

Micro-Course(s)-Credential Concept Application Guide

Introduction

This Guide is written to provide direction on how to best complete the Micro-Credential Concept Form (Stage 1). A concept proposal requesting a new micro-course / credential or the conversion of an existing course/program to a micro course / credential can be completed by anyone and submitted to Continuing Education for further exploration.

What is a Micro course(s)/credential? It is a certification of assessed competencies that is additional, alternate, complementary to, or a component of a formal qualification¹. These certify an individual's ongoing achievements and allow skills and competencies to be learned in a flexible, fast, and affordable way. These are designed to support organizations in recognizing and integrating critical skills-sets into their workplace. Micro-course(s)/credentials will only be issued for competencies that are currently relevant to the labour market².

Micro course(s)/credentials must:

- 1. be competency/skill-based**
- 2. include a summative assessment component that shows evidence of achievement of outcomes**
- 3. be endorsed by an industry/employment partner/external body³**

The proposal will be assessed based on a) the demand by industry; b) is reflective of job performance in that industry; c) meets the criteria of a micro-course and/or credential; d) is feasible; and e) aligns to Michener's and UHN's mandates. Feasibility includes a) current economic data and projections that indicate developing trends or need and b) duplication of programs and competitive factors with other organizations.

Requests that do not meet these requirements will not move forward. However, your idea will be reviewed for viability as a Continuing Education offering at Michener.

Section 1: Contact Information

This section includes relevant information about the person completing this form.

Questions 1-5. Please include the first and last name, email, role, and organization of the primary contact for this proposal.

Please include the first and last name of the primary contact for this proposal.

Question 6: Have you had any previous contact with Michener? If so, with whom and when?

¹ <https://www.collegesinstitutes.ca/policyfocus/micro-credentials/>

² <https://www.ecampusontario.ca/wp-content/uploads/2020/11/Micro-credentials-en1.pdf>

³ <https://www.ecampusontario.ca/wp-content/uploads/2020/11/Micro-credentials-en1.pdf>

Per above.

Question 7: Are you the subject matter expert?

The subject matter expert is the person most responsible for ensuring content is created for the course/program. If you are not the subject matter expert, please indicate the capacity in which you are completing this form.

Section 2: Concept Information

This section of the document outlines pertinent information to assess alignment with the micro-credentials framework, and information related to the course/program.

Question 8: Proposed Launch Date

The date you wish to have the program run.

Question 9: Micro:

Your options are “Yes” or “No.”

Select “Yes” if you wish to have this proposal considered for micro-credentialing.

Select “No” if you do not wish to have your proposal considered as a micro-credential, but would like it to be considered for development with Continuing Education.

Question 10: Proposed Title

What do you anticipate the course/program will be called? The title should accurately reflect the skill domain the course/program will teach. This can be a working title. It does not need to be the final title.

Question 11. Target Audience: What is the target audience for this offering? What professional qualifications are required?

Describe who this program will be delivered to. Include prerequisites professional qualifications such as:

- Practicing in a particular profession
- Registration with a regulatory body
- Years of experience
- Type of environment they are practicing in

Question 12. What skills gap does this address and is there anything being done in practice to address this gap (e.g., on-the-job training or education at another institution)?(max 250 words)?

Outline the specific skills this target audience will benefit from. Consider:

- What will participants be able to do or demonstrate to their employers?
- How will this contribute to the workplace?
- How will this improve practice?

Also discuss what learning opportunities currently exist to build these skills. Identify things like existing workshops, programs (e.g., certificates), or in-house, on-the-job learning that happens. *You can share specific examples of other programs in Question 18.*

Question 13. List the competencies

In this section, list the competencies that will be met by the end of the course/program. Outcomes should be SMART:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

Example:

Upon reading this application guide, one will be able to:

- Understand the requirements of each section of the form
- Complete the Micro-credentials form

Question 14. List the competencies explicitly aligned to underlying knowledge, attitudes, and skills.

Competencies are defined broadly as the degree to which knowledge, attitudes and skills, and good judgement are utilized/exercised in various situations. In this section, outline the specific professional practice competencies this micro-credential will support or enhance. You can also list the specific knowledge, skills or attitudes this micro-credential will develop.

