**APPLICATION FOR WESTERN APPROVED MICRO-CREDENTIALS**

A micro-credential is a certification of assessed competencies, skills and knowledge that is additional, stand alone, complementary to, or a component of a formal qualification. Indicators of a micro-credential are a statement of purpose, learning outcomes, and strong evidence of need by industry, employers, and/or the community (<https://www.uwo.ca/univsec/pdf/academic_policies/general/certificates_and_diplomas.pdf>).

SWAM Applications are submitted as an MS Word document to the Secretariat at [academic\_submissions@uwo.ca](mailto:academic_submissions@uwo.ca). Please note that **only one form per   
micro-credential may be submitted.**

When submitting the Application, please remove the italicized instructions from the document.

Applications received by the Secretariat are placed on an upcoming SWAM agenda.

A list of Western approved micro-credentials is posted on the following website: <https://uwo.ca/univsec//pdf/senate/swam_approvals/microcredentials.pdf>.

**APPLICATION FOR WESTERN APPROVED MICRO-CREDENTIALS**

**Name:**

**Email:**

**Faculty, Department, Division, or Affiliated University College:**

**Name of Micro-credential:** *The name as it would appear on the qualification.*

**Formal description:** *Maximum 50 words.*

**Delivery Mode:**

Online

Asynchronous proportion: \_\_\_\_\_%

Synchronous proportion: \_\_\_\_\_%

In-Person

Blended/Hybrid

In-person proportion: \_\_\_\_\_%

Online proportion: \_\_\_\_\_%

Asynchronous proportion: \_\_\_\_\_%

Synchronous proportion: \_\_\_\_\_%

Hy-Flex[[1]](#footnote-1)

**Number of weeks of delivery:** *Must be less than 12 weeks to be eligible for OSAP approval.*

**Total number of instructional hours:**

**Prerequisites and/or recommended background (if applicable):**

**Intended start date:**

**Projected enrolment:**

**Frequency offered:** *Each semester, annually, etc.*

**Registration system and system of record:**

**Where it will be offered:** *Western Continuing Studies or elsewhere.*

**School/Department, if applicable:**

**Intended tuition level (pending approval):**

**Books, supplies, or equipment costs:**

**Additional fees:**

**Budget required:**

**Resources/staff required:**

**Industry/University partner, if applicable:**

**Consultations to date:** *Faculty/Department, other institutions, etc. Please list all individuals/programs/institutions consulted.*

**Was the micro-credential developed in partnership with a specific employer?**

Yes  No

If yes, please list employer(s):

**Is the micro-credential being delivered in collaboration with another institution?**

Yes  No

If yes, please list partner(s):

**Has a consultation occurred to determine if a similar micro-credential is offered elsewhere on campus?**

Yes, and a similar micro-credential is offered elsewhere on campus

If yes, please provide details:

Yes, and a similar micro-credential is not offered elsewhere on campus

No, a consultation has not occurred to determine if a similar   
 micro-credential is offered elsewhere on campus

**Has a consultation occurred to determine if a similar micro-credential is offered in the same geographical area?** *For example, Southwestern Ontario or within a 200km radius.*

Yes, and a similar micro-credential is offered in the same geographical   
 area

If yes, please provide details:

Yes, and a similar micro-credential is not offered in the same geographical   
 area

No, a consultation has not occurred to determine if a similar   
 micro-credential is offered in the same geographical area

**Can the micro-credential be applied to a broader qualification?** *For example, is the micro-credential stackable or being applied to a certificate?*

Yes  No

If yes, please indicate where/how it can be applied:

**Does the micro-credential belong to a set of other micro-credentials or courses?**

Yes  No

If yes, please provide details:

**Will the micro-credential have any employer-specific funding?**

Yes  No

If yes, please provide details:

**Should the micro-credential be considered for OSAP funding?**

Yes  No

If yes, please select one of the following program types:

|  |  |  |
| --- | --- | --- |
|  | 01 | Basic education and skills |
|  | 10 | Apprenticeship |
|  | 20 | Career, technical or pre-university qualifying program |
|  | 21 | Career, technical or professional training programs |
|  | 22 | Post career, technical or professional training programs |
|  | 30 | Pre-university program |
|  | 40 | University qualifying program |
|  | 46 | Undergraduate program |
|  | 47 | Post-baccalaureate non-graduate program |
|  | 50 | Graduate qualifying program (second cycle) |
|  | 53 | Graduate qualifying program (third cycle) |
|  | 58 | Residency program (medical, dental, veterinary) |
|  | 59 | Graduate program (second cycle) |
|  | 62 | Graduate program (third cycle) |
|  | 63 | Graduate program (above the third cycle) |
|  | 89 | Other programs |
|  | 91 | Non-program (non-credit) |
|  | 92 | Non-program (credit activities towards undergraduate programs) |
|  | 93 | Non-program (credit activities towards graduate programs) |
|  | 94 | Non-program (credit activities towards other postsecondary programs) |

**What is the aim or purpose of the micro-credential?** *The aim should provide sufficient information for potential learners to make informed decisions about their own suitability for the micro-credential, prior to enrolment. The target learner group should also be specified in the aim.*

**How will students be secured/recruited?**

**Evidence of demonstrable industry, employer, or community need/support for the micro-credential:** *For example, a request from a specific organization.*

**Will the micro-credential include unit standards, or is the application for an industry training micro-credential?** *If yes, identify the standards to be assessed and provide evidence of consultation with the standard setting body whose standards will be assessed.*

**Describe how the micro-credential will meet each of the following criteria:**

**Criterion 1: Learning outcomes**

*The micro-credential must have a coherent structure in terms of its learning outcomes, content, level and credit value which is appropriate for its purpose. Must include clear learning outcomes and explain how they will be applied.*

**Criterion 2:** **Delivery methods**

*Methods/arrangements for delivery must be clearly identified, appropriate to the needs and level of the intended students and designed to support achievement of the learning outcomes. Must include total learning hours, delivery weeks, delivery hours per week and any practical/work-based components.*

**Criterion 3:** **Resources and staff**

*There must be a clear, intended registration system or process. There must be adequate and appropriate teaching/assessing staff (with appropriate qualifications and/or experience), delivery site(s), facilities, physical resources, digital tools, technical resources, and student support systems to enable sustained delivery if applicable.*

**Criterion 4:** **Information for students**

*Adequate information must be available to students including, where applicable, information on entry and selection requirements, recognition of prior learning, reassessment and appeals, student progress, financial information, and requirements for completion.*

**Criterion 5:** **Assessment and moderation**

*Assessment methodologies must provide fair, valid, consistent, and appropriate assessment of student achievement, given the stated learning outcomes, level and credit value. There must be an effective system for moderation of assessment processes and decisions.*

**Criterion 6: Quality Assurance**

*There must be an effective process for the ongoing review of the   
micro-credential (including delivery, purpose, continuous improvement, and currency) and for monitoring the outcomes for students and stakeholders.*

**Additional comments:**

1. The Hy-Flex model contains components of face-to-face and online learning. It provides students with the option of attending sessions face-to-face or online either synchronously or asynchronously. Students may have the option to change their mode of attendance weekly or by topic. Instructors simultaneously provide course content for both modes and tailor activities for each mode. [↑](#footnote-ref-1)