# Letter of Intent to Apply to the Ministry of Post-Secondary Education and Future Skills (PSFS) Micro-credential Initiatives 2023 Call

**Please note**: all Letters of Intent must be submitted to [cpe.ubco@ubc.ca](mailto:cpe.ubco@ubc.ca) by **November 15, 2023, 3:00 PM**. The Continuing and Professional Education team will forward the applications to the respective Faculty offices.

Submission of this Letter of Intent indicates that you have thoroughly reviewed the following:

* **Required**: Micro-credential Initiatives Applicant Guide and Application Forms [[Link to Ministry forms](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/micro-credentials/micro-credential_initiative_-_applicant_guide.docx)] Note that this is a link to a Microsoft Word document that contains the applicant guide, evaluation criteria and application form (embedded as appendices).
* **Required**: The Micro-credential Framework for BC’s Public Post-Secondary Education System [[Link to PDF](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/micro-credentials/mc_framework.pdf)]

## Part 1. Basic Information

### Type of Application

*Indicate to which initiative you intend to apply:* ***Stackable Micro-credentials Initiative*** *or* ***Micro-credential Shared Curriculum Initiative*** *(list one only)*

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### Micro-credential Title(s)

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### Lead Applicant

*Name, Title, Primary email address, Department/School/Unit and* ***Faculty*** *(for approval routing purposes)*

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### Co-applicants (UBC)

*Please indicate all other applicants’ name, email, department and Faculty affiliations.*

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### Partners (external to UBC)

*Please include the name of any external partners being consulted in the identification of the need for the micro-credential(s) and/or that will be involved in curriculum development and assessment*

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## Part 2: Proposed work

### Question 1.

In 500 words or less, describe the micro-credential(s) you intend to develop. Ensure that you:

1. identify the subject matter and target audience (communities, professions, industries);
2. summarize the learner time commitment, program structure, and delivery method; and
3. clearly articulate what the learner will know and be able to do (skills, competencies) upon successful completion.

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### Question 2.

In 500 words or less, please summarize how the proposed micro-credential initiative aligns with the micro-credential initiative category (Stackable Micro-credentials or Micro-credential Shared Curriculum) you are applying to, focusing on the necessary components identified in the evaluation rubric provided in the application form (provided as Table 1, below, for convenience).   
Bottom line: Why would the Ministry of Post-Secondary Education and Future Skills fund this program?

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**Table 1**. Necessary components associated with the two types of micro-credential initiative applications

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| **Stackable Micro-credentials** | **Micro-credential Shared Curriculum** |
| * Aligns with Framework * Clearly outlines outcomes and learner benefit * Demonstrates meaningful collaboration with employers/industry/community * Demonstrates labour market or community need * Clearly demonstrates credential pathway (stackability) | * Must be willing to share curriculum with other Post-Secondary Institutions * Aligns with Framework * Clearly identified competency gap in high demand sector that MC will address * Clearly outlines outcomes and learner benefit * Demonstrates meaningful collaboration with regulator, licensing body, industry association, or Indigenous organization * Demonstrates learning and employment pathways |