If this is a new skill, try your best to align with an existing competency, or articulate how or why this does not align to existing practice frameworks. This helps us determine the uniqueness and/or urgency of your request.

Question 15. Describe how each competency is assessed.

Micro-credentials must assess skill(s) attainment. Your application will be assessed on this criterion. An assessment is a tool or an activity you can use within your learning environment to determine whether or not participants have attained the skill(s) you are teaching. Assessments can be **formative** (i.e., done at different points in the learning to assess and provide feedback on specific knowledge or skill attainment), or **summative** (i.e., conducted at the end of the course/program for learners to demonstrate the breadth of the skills attainment).

Examples of assessments include:

- Knowledge quizzes or tests
- Case study analysis
- Demonstration of skill (e.g. in a simulated environment)
- Clinical demonstration of skill (e.g. via hands-on practica or placements)

Micro-credentials must conclude with a summative assessment to determine the acquisition of skill.

In this section, describe how you will assess skill(s) attainment. Will you be using formative and summative assessments? What kinds of assessment tools will you be using?

Question 16. Subject Area

Define the specific topic or skill that is being taught.

Question 17. Duration

How long do you anticipate it will take for students to learn the content and specific skills (i.e. what is the length of time of instruction)?

Question 18. Delivery Method

How do you anticipate delivering this? You have three options in this section:

- Virtual/Online (delivered online at a distance)
- In Class (delivered in-person at a location to be determined)
- Blended (both virtual and classroom-based components used for different parts of your curriculum). What space requirements do you need, if any?

Question 19. If applicable, list all courses/programs that may be similar or considered competitive. Please describe how this offering is differentiated and/or unique.

We want to understand the uniqueness of your request and suggested course/program. Conduct an environmental scan and share where else the program is being delivered. Is the course/program being delivered by other post-secondary institution or hospital? How is your proposal different from what currently exists? If competition does not exist, please indicate this.

This section helps Michener determine whether your program request has long-term sustainability.

Question 20. Validation is required by industry partners/external bodies. The validation confirms 1) the competency is in demand by industry and 2) the established assessment is reflective of job performance in that industry. Provide a brief description of how this proposal meets these requirements. Partner endorsement must be obtained prior to submitting a proposal.

In order to demonstrate that your proposal meets the criteria for a micro-credential, define how your course/program meets a specific industry need. What evidence can you provide that the skill or competency is in high demand? Which industry partner(s) in particular are identifying this need? Are you the industry partner, or representative of industry/employers? Is a specific health human resource demand being met?

Question 21. Briefly describe how this supports and aligns to the Michener Institute of Education at UHN's mandate (maximum 250 words).

Michener is known for health professions education, and the only post-secondary institution embedded in a hospital network. Michener has historically played a role in meeting the needs of Ontario's health care human resource needs through education. This includes responsiveness in training new and emergent skills, professions or providing specific skills-based learning for practicing health care professionals.

Supporting the health care system through educational innovation is at the heart of our work. Review [Michener's Education Plan](#). In this section, briefly describe how your request aligns with this plan, and how it supports skills development in the health care workforce.

Section 3: Current Course/Program Offering

This section is for those who have an existing course/program offering they would like to partner with Michener on. Please ensure you complete the sections above so that we can assess the course/program's appropriateness for micro-credentialling.

Question 22. Describe the current course / program offering. Include how many times it is offered, what your enrolment numbers are, and why this existing course / program should be delivered as a micro-course/credential.

this information helps Michener assess the scale of your program. Please include relevant information about registration fees and related expenses. You can also include information about any special resources required to deliver this course/program. For example, you can reference any learning platforms used, tools, reagents, supplies, number of faculty/instructors, etc.

Question 23. What are three challenges you have had in managing/administering the current course/program?

This information helps Michener determine the best way to provide support. You can indicate if you have had trouble or challenges with, for example:

- Enrollment
- Marketing
- Education design
- Online delivery
- Learning management system
- Reach
- Scalability
- Competition
- Business model / fees
- Credentialling
- Program management

Question 24. Briefly describe how this course/program meets the three requirements of a micro-course/credential (competency/skill based, evidence of achievement of outcomes and partner endorsed) or needs to change to meet the requirements.

Per above.