|  |  |
| --- | --- |
| Graphical user interface  Description automatically generated with medium confidence | **Submission Form for New Microcredential**  Version 1.1. Last updated 01.2024 |

**SECTION A: GENERAL INFORMATION**

|  |  |
| --- | --- |
| A1. Microcredential title |  |

|  |  |
| --- | --- |
| A2. Level of study | Select from list |

|  |  |
| --- | --- |
| A3. Number of credits | Select from list |

|  |  |
| --- | --- |
| A4. Delivery School / Department | Select from list |

|  |  |  |  |
| --- | --- | --- | --- |
| A5. Does this microcredential have a pathway relationship with any other microcredentials for the purposes of award articulation? | | | Click to select |
| If yes, what is the type of pathway relationship? | | | Click to select |
| If yes, what is the named UoN award that the pathway is designed to enable? | | |  |
| Provide details of all other microcredentials in the pathway relationship below, specifying required order of study where appropriate | Order | Microcredential Name / ID | |
| Click to select |  | |
| Click to select |  | |
| Click to select |  | |
| Click to select |  | |
| Click to select |  | |
| Click to select |  | |
| Click to select |  | |
| Click to select |  | |
| Click to select |  | |
| Click to select |  | |

|  |  |
| --- | --- |
| A6. Total directed / supported study hours (sum of directed hours listed in Sections C and D) |  |

|  |  |
| --- | --- |
| A7. Total learner-led study hours |  |

|  |  |
| --- | --- |
| A8. Launch date | 01/01/2023 |

|  |  |
| --- | --- |
| A9. Design date | 01/01/2023 |

|  |  |
| --- | --- |
| A10. Next review date | 01/01/2025 |

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| --- | --- |
| A11. Design blueprint URL  (please provide a link to the design blueprint) |  |

|  |  |
| --- | --- |
| A12. Design participants |  |

|  |
| --- |
| A13. Microcredential objective |
| *This microcredential is designed to develop learners so that they can…* |

|  |  |
| --- | --- |
| A14. Is this microcredential accredited by a PSRB?  If yes, please provide details below | Click to select |
|  | |

|  |
| --- |
| A15. Description of target learners |
| *This microcredential will be of particular interest to…* |

|  |  |
| --- | --- |
| A16. Suitability for study recommendations | |
| Please provide a list of qualifications and pass levels that may indicate a learner’s suitability for study. |  |
| Please detail prior professional experiences and/or roles that may indicate a learner’s suitability for study. |  |
| Please indicate any other achievements and/or experience that may indicate a learner’s suitability for study |  |

|  |
| --- |
| A17. Summary / overview of microcredential |
|  |

|  |  |
| --- | --- |
| A18. Does this microcredential require advisory text?  If yes, please outline below. | Click to select |
|  | |

|  |  |
| --- | --- |
| A19. Is there a cap on total number of active learners?  If yes, please state the cap below and provide rationale for it. | click to select |
|  | |

**SECTION B: COMPETENCIES, STANDARDS AND LEVEL DESCRIPTOR MAPPINGS.**

|  |  |  |
| --- | --- | --- |
| B1. Microcredential competency statements and standards | | |
| Please state each microcredential competency and competency standard in the table below and select one or more QAA level 7 (equivalent to UoN Level 5) descriptors to which it maps.  The number of competencies should reflect the credit weight of the microcredential and should not be in the following ranges:  5 credits: 1-2 competencies  10 credits: 2-3 competencies  20 credits: 3-5 competencies | | |
| Competency Number |  | |
| 1 | Competency Statement |  |
| QAA level 7 descriptor mapping (select up to 3 descriptors) | Click to select from dropdown list |
| Click to select from dropdown list |
| Click to select from dropdown list |
|  | | |
| 2 | Competency Statement |  |
| QAA level 7 descriptor mapping (select up to 3 descriptors) | Click to select from dropdown list |
| Click to select from dropdown list |
| Click to select from dropdown list |
|  | | |
| 3 | Competency Statement |  |
| QAA level 7 descriptor mapping (select up to 3 descriptors) | Click to select from dropdown list |
| Click to select from dropdown list |
| Click to select from dropdown list |
|  | | |
| 4 | Competency Statement |  |
| QAA level 7 descriptor mapping (select up to 3 descriptors) | Click to select from dropdown list |
| Click to select from dropdown list |
| Click to select from dropdown list |
|  | | |
| 5 | Competency Statement |  |
| QAA level 7 descriptor mapping (select up to 3 descriptors) | Click to select from dropdown list |
| Click to select from dropdown list |
| Click to select from dropdown list |

