



GSC Sub-Committee on HCI Pillar 3 Micro-Credentials

Terms of Reference and Membership

Purpose

The subcommittee of GSC reviews, advises on, and recommends HCI Pillar 3 micro-credentials to GSC for consideration and approval. The subcommittee will be in place for the duration of the HCI Pillar 3 initiative.

Definition

- i. 'Micro-credential' means the record of the learning outcomes that a learner has acquired following a small volume of learning. These learning outcomes will have been assessed against transparent and clearly defined criteria. Learning experiences leading to micro-credentials are designed to provide the learner with specific knowledge, skills and competences that respond to societal, personal, cultural or labour market needs. Micro-credentials are owned by the learner, can be shared and are portable. They may be stand-alone or combined into larger credentials. They are underpinned by quality assurance following agreed standards in the relevant sector or area of activity. ([European definition of micro-credentials](#))

The following criteria must be met for micro-credentials:

- Credit offered for professional development purposes.
- Specifically designed to upskill the workforce.
- Are stackable and may lead to an award on the National Framework of Qualifications (NFQ).
- Flexible delivery to meet the needs of industry and employees.

The micro-credential template includes an appropriate financial template that is signed-off on by the Faculty Dean.

Membership

Proposed Membership of the sub-committee is as follows:

Chair¹: to be nominated by the Dean of Graduate Studies on an annual basis.

- 5 DTLPs (including representation from 4 pilot Schools), 1 per Faculty
- 3 Module Coordinators, 1 per Faculty, nominated by Faculty Deans
- Head of Academic Practice or nominee
- Director of Academic Registry or nominee

¹ The Chair may/may not be a current member of GSC.

- Academic Secretary or Assistant Academic Secretary (Graduate Education)
- Director of Careers
- Programme Director: Micro-credentials
- GSU President/Vice-President
- Administrative support for sub-committee provided by Academic Affairs.

Note: in the event of a conflict of interest arising from the presentation of micro-credentials to the subcommittee for review and approval the member(s) reporting the conflict of interest will not be in attendance for the review of that particular micro-credential(s).

Membership is to be approved by GSC annually.

The term of membership allows for a limit of three years to be placed on the membership of all academic and teaching staff. Professional and administrative staff to sit on the sub-committee for the duration of their role in College. The Chair of the sub-committee to sit for a maximum of three years.

Duties

- i. To ensure that proposed micro-credentials are coherent and distinct offerings, and that there is no overlap with existing approved micro-credentials.
- ii. To make recommendations to GSC on the suspension/cessation of micro-credentials.
- iii. To make recommendations to GSC, as appropriate, regarding proposals for new micro-credentials and existing modules of approved postgraduate programmes repurposed as micro-credentials, and whether these meet the required criteria of micro-credentials.

Meeting arrangements

The sub-committee will meet once a term with additional meetings arranged as required, convened by the Chair.

Quorum

The quorum for a meeting of the sub-committee will be one third of the total number of members, rounded up to the nearest whole number, plus one. The representation of academic and teaching staff will account for at least 50% of the attendees.

Authority

The sub-committee is responsible for ensuring that micro-credentials meet the required standards, criteria, and regulations. It is responsible for:

- recommending the approval of the micro-credentials
- recommending the withdrawal of micro-credentials (for GSC approval)
- making recommendations to GSC on the quality and standard of micro-credentials

Reporting

The sub-committee will report on an annual basis to GSC on the number and range of micro-credentials and

include recommendations required to maintain the quality of the suite of micro-credentials for the following academic year.