# Introduction

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 qualification[[1]](#footnote-1). 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 market[[2]](#footnote-2).

*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 body[[3]](#footnote-3)*

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.

Overview of process:

1. Please complete all sections below utilizing the micro-credentials guide (insert link). Only completed forms will be reviewed.
2. Email the completed form to [ce@michener.ca](mailto:ce@michener.ca), with the subject line: Micro-credential Concept Proposal and indicate the topic.
3. A member from the Michener CE team will contact you in 7 business days regarding next steps.
4. If a recommendation is made to develop your concept proposal fully, next steps and timelines will be discussed.

# Section 1: Contact Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Name |  | | | |
| 2. Email |  | | 3. Phone |  |
| 4. Role: | |  | | |
| 5. Organization: | |  | | |
| 6. Have you had any previous contact with Michener? If so, with whom and when? | | | | |
|  | | | | |

7. Are you the subject matter expert?

Yes

No

If “no,” please indicate the capacity in which you are writing this proposal.

# Section 2: Concept Information

Please complete Section 3 only if this is a current course/program offering that you would like to be considered as a micro-course/credential

## General Information

|  |  |  |  |
| --- | --- | --- | --- |
| 8. Proposed Launch Date: |  | 9. Micro: | Yes  No |
| 10. Proposed Title: |  | | |

## Target Audience

|  |
| --- |
| 11. What is the target audience for this offering? What professional qualifications are required? (max 250 words). |
|  |
| 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) |
|  |

## Concept Information

|  |  |  |
| --- | --- | --- |
| Description | | |
| 13. List the learning outcomes. | | |
|  | | |
| 14. List the competencies explicitly aligned to underlying knowledge, attitudes, and skills. | | |
|  | | |
| 15. Describe how each competency will be assessed. | | |
|  | | |
| 16. Subject Area | 17. Duration (hours) | 18. Delivery Method |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |

|  |
| --- |
| Duplication and Competition |
| 19. If applicable, list all courses/programs that may be similar or considered competitive. Please describe how this offering is differentiated and/or unique. |
|  |
| Partner Endorsement and Industry Need |
| 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. |
|  |
| Michener and UHN’s Mandate |
| 21. Briefly describe how this supports and aligns to the Michener Institute of Education at UHN’s mandate (maximum 250 words). You can review [Michener’s Education Plan](https://michener.ca/discover-michener/michener/educationstrategy/) for more details on this. |
|  |

# 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.

|  |
| --- |
| Description |
| 22. Describe the current course / program offering. Include how many times it is offered, what your enrolment numbers are. Include information on registration fees and related expenses. |
|  |
| 23. What are three challenges you have had in managing/administering the current course/program? |
|  |
| 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. |
|  |

Thank you for completing this form. We will contact you within 7 business days to discuss next steps.

|  |
| --- |
| For Internal Use |
| Assessment |
| Initial discussion with subject matter experts complete:  Yes  No  CE representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Assessment of viability (e.g., What health labour market pressures will this relieve? Does this have a low, moderate, extensive reach?)** |
| **Assessment of Criteria**  Evidence of demand/need by industry  Reflective of job performance in that industry  Meets Micro-course/credential requirements which include:  Competency/skills targeted  Summative assessment required  Partner/industry endorsed  Feasible  Aligns and supports the mandate of the Michener Institute of Education at UHN  If all criteria are met and the proposal is complete, it will be submitted for review by the Head of Academic Affairs and Operations. If supported, the proposal will be reviewed by the Senior Management Team. If the Senior Management Team assess the concept as having merit, a development team will be assembled to complete the full development of the credential. |
| Decision |
| **Decision Director of Continuing Education and International or designate**  Supported for review by the Head of Academic Affairs and Operations  The proposal is not ready for review. Please provide a brief rationale below.  Does not meet all the criteria but will be further explored as an offering through Continuing Education.  Declined for further review and/or development. If declined, please provide a brief rationale below.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director Continuing Education and International and/or designate |
| **Rationale** |

1. https://www.collegesinstitutes.ca/policyfocus/micro-credentials/ [↑](#footnote-ref-1)
2. https://www.ecampusontario.ca/wp-content/uploads/2020/11/Micro-credentials-en1.pdf [↑](#footnote-ref-2)
3. https://www.ecampusontario.ca/wp-content/uploads/2020/11/Micro-credentials-en1.pdf [↑](#footnote-ref-3)