



NON-CREDIT CREDENTIAL POLICY

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| Policy Type: | Academic | Initially Approved: | April 17, 2024 |
| Policy Sponsors: | Dean, Innovation, Learning & Development | Last Revised: | April 17, 2024 |
| Primary Contact: | Continuing Education | Review Scheduled: | April 2029 |
| Approver: | General Faculties Council | | |

A. PURPOSE

To establish the university’s approach and provisions for non-credit instruction that leads to the awarding of credentials and the issuance of corresponding documents at AUArts.

Through the Post-Secondary Learning Act, the university holds the authority to approve, grant and confer credit credentials for Ministry-approved programs of study. AUArts may also grant credentials approved by the university to recognize educational attainment in non-credit learning activities and programs.

B. SCOPE

This policy applies to all non-credit credentials issued by the university.

This policy does not apply to programs which fall under the Government of Alberta’s Credential Framework and require approval by the Ministry of Advanced Education.

C. POLICY STATEMENT

Non-credit credentials are taken for personal interest, to provide additional foundational knowledge and skills, and for professional development. Non-credit credentials are conferred when students successfully complete all the necessary learning, assessments, and where applicable experiential requirements to be granted the official and legal recognition by the university. Professional development non-credit credentials require a formal assessment of learning or skills application, and students are required to meet a specific minimum standard to pass and receive a credential.

1. NON-CREDIT CREDENTIAL TYPES

The University may grant non-credit credentials to recognize educational attainment in non-Ministry approved learning activities as follows and in accordance with the consultation and approval process set out in Appendix 1: AUArts Non-Credit Credential Framework.

1.1 Continuing Education Approved Credentials:

- a) Certificate of Completion
- 1.2 Institutional Approved Credentials:
 - a) Certificate of Achievement
 - b) Professional Micro-credential
 - c) Professional Certificate

2. GENERAL

- 2.1 All credentials should be of consistent and definitive design to ensure the clear identification of the credentials.
- 2.2 Consultation is necessary throughout the university's offerings (both non-credit and for-credit) to minimize redundant efforts. Programs may only be named in accordance with this Policy and the credential designations articulated in Appendix 1: AUArts Non-Credit Credential Framework.
 - a) If a unit wishes to indicate that a certificate requires another certificate as a pre-requisite or builds upon a more advanced body of knowledge, the designation may be as follows: Professional Certificate in Advanced "X"
 - b) Credentials may be stacked, combined with other credentials, resulting in the awarding of an advanced credential.
- 2.3 Proposal templates for non-credit credentials are available through the Dean of Innovation, Learning and Development.
- 2.4 A student may not earn a duplicate credential that they have previously completed notwithstanding industry and accreditation standards for recertification.

3. QUALITY ASSURANCE

- 3.1 AUArts Non-Credit Credential Framework (Appendix 1) outlines the consultation and approval of new courses and credentials to ensure academic standards are set at the appropriate level.
- 3.2 **Certificate of Completion**
 - a) Students receive exit surveys following completion of a Certificate of Completion to assess satisfaction of the overall experience and provide feedback to improve the experience.
 - b) Enrollment in personal interest courses will be assessed with each delivery and will be offered based on enrollment targets.
- 3.3 **Certificate of Achievement**
 - a) Students receive exit surveys following completion of a Certificate of Achievement to assess satisfaction of the learning experience, provide information about actions to be taken to improve outcomes and student supports.
 - a) Enrollment in preparatory courses will be assessed annually and will be offered based on market and learner demand, in alignment with industry currency (up to date) and relevancy (related to), and alignment with admissions requirements and academic preparedness.

- 3.4 **Professional Micro-credential**
- a) Students receive exit surveys following completion of a micro-credential to assess satisfaction of the learning experience, provide information about actions to be taken to improve outcomes and student supports.
 - b) Enrollment in micro-credentials will be assessed annually and will be offered based on market and learner demand, as well as in alignment with industry currency (up to date) and relevancy (related to).
- 3.5 **Professional Certificate**
- a) Students receive exit surveys following completion of a professional certificate to assess satisfaction of the learning experience, provide information about actions to be taken to improve outcomes, and student supports.
 - b) Formal review of professional certificates will occur every 5-7 years and will consider: enrollment, student success, feedback from students/instructors, industry demand/currency/relevancy.
 - c) The results of the formal review will be provided to APOC for information.

D. DEFINITIONS

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| Certificate of Participation: | A combination of three (3) personal interest courses from a specific discipline/area. |
| Micro-credential: | Micro-credentials are awarded learning experiences that recognize competencies, skills, or knowledge that meet a distinct function within industry or community. Micro-credentials may be supplementary, alternate, or supportive to a component of traditional learning credentials. Micro-credentials hold the purpose of aiding in specific, uniquely identifiable training for the purpose of advancing gainful employment, providing community skills, or laddering into other education. |
| Ministry Approval: | Post-secondary programs provided by publicly funded institutions in Alberta that satisfy the prescribed criteria for government endorsement. |
| Non-Credit bearing: | Credentials that are non-credit bearing are not ministry-approved programming and follow the guidelines, policies, and processing outlined by the university. |
| Professional Development Courses: | Singular non-credit courses offered through structured and formal learning programs. Focuses on development of professional skills to prepare for, or improve, professional/employment related performance and encourage continuous learning and growth. |

Personal Interest Courses: Singular non-credit courses or workshops offered through a structured or unstructured, formal, or informal learning program. Focuses on personal interest and social or recreational engagement.

Preparatory Courses: Singular non-credit courses offered through structured and formal learning programs. Focuses on foundational knowledge and skills needed to succeed in more advanced academic or professional endeavors. Can be used to bridge any gaps in a student's knowledge and provide them with the necessary background to thrive in academic or professional programs.

Professional Certificate A credential which provides industry/job/skills/occupation-specific education, skilling, and training. Prepares learners for entry into the labour market and employment.

Quality Assurance: A term used to describe the systematic efforts taken to assure that the courses, programs, and services are delivered to learners and meet with the contractual and other agreed upon performance, design, reliability, and maintainability expectations, policy and regulations.

E. RELATED LEGISLATION

- Post-Secondary Learning Act

F. RELATED DOCUMENTS

- Appendix 1: AUArts Non-Credit Credential Framework

G. REVISION HISTORY

| Date (mm/dd/yyyy) | Description of Change | Sections | Person who Entered Revision (Position Title) | Person who Authorized Revision (Position Title) |
|-------------------|-----------------------|----------|--|---|
| 04/17/2024 | New Policy | All | Dean, Innovation, Learning & Development | Dean, Innovation, Learning & Development |
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