Micro-credential Delivery Model

The Education Development Team and Manchester Online will work together with the proposer to develop the Micro-credential proposal and also the approved programme. Therefore in addition to School and Faculty they are an important stakeholder in the approval process.

The steps below outline the process of development and approval of micro-credentials.

1. Initial Scoping and Internal Stakeholder Engagement (School or Faculty)

- Identify the opportunity and ensure alignment with school/faculty/institutional principles and strategy including cost/resource considerations
- Contact Faculty Teaching and Learning team for advice on how to proceed with the proposal.
- Engage early with Manchester Online (MO) and their Business Engagement Manager and Education Development Marketing Team to assess market potential.
- An Expression of Interest form (EOI) including an initial costing model should be completed and discussed and agreed with Head of School, Head of School Operations and Education Development Team/Manchester Online
- If required a stakeholder meeting should be set up to discuss the proposal, particularly if it aligns to existing on campus offerings, is across multiple faculties or requires input from specific stakeholders (timetabling/IS/library)[1]
- EOI form to be completed and submitted to school/faculty for Approval to Proceed.

2. Proposal Documentation (Academic Lead/Proposal Owner)

- Once Approval to Proceed has been given, proposers should work with the Education Development Team/MO to conduct collaborative workshops to refine the proposal, including defining roles for academic delivery, digital infrastructure, ILOs, assessment strategy and learner support.
- At this stage, co-design opportunities with industry partners can also be explored, as appropriate

3. Approval Stage (School, Faculty, MO)

- The Micro-credentials Approval Form and costing model should be submitted (along with the initial EOI) for approval to School and Faculty. All stakeholders involved in sign-off should:
  - Take into account strategic fit, academic quality, resource needs and market alignment
  - Ensure compliance with QAA micro-credential characteristics statement, internal QA frameworks and UoM micro-credentials principles.
  - Provide formal approval or feedback for revision.

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[1] Whilst it is not envisaged that there will be an impact on other stakeholders as micro-credentials are expected to be delivered online, there may be instances where access to library resources or space are required to support some on-campus delivery. These requirements should be discussed at the outset and factored into any costs and approval documentation

4. Design and Development (Academic, Education Development Team)

- Finalise content and delivery plans.
- Finalise evaluation approach and embed in the design
- Pilot the micro-credential if applicable.
- Prepare for launch via MO's marketing pages, and/or relevant Faculty pages/ University wide pages and business engagement channels.

Version amendment history: Micro-credentials Guidance		
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