

# Digital Skills for the Workplace (Micro-credential) Handbook

*Valid from 30th October 2019. Version 1.0*

This student handbook provides applicants with an introduction to The Mind Lab and the *Digital Skills for the Workplace micro-credential* ('Programme'). It outlines the expectations and requirements of the Programme.

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## The Mind Lab

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The Mind Lab is New Zealand's Institute for Innovation, and an award-winning contemporary education facility. We launched in 2013 to support education innovation, contemporary practice and the pursuit of highly relevant, applied knowledge in classrooms to improve education access and outcomes.

Our mission is to continue to lead New Zealand education, to share knowledge, to collaborate, and to build partnerships in order to achieve sustainable, impactful change.

### Application for Admission to the Programme

Applications to the Programme are made through the The Mind Lab enrolments site. This is where all the required details and documentation for enrolment are provided by applicants to be processed, and the payment method selected.

### Eligibility

To be eligible to study on the Programme, applicants must meet the admission criteria. The high-level entry criteria as approved by NZQA are as follows:

- Proof of residency as a New Zealand or non-New Zealand citizen
- Level 6 academic or equivalent professional achievement. *Note: Applicants must supply robust evidence to show academic qualifications and/or equivalence to academic qualifications. Evidence of informal and formal learning can include but is not limited to;*
  - Professional and/or community positions held
  - Professional and/or community awards
  - Professional and/or community references
  - Professional and/or community outputs
  - Invitations to represent to professions and communities at conferences

*Evidence of informal and formal learning will be assessed by the relevant General Manager and National Academic Director or delegated authority*

Students are unable to gain credits learning towards this 15 credit microcredential through cross-crediting or accreditation of prior learning.

### Admission

If an applicant is eligible to undertake the programme, and the required documentation has been provided, the applicant will be enrolled as a student on the Programme.

## Verification of Enrolment

The Mind Lab enrolments team will verify applications as they come through and request further information from applicants if required. Once their enrolment is complete, successful applicants will receive an email confirmation of their enrolment.

## Fees

The tuition fee for the Programme is \$295 (including GST).

Unfortunately students are not eligible to apply for StudyLink Student Loans for this micro-credential.

## Refund Entitlements

If you are already enrolled in the Programme and decide to withdraw, you have [different refund entitlements](#) depending on when you withdraw.

On application, candidates must agree to the [Terms and Conditions](#) before we can process an enrolment into the Programme. These Terms and Conditions outline all refund entitlements for *Digital Skills for the Workplace (Micro-credential)*.

## Programme Information

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The DSW micro-credential supports the development of practical skills and knowledge through a hands-on, challenge-based approach to teaching and learning. Throughout the programme there will be a focus on sustainable solutions the impact from technological advancement, skill gaps and the role individuals have to succeed and have influence in the digital economy. In addition to specific technical skills and knowledge, students will practice behaviours (develop competencies and dispositions) such as collaboration and working with a growth mindset.

All students will be enrolled in the micro-credential, *Digital Skills for the Workplace* a 15-credit course at level 7.

## Learning Outcomes (Graduate Profile)

All graduates of *Digital Skills for the Workplace (Micro-credential)* will be able to:

- Critically analyse digital tools used and emerging in the workplace in the context of work and community challenges
- Identify personal, professional and collective skills gaps in the context of the digitally-enabled workplace
- Develop advanced digital skills and knowledge across a range of digital solutions for use in contemporary work environments.

## Programme Structure and Delivery

The part-time, 7-week Programme is structured primarily through online learning with four required face to face sessions.

*Note that the exact dates of face to face workshops are dependent on a number of factors, and may be subject to change.*

The structure of the programme delivery is listed on the [Digital Skills for the Workplace \(micro-credential\) page](#) on The Mind Lab website.

## Resources Required for Study

As this programme has blended delivery, students will need to have access to appropriate devices and the Internet. This is important as they will need to be able to access the online materials and communication tools throughout both the online parts of the programme and the face to face courses.

We recommend that students have available, both a laptop and a mobile/handheld device (tablet or smartphone that has the ability to download apps and has video capability). The laptop device could be a Windows or Mac laptop with at least one USB connection. If the device is owned by your employer please ensure you have the rights to install software and connect to external devices, and that there are no restrictions on connecting to web links. Chromebooks would not be suitable for some applications). This will both be needed as a range of technologies across different devices will be used on this Programme. Students are required to bring these devices to the face to face sessions. A data cable to ease the copying of files between devices may also be useful.

## Assessment

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### Assessment Strategy

Assessments in this Programme have been designed to support the learning process. Students on the Programme are assessed through both a formative and summative assessment. The summative assessment is the academic assessment of the Programme which grades are awarded against and contribute to credits for the course. Assessments should be thought of as learning tools, where students present and receive feedback on their work in order to improve it. The assessments on this Programme are collaborative so students work in groups of three or four.

