

Ministry-Funded Micro-Credential Initiative: UBCO submission process and resources

OVERVIEW

The BC Ministry of Post-Secondary Education and Future Skills (PSFS) has released its 2023 Micro-credentials Initiatives Applicant Guide, which includes two micro-credential initiatives:

1. **Stackable Micro-Credentials Initiative:** Initiative funding is intended to test the feasibility of creating alternative pathways to attain larger credentials, such as certificates and diplomas, through a set of stackable micro-credentials. The aim of this initiative is to provide opportunities for learners at any stage of their career journey or those who may have not been inclined to pursue post-secondary education, to acquire specific in-demand skills and knowledge incrementally at their own pace.

It is essential that proponents clearly demonstrate how employers/ industry/ communities have been engaged in the identification of the need for the micro-credential – including their level of input into curriculum development and their role in assessment and recognition of the micro-credential once complete.

2. **Micro-Credential Shared Curriculum Initiative:** Initiative funding is intended to support micro-credential development and implementation in collaboration between a public PSI, a regulator, licensing body, and/or industry associations that aims to address competency gaps in high demand occupations and sectors. This may include the development of a competency framework for a distinct occupation group. As well, curriculum developed through this initiative will be shareable with other public PSIs to reduce duplicative efforts while increasing access to in demand occupation training and education.

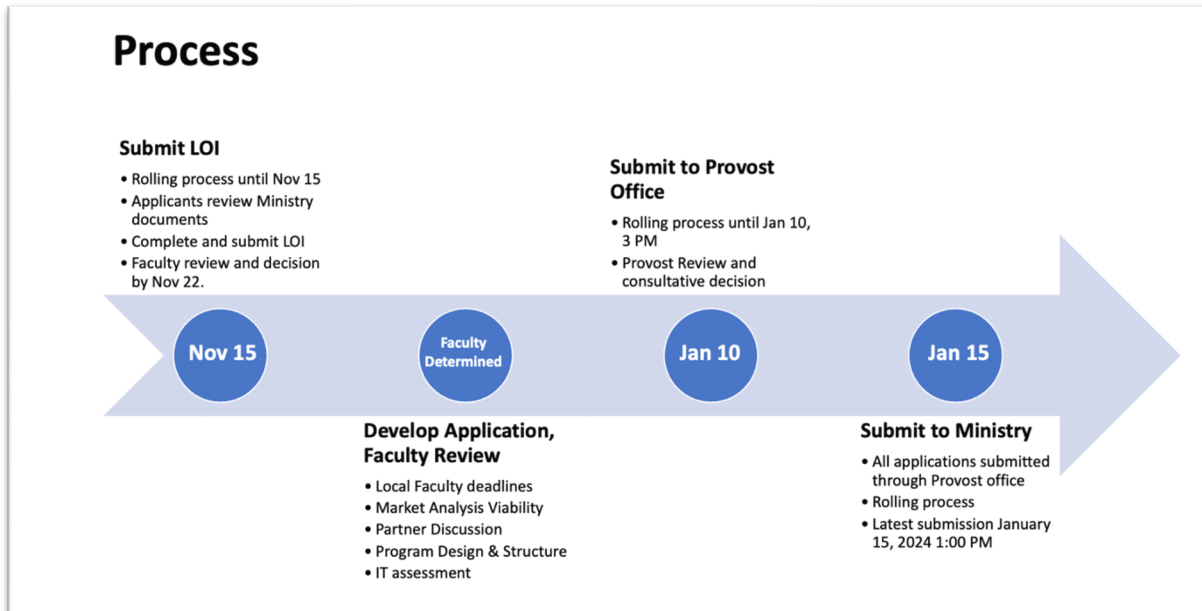
The Ministry of PSFS will accept applications until January 15, 2024, 3:00 PM. The Ministry will review proposals as they are received, with decisions on funding allocations made at regular intervals. All final decisions will be made by March 31, 2024. **Please note: the Provost's Office will facilitate the submission of all final applications to the Ministry.**

UBC OKANAGAN SUBMISSION PROCESS (SEE IMAGE ON NEXT PAGE)

Within UBC Okanagan, the process for developing and submitting an application is as follows:

- **Step 1. Submit Letter of Intent (LOI)**
Interested faculty members should review the Ministry Applicant Guide (see Resources section below) and submit an LOI form by email to cpe.ubco@ubc.ca by **Nov 15, 2023**.
- **Step 2. Faculty Review**
Faculty leadership will review the LOIs and communicate results to applicant and Provost's Office by **Nov 22, 2023**. The CPE team will reach out to those developing full applications to provide further support.

- **Step 3. Develop Ministry Application and Submit to Faculty for Review**
Applicants should complete the application provided in the Applicant Guide for the initiative to which they are applying (see resources sections below). Faculty applicants may reach out to the Continuing and Professional Education Team (cpe.ubco@ubc.ca) for assistance in this process, including assistance with the market research. Completed applications should be submitted to their Dean/Designate for review and approval (local timelines and processes).
- **Step 4. Provost Review and submissions to Ministry**
Completed applications should be submitted to the Provost’s Office no later than **January 10, 2023, 3:00 PM**. All submitted applications will be reviewed by the Office of the Provost for completion. The Provost will make the final decision on applications to submit, in consultation with Faculty leadership. Applications will be submitted to the Ministry from the Office of the Provost as received and approved. Last submission to Ministry will take place **January 15, 1:00 PM**.



RESOURCES:

- Micro-credential Initiatives Applicant Guide and Application Forms [[Link to Ministry forms](#)]. Note that this is a link to a Microsoft Word document that contains the applicant guide, evaluation criteria and application form (embedded as appendices)
- The Micro-credential Framework for BC’s Public Post-Secondary Education System [[Link to PDF](#)]
- BCcampus Micro-credential Toolkit for B.C [[Link](#)].
- Letter of Intent application form distributed with this document.