

Prifysgol Wreccsam  
**Wrexham** University

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# **Short Courses and Micro-credentials Procedure**

2025/26

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## 1 Purpose of the Procedure

1.1 The university aims to provide a range of credit and non-credit bearing focused learning opportunities to external organisations, future and current student, and individuals that support the needs of development for the region and the communities we serve.

## 2 Scope

2.1 This procedure refers to the development and implementation of short courses and micro-credentials. The university recognises that Micro-credential learning may provide an alternative and accessible modular route for students towards the achievement of a validated programme award, however micro-credential modules on their own will not constitute an award in their own right.

2.2 This procedure is aligned with the [QAA Characteristic Statement](#) for Micro-credentials.

## 3 Definitions

Term	Definition
Short course	<p>A Short Course is an overarching term used to describe all courses or modules that are offered as a stand-alone basis that do not constitute an award in their own right. These can be non-credit bearing or credit bearing.</p> <p>Non-credit bearing short courses may not be used as a basis for RPL towards a Wrexham University award.</p> <p>All short courses to allow students to submit work in and access services through the medium of Welsh, and (co)delivery through the medium of Welsh to be considered at development stage.</p> <p>Credit-bearing short courses may be considered for RPL towards a Wrexham University award. This is agreed in advance of approval and noted on the SMC1 form.</p>

Term	Definition
Micro-credential	<p>Micro-credentials:</p> <p>Are small, credit-bearing qualifications that are outcome-based. To achieve a micro-credential, learners are assessed to demonstrate they have achieved the learning outcomes. Micro-credentials should be a focused area of learning designed to allow students to select awards that cater to their personal interests and current or future employment needs within the context of lifelong learning</p> <p>Credit-bearing against a recognised level of the Qualifications Frameworks Subject to standard quality assurance mechanisms</p> <p>Not an award in its own right on the HE Qualifications Frameworks, and should not be more than 60 credits, or normally less than 20 credits.</p> <p>Is outcome based with overall intended learning outcomes each of which must be assessed.</p> <p>All micro-credentials to allow students to submit work in and access services through the medium of Welsh, and (co)delivery through the medium of Welsh to be considered at development stage.</p> <p>Micro-credentials may be considered for RPL towards a Wrexham University award. This is agreed in advance of approval and noted on the SMC1 form.</p>
Short Course and Micro credential (SCM1) Form	The form proposers complete in order to seek approval for a new short course or micro-credential.

#### 4 Principles

- Students undertaking a micro-credential will receive a transcript only.
- Students undertaking a short course may be eligible for the following:
  - Wrexham University Certificate of Attendance (for attendance at a recognised but non-credit bearing programme).
  - Wrexham University Certificate of Continuing Education (for successful completion of a short course which comprises one or more credit-bearing modules).
  - Wrexham University Professional Certificate (for successful completion of a short course with a minimum of 40 credits which have been endorsed by a professional body as meeting specific education and training requirements of that professional

body). Further information is available with the University's [Academic Regulations](#).

- Above is determined upon approval and denoted on the SMC1 form.
- As outlined in the QAA Micro-credentials Characteristics Statement, applicants and admissions need to be clear on the essential learning and skills appropriate to the level of award of the micro-credential. Any student studying a micro-credential is a full Wrexham University student and their support needs, be it academic skills or wellbeing support is the University's responsibility. Similar considerations need to be taken into account for credit-bearing short courses.
- Any proposal for a short course or micro-credential will be required to include sign off from Finance with the associated costs and marginal return included. The fee Credit bearing activities that could contribute towards an undergraduate or postgraduate award would normally be set at the standard University rate per 10 credits. The fee for other activities would normally include a minimum marginal return of 30% after full costing to contribute to central overheads. If a short course is to be used to attract Medr Part-Time Funding this is to be agreed with Finance in advance of Approval so the University can manage its allocation.
- Short courses should focus on developing specific skills and will be designed in response to addressing specific professional development or industry or civic needs.
- Students registered on a credit bearing short course or micro credential must complete all required assessments and submit assessment(s) for consideration by the relevant set deadline(s) within the academic year of initial enrolment.
- Academic teams are required to provide marks/grades for relevant assessment(s) to be presented and agreed at a University Assessment Board within the academic year of initial enrolment. Failure to do so will result in the student withdrawal from the short course, and no academic credit or certification will be awarded.
- Micro-credentials are quality assured in the same way as a typical degree programme, and students studying on these have access to the full range of Wrexham University professional services.
- Students on credit-bearing modules or micro-credentials have the right to submit their assessments in the medium of Welsh.
- Students studying for credit-bearing short courses or micro-credentials will be allowed a single resit opportunity to be completed in advance of the next board.
- Students will follow normal university processes in the case of any concerns, complaints or appeals.
- Students studying on short courses or micro-credentials will normally be considered to be part-time.