*Due dates for assessments are provided in the programme calendar. Further detail on assessments can be provided if requested. Please contact [dsw@themindlab.com](mailto:dsw@themindlab.com).*

## **Assessment Outcomes**

The Programme provides students an opportunity to value learning for learning's sake, as well as to achieve a practical outcome which contributes to their own professional development and that of their context. Assessment is made against the outcome of the project itself, as well as the student's learning. Students become future-focused problem solvers.

All assessments in the Programme are measured against a competency-based format. Final outcomes for the summative assessment, and therefore the micro-credential course, are a Not Yet Competent or a Competent grade.

To get a Pass grade for the micro-credential overall, students must satisfy all assessment criteria related to the Learning Outcomes of the courses. Importantly, students will receive feedback targeted to these Learning Outcomes especially through the formative assessment process. A student can also receive an interim outcome of 'Pass with Requirements' for an assessment, which means that there are further requirements to fulfill in order to pass the assessment. These requirements must be met in the stated time frame before continuing.

## **Resubmission**

You may apply to undertake a resubmission/reassessment for a failed assessment within seven days of receiving your marked assessment. This application is assessed by the Programme Lead who, guided by the Assessment and Moderation Panel, approves resubmission applications based on the Assessment and Moderation Panel being convinced that the resubmission can be completed in an appropriate time frame, normally not longer than one month. All resubmissions will be carried out within a specified time period as agreed with the Programme Lead.

## **Te Reo Māori and New Zealand Sign Language**

All students are offered the opportunity to submit any assessment in the official languages of New Zealand: New Zealand English dialect, Te Reo Māori, and New Zealand Sign Language. We ask students to indicate to the Programme Lead when starting the Programme if they intend to submit assessments in Te Reo Māori or New Zealand Sign Language, to ensure there is available resourcing to support their learning.

## **Special Assessment Circumstance (SAC)**

If an unforeseen circumstance impairs the ability of a student from doing well on an assessment (including submitting assessment on time and/or giving a presentation), students are able to apply for a Special Assessment Circumstance with relevant evidence within 5 working days of the assessment item due date.

## The Mind Lab Staff

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Please visit [themindlab.com](http://themindlab.com) for more information on Our Team, or contact [dsw@themindlab.com](mailto:dsw@themindlab.com).

## Student Support and Wellbeing

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The Mind Lab is committed to creating an inclusive learning environment and to working alongside all students to support you through your studies. This support includes educational and learning support, as well as different types of non-educational support. All of our student support service teams work closely with each other and with the Academic Programme Teams, to provide a friendly point of contact in person, online or on the phone to help you navigate your learning journey. The [Student Support page](#) on our website outlines all of the types of support available.

The Mind Lab Postgraduate team is available to assist with any enquiries to do with the programme and assignments. The team can be contacted on 0800 MIND LAB or [dsw@themindlab.com](mailto:dsw@themindlab.com). The team is available to all students online during work hours (Monday through Friday, 9am - 5pm).

If a student has any impairments that impact on their learning, we encourage them to speak to the Programme Lead so that appropriate support systems can be put in place to assist them.

### Variations on Enrolment

If students encounter circumstances or challenges which are impacting their ability to continue with a programme or course, they should contact the Programme Lead or the local Facilitator in the first instance to discuss what options for support are available. It may be possible to suspend enrolment for a period of time, or for students to withdraw from a course and re-enrol at a later date. Terms and conditions for variations to enrolment are outlined during the enrolment process.

## Important Student Information

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Below are some key policies and procedures relevant to all programmes of study at The Mind Lab.

[The Mind Lab Code of Conduct](#) is designed to promote the upholding of professional standards and academic integrity. It covers the personal conduct of all staff, students and contractors.

[The Mind Lab Privacy Policy](#) provides details of how student and staff privacy will be maintained.

[The Mind Lab Student Complaints and Appeals Policy](#) outlines the procedures to be followed if an applicant or student makes a formal complaint, or makes an appeal against *The Mind Lab's* decision outcome.

Complaints and appeals are submitted in writing, with evidence to [academicmanagement@themindlab.com](mailto:academicmanagement@themindlab.com). An appropriate investigator is assigned by the The Mind Lab Academic Team to review the complaint or appeal and conduct an investigation and identify a resolution. All groups involved in the investigation will be kept up to date throughout. Full details of the process can be found in TML Student Complaints and Appeals Policy and Procedures.

In the instance that a complaint is not resolved to your satisfaction by The Mind Lab, you can [raise your concern](#) in writing with the New Zealand Qualifications Authority (NZQA).

### **About The Mind Lab Governance and Management**

The Mind Lab is governed by an Independent Board, and The Mind Lab Academic Board is accountable to The Mind Lab Board for ensuring processes exist to facilitate, manage, evaluate, and monitor all aspects of the Quality Management System including the Academic Quality of Programmes.

All Governing Members of The Mind Lab have provided a verified statutory declaration to NZQA and no conflicts of interest have been declared.

Information in this handbook is subject to change and is updated with a version number and valid date, please check the programme page on [themindlab.com](http://themindlab.com) for the most current version.