**SECTION C: LEARNING ACTIVITIES, CAPABILITIES AND DIRECTED LEARNING TIME.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **C1.1 Competency 1** | | **The ability to explain what building information management is, what it does, and why it is significant to a non-specialist audience.** | | | | | |
| Learning activity | Outcome  statement | | Directed learning  time | Activity  focus | | | |
| 1 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 2 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 3 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 4 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 5 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
| Competency 1: total directed learning activity time | | | | | | Hours | Minutes |
| Click to select | Click to select |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **C1.2 Competency 2** | |  | | | | | |
| Learning activity | Outcome  statement | | Directed learning  time | Activity  focus | | | |
| 1 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 2 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 3 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 4 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 5 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
| Competency 2: total directed learning activity time | | | | | | Hours | Minutes |
| Click to select | Click to select |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **C1.3 Competency 3** | |  | | | | | |
| Learning activity | Outcome  statement | | Directed learning  time | Activity  focus | | | |
| 1 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 2 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 3 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 4 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 5 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
| Competency 3: total directed learning activity time | | | | | | Hours | Minutes |
| Click to select | Click to select |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **C1.4 Competency 4** | |  | | | | | |
| Learning activity | Outcome  statement | | Directed learning  time | Activity  focus | | | |
| 1 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 2 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 3 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 4 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 5 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
| Competency 4: total directed learning activity time | | | | | | Hours | Minutes |
| Click to select | Click to select |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **C1.5 Competency 5** | |  | | | | | |
| Learning activity | Outcome  statement | | Directed learning  time | Activity  focus | | | |
| 1 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 2 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 3 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 4 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
|  | | | | | | | |
| 5 | Capability Type: Select from the dropdown list | | Click to select | Recall | Comprehension | | Discovery |
| Application | Analysis | | Synthesis |
| Solution | Evaluation | | Sharing |
| Discussion | Collaboration | | Reflection |
| Competency 5: total directed learning activity time | | | | | | Hours | Minutes |
| Click to select | Click to select |

**SECTION D: EVIDENCING AND ASSESSMENT.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **D1.1 Competency 1** | |  | | | |
| Pass standard | |  | | | |
| Production task | Evidence of competence that learner will generate | | Production task engagement / support event(s) | | Duration |
| 1 |  | |  | | Click to select |
|  | | | | | |
| 2 |  | |  | | Click to select |
| Competency 1: total directed production task time | | | | Hours | Minutes |
| Click to select | Click to select |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **D1.2 Competency 2** | |  | | | |
| Pass standard | |  | | | |
| Production task | Evidence of competence that learner will generate | | Production task engagement / support event(s) | | Duration |
| 1 |  | |  | | Click to select |
|  | | | | | |
| 2 |  | |  | | Click to select |
| Competency 2: total directed production task time | | | | Hours | Minutes |
| Click to select | Click to select |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **D1.3 Competency 3** | | |  | | | |
| Pass standard | |  | | | | |
| Production task | Evidence of competence that learner will generate | | | Production task engagement / support event(s) | | Duration |
| 1 |  | | |  | | Click to select |
|  | | | | | | |
| 2 |  | | |  | | Click to select |
| Competency 3: total directed production task time | | | | | Hours | Minutes |
| Click to select | Click to select |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **D1.4 Competency 4** | |  | | | |
| Pass standard | |  | | | |
| Production task | Evidence of competence that learner will generate | | Production task engagement / support event(s) | | Duration |
| 1 |  | |  | | Click to select |
|  | | | | | |
| 2 |  | |  | | Click to select |
| Competency 4: total directed production task time | | | | Hours | Minutes |
| Click to select | Click to select |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **D1.5 Competency 5** | |  | | | |
| Pass standard | |  | | | |
| Production task | Evidence of competence that learner will generate | | Production task engagement / support event(s) | | Duration |
| 1 |  | |  | | Click to select |
|  | | | | | |
| 2 |  | |  | | Click to select |
| Competency 5: total directed production task time | | | | Hours | Minutes |
| Click to select | Click to select |

**SECTION E: APPROVALS AND COST CENTRES.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I confirm that this unit has been developed in accordance with the UoN Online learning design method , and that adequate consultation has been undertaken between UoNO and the delivery School regarding resources. This module has the support of the delivery School prior to submission. | | | |  |
| UoNO Academic Director |  | Date | Click or tap to enter a date. | |
| Head of Delivery School |  | Date | Click or tap to enter a date. | |

|  |  |  |  |  |  |
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| HECoS Subject Area | | *A list of HECoS Subject Areas can be found* [here](https://workspace.nottingham.ac.uk/display/CAI/Curriculum+Home) | | | |
| Cost Centre 1 | Choose an item. | Subject 1 |  | Percentage |  |
| Cost Centre 2 | Choose an item. | Subject 2 |  | Percentage |  |