredentials

- 4.30 For the first 12 months of operation, consideration of the ongoing effectiveness of these procedures will be a standing item on the Short Forms of Learning Committee agenda.
- 4.31 After 12 months of operation, these procedures will be subject to a post-implementation review led by the chair of the Short Forms of Learning Committee.

## 5. Procedural ownership and support

- 5.1 **Procedural owner:** The Deputy Vice-Chancellor (Education and Students) is responsible for approval and enforcement of these procedures.

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.

## 6. Definitions

The following definitions are in addition to the definitions outlined in the policy and [Schedule 1, Student Rules](#).

**Award course** is defined in [Schedule1, Student Rules](#).

**Credit point** is defined in [Schedule1, Student Rules](#).

**Study tours** are delivered onshore to international visitors. Usually, study tours are developed and approved following a request to attend UTS for a program of study and/or a program of activities, as international visitors. A study tour may include elements common to a short course, including a range of teaching approaches to a group of participants undertaking common learning objective.

## Approval information

Policy contact	Pro Vice-Chancellor (Education)
Approval authority	Deputy Vice-Chancellor (Education and Students)
Review date	2021
File number	UR19/2021
Superseded documents	New procedures

## Version history

Version	Approved by	Approval date	Effective date	Sections modified
1.0	Deputy Vice-Chancellor (Education and Students)	12/08/2019	01/01/2020	New procedures.

## References

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

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

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

[Australian Qualifications Framework](#)

[Award Course Approval Policy](#)

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

[Delegations](#)

[Student Rules: section 6, Schedule 1](#)