## 5 Approval Process

- 5.1 Staff are strongly encouraged to plan where possible their short-course or micro-credential plans to be approved in advance of the upcoming academic year in which they are to be delivered and to consider opportunities for development through the Medium of Welsh.
- 5.2 All micro-credential proposals are to be submitted to Academic Portfolio Development Committee (APDC) with completed forms that include financial information.
- 5.3 Short courses follow approval through Curriculum Modifications Approval Panel (CMAP).
- 5.4 No activity can be advertised without prior Committee approval.

## 6 Ownership

- 6.1 It is the responsibility of the proposer to ensure communication between enterprise and Faculties/programme teams have taken place in advance of submission to the relevant Committee for approval to ensure institutional alignment and sharing of expertise.
- 6.2 Non-credit bearing short courses will be managed through Enterprise, who will administer the marketing and management of the short courses.
- 6.3 Credit-bearing Professional Development activities primarily reside in health subjects and will be administered by admissions.
- 6.4 Other credit-bearing short courses and micro-credentials will be administered and advertised via the Short Courses/Part-time Credits Officers in Recruitment and Admissions.
- 6.5 Responsibility for submission of assessment marks and grades leading to a transcript or certificate rests with the relevant Academic team(s) for submission to the Assessment and Awards team. It should be clearly stated in the proposal and approval process who will be responsible for providing assessment marks. All credit bearing activity should be held to the same quality standards as the universities more substantive offerings. This includes submission of marks in the appropriate format, by deadline specified, and attendance or representation at appropriate assessment boards.
- 6.6 By their nature and often digital mode of delivery micro-credentials would not normally be delivered through partners and potential students directed to the University. If there was a business case from a partner an application could be put forward to the Academic Development Portfolio Committee (APDC) for consideration.

## 7 Structure

7.1 The University has the following structural norms for short courses and micro credential learning:

Type	Categories	Minimum/Maximum Credits	Certificate awarded	Transcript provided
Certificate of Continuing Education	Short courses	10-60	Yes	Yes
Professional Certificate	Short courses	40-60	Yes	Yes
Certificate of Attendance	Short courses only	0	Yes	Yes
Named Micro-credential	Micro-credential	20-60 credits	No	Yes

7.2 Further information can be found within the [Academic Regulations \(Cert-A – Cert-F\)](#).

## 8 Quality Assurance

8.1 Short Courses and Micro-credentials are subject to the following quality assurance processes:

- Initial discussions – prior to submitting a short course or micro-credential for approval discussions must take place with relevant colleagues to ensure that appropriate support needs, both academic and pastoral, are in place. Any additional requirements for resources or professional service time must be included within the SCM1 form.
- Initial approval – a Short Course Modules (SCM1) template and module specification is to be completed, signed by the relevant approvers detailed on the form and submitted to Academic Portfolio Development Committee (APDC) for a micro-credential proposal or Curriculum and Modifications Approval Panel (CMAP) for a short course proposal for approval.
- Modification – if changes are required the correct modification template will need to be completed and track changes made to the module specification. The modification process is also governed by CMAP. Further information on the modification process can be found within the [Programme Life Cycle Procedure](#).

