

# Micro-Credential Development COLLEGE

## Statement of Interest

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### mC Statement of Interest Purpose

The purpose of this micro-credential statement of interest (SoI) form is to provide a high-level overview of the mC creation workflow, in addition to capturing the concept, rationale, funding, audience, plan, and alignment of the proposed micro-credential with Mohawk College’s Micro-Credential Framework.

### Micro-Credential Creation Workflow

#### 1. Identify & Select a Competency Framework - Contact Centre for Teaching, Learning & Innovation

- The identified competencies/skills will be taught and assessed explicitly. These will align with a standard competency framework that is relevant to the skill/competency/attitude being credentialed. Examples provided herein. Contact [CLTI](#) for support and/or consultation.

#### 2. Complete Statement of Interest (SoI) Form

- The formal starting point for a new micro credential at Mohawk College. This Statement of Interest form requires identification of high-level micro credential details such as delivery modes, description, rationale, partnerships, and learning outcomes, etc.
- Send completed SoI to [ctli.requests@mohawkcollege.ca](mailto:ctli.requests@mohawkcollege.ca) for review and/or consultation.

#### 3. Obtain Approval from ALT

- For the Statement of Interest form to be complete, endorsement and/or approval is required from a designated Associate Dean and Dean prior to presenting for approval to the Academic Leadership Team (ALT).

#### 4. Environmental Scan completed by Institutional Research (IR)

- Project lead to request IR assistance in the identification of similar programs and/or micro-credentials offered provincially and nationally, supported by enrollment data for Ministry funded programs (i.e. not micro-credentials), labour market analysis

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where applicable, and tuition and/or course fees where possible.

### **5. Complete Micro-credential Costing Model (where applicable)**

- Utilizes several inputs such as Teaching Contact Hours, number of Facilitators, number of assistants and number of hours for assessment to formulate an estimated tuition cost and revenue generated. A costing model template can be found in the documents section of the Micro Credential site.
- Connect with your Financial Planning Assistant (FPA) for advice and consultation

### **6. Micro Credential Design & Development (4 to 6 months)**

- Development of course outlines, assessment plans, learning plans, course content, lecture materials, references and supporting resources. Requires involvement of subject matter experts, instructional designer(s) and digital learning technician(s).

### **7. Quality Matters Review - Contact CTLI**

- Developed courses undergo quality assurance review using a Quality Matters Rubric, performed by an impartial and/or third-party reviewer.
- Send completed SoI to [ctli.requests@mohawkcollege.ca](mailto:ctli.requests@mohawkcollege.ca) for review.

### **8. Digital Credential Creation - Contact CTLI**

- Working with the Digital Learning team to design and build digital credentials using CanCred as well as an application process for learners to obtain and store their credentials.
- Send requests to [ctli.requests@mohawkcollege.ca](mailto:ctli.requests@mohawkcollege.ca)

### **9. Submit Course to Academic Data Office**

- Complete Course Create and Program of Study (POS) forms. Once completed, submit to the Academic Data Office for course code creation and implementation into Continuing Education's registration system.

### **10. Final Course Activated in LMS**

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### Summary of Micro-Credential

**Dean** Choose an item.:

**Associate Dean/CE Program Manager:**

**Micro-Credential Title:**

**Micro-Credential Type:** Credential

**Delivery Mode(s):**  Online Synchronous  Online Asynchronous  Hybrid  HyFlex  On Campus

**Description:**

<Brief Description (include key information on the purpose of the micro-credential)>

**Rationale:**

<Rationale (impact on current/related programs - 100 words max), including Industry and Learner demand, and Program Pathways (potential for students into and out of the micro-credential)>

**Funding:**

<Do you anticipate funding-sources for the design, development, and/or delivery of this micro-credential? If so, who is the fund source and what does it cover?>

**Audience:**

<Who is your intended audience? e.g., Open enrollment for general public, targeted audience through partnership agreement, or both? Provide specifics.>

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## Alignment to Micro-Credential Framework

Utilize [Mohawk College's Micro-credential Framework](#) as a guide to completing this SoI.

**Collaboration & Partnership**– Micro-credential(s) will be developed and/or validated in partnership with industry, employers, community, other post-secondary institutions, or other Mohawk College program areas where relevant. This partnership and validation will confirm the competency/outcome is in demand and will lead to employment or educational opportunities.

**Collaborating Partner(s)**

Collaborating partners actively work with Mohawk in the design and development of the Micro-Credential.

○

**Endorsing Partner(s)**

Endorsing partners publicly declare their approval and support of the micro-credential.

○

**Competency Framework** – The identified competencies/skills will be taught and assessed explicitly. These will align with an identified competency framework that is relevant to the skill/competency/attitude being credentialed. Examples of competency frameworks are as follows: [Ontario Essential Employability Skills](#) (EES), [Value Rubrics](#), [College of Nurses of Ontario Entry to Practice Competencies](#), [Government of Canada Skills and Competencies Taxonomy](#), [Essential Skills](#), [Vocational Learning Outcomes](#), [IBM Manufacturing Job Skills & Competency Framework](#), [UNICEF Life Skills, Framework](#), etc.

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- <List and link to chosen Competency Framework here.>

**Learning Outcomes** – Micro-credential(s) will map to the chosen competency framework and clearly link demonstrated knowledge, skills, or attitudes required of the credentialed assessment performance.

- CL01. <List draft micro-credential learning outcome here.>
- CL02. <List draft micro-credential learning outcome here.>
- CL03. <List draft micro-credential learning outcome here.>

**Assessments** – Micro-credential Assessment(s) will be clearly aligned with outcomes and will be reflective of knowledge, skills, or attitudes. Evidence will be embedded and visible to employers via open badge.

- <Provide high level assessment strategies to measure achievement of learning outcomes that are supported by the learning modality (e.g. portfolio, demonstration, role play, simulation, group project, presentation, reflection, etc.).>

**Duration** – Micro-credential(s) will be delivered in 11 weeks or less, with a minimum of 5 instructional hours and maximum of 300 instructional hours to align with provincial guidelines for OSAP eligibility. To align with our principles, outcomes will be measured by learner competency as opposed to completing learning hours.

- <Identify total number of instructional hours and week of delivery.>

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## Endorsements

Date presented to Academic Leadership Team (ALT):

Endorsement: Y/N

Comments:

## Support

Email [ctli.requests@mohawkcollege.ca](mailto:ctli.requests@mohawkcollege.ca) to discuss project timelines and supports requests such as:

- Curriculum & Program Quality Consultant
- Teaching and Learning Consultant
  - Indigenous,
  - International,
  - Universal Design for Learning
- Instructional Designer
- Digital Media/Graphic Designer
- Digital Skills Technician