- Suspension / withdrawal – where a decision has been made to suspend / withdraw a short course or micro-credential the Quality and Regulations Team must be notified by e-mailing [quality@wrexham.ac.uk](mailto:quality@wrexham.ac.uk) who will update the central list of micro-credential and short courses offered by Wrexham University to ensure that it is maintained, and the SITS student record system can be updated accordingly.
- Students have the right to submit work and access services through the medium of Welsh.
- Any credit-bearing short-courses delivered at Level 5 or above should have external examiner oversight.
- Micro-credentials at any level require external examination.
- Potential and current students should be involved in the design, delivery, evaluation and enhancement of micro-credentials and short courses.

## 9 Accumulating Credits

9.1 The planned introduction of the Life-Long Learning Entitlement puts an onus on universities to be adaptable to the needs of part-time learning. The University offers part-time opportunities for students and the opportunity to enter at different levels through its RP(E)L procedure.

9.2 As per the University's Academic Regulations a student will only be permitted to RP(E)L up to two thirds of the programme they are applying to. The remainder of the programme will be completed following registration to the programme via a successful RPL application and from this point students will be subject to the validated programme requirements as set out within the programme specification. The Short Course and Micro-Credential approval form should set out which programmes/modules RPL could be considered for. Should a student wish to apply for RPL for credits that were undertaken more than five years previously the programme team will be consulted to consider if the study remains current to the programme it is being applied towards.

## 10 Marketing, Admissions and Entry Requirements

10.1 Course information should provide clear information on any prior knowledge and/or skills that a learner will need to have in order to succeed on the course. This must include what will be necessary for success on the course, both in terms of engagement and achievement how the micro-credential is meeting the needs of the relevant sector or civic mission related micro-credential learning opportunities and whether these can contribute towards a larger recognised



qualification (recognised prior learning) specifically where the micro-credential provides access to existing degree programmes.

10.2 To comply with the QAA Micro-credential Framework for Wales and Northern Ireland the following information must be made visible in the promotion and advertising of any micro-credential.

- Title of the micro-credential
- Credit points
- Level
- Intended learning outcomes (ILOs)
- Target learner - for example, whether the award is intended for professional development, skills development, entry to larger or higher award
- Any prerequisite qualifications or achievements
- Duration, if the micro-credential is offered as a course of study
- Mode of delivery - online, in-person or blended. If in person, the venue of the delivery
- Hours of directed learning and notional hours of student-led learning
- Method of assessment - for example, test, submission of assignment or portfolio, observed competency
- Cost
- Any recognitions such as by a PSRB
- Nature of certification, such as certificate, transcript, digital badge.

## 11 Assessment

11.1 The assessment strategy for short courses and micro-credentials must comply with the principles set out in the Assessment Policy and are subject to standard quality assurance mechanisms.

11.2 Where a module has been approved for delivery as a micro-credential and is aligned to an intended award, the regulations pertaining to re-sit opportunities for the intended award will apply. (Please refer to [Academic Regulations UG-E10 or TPG-E9](#)).

11.3 Students on non-credit bearing short courses will not be presented to assessment boards.

11.4 It is the responsibility of the credit-bearing short course/micro-credential leader to ensure attendance of marks are recorded and submitted in advance of the next available board following the assessment deadline.

## 12 Certification

12.1 All students will receive a transcript of their results for all credit-bearing short courses and micro-credentials once these have been confirmed by the Assessment Board.

12.2 Students undertaking a short course may be eligible for a certificate, where this has been identified and approved within the initial Short Course/Micro-Credential proposal form.

## 13 Definitive Records

13.1 Following the approval of credit bearing Short courses and Micro credentials, definitive documentation will be published and details entered onto the University Register for Short Courses and Micro Credentials, maintained by the Quality and Regulations Team. In addition, a record will be created on the University's student administration system (SITS) for credit bearing courses and micro-credentials.

## 14 Related Policies and Procedures

14.1 The University has regulations policies and procedures in place for the quality assurance of academic standards. This procedure should be read in conjunction with the following procedures:

- Academic Regulations 25/26
- Assessment Policy
- Programme Life Cycle Procedure
- Recognition of Prior Learning

## 15 Accessibility

15.1 Wrexham University strives to be a supportive and trauma-informed university in the design and operation of all our processes and procedures. If you need adjustments to access this procedure or have any other comments to make on the accessibility, wording or any part of this procedure, please email [quality@wrexham.ac.uk](mailto:quality@wrexham.ac.uk).