Organisational Agility (Micro-credential) Handbook

Valid for all intakes beginning in 2021.

This student handbook provides applicants with an introduction to Tech Futures Lab and the *Organisational Agility (Micro-credential)*, also referred to as the 'Programme'. It outlines the expectations and requirements of the Programme.

The Mind Lab and Tech Futures Lab

The Mind Lab is a specialist education provider dedicated to enhancing contemporary practice, digital fluency and change in education across New Zealand. 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. We are committed to transform New Zealand education to better align skills and capabilities to the demands of the contemporary world.

Tech Futures Lab is a place where issues and conversation matter. It is a place where people and businesses come to learn and grow. Where the ideas, opportunities and challenges of our time are debated and tested. A place where change happens. We are committed to a positive future - fueled by fresh, regenerative thinking and a deeper understanding of the connections between hyperlocal and global in direct response to new economic paradigms; consumption-without-consequence; societal shifts; globalisation; political upheaval; massive environmental degradation and technological advancement.

Tech Futures Lab is an education facility of The Mind Lab, a NZQA registered Tertiary Education Organisation under the provisions of the Education Act 1989. Candidates who are studying on a programme delivered by Tech Futures Lab are enrolled with The Mind Lab.

Institute for Social Sustainability

Tech Futures Lab has partnered with The Institute for Social Sustainability, to co-create the Organisational Agility micro-credential programme. The Organisational Agility micro-credential has grown out of The Institute for Social Sustainability's research and development, and real-world testing of the framework.

The Institute of Social Sustainability was established on the back of a five year R&D programme in New Zealand workplaces that began in 2014. The overwhelming conclusion of our research was that many of the conventional theories, models and strategies that organisations are using to operate and grow are significantly limited in their capacity to help people to effectively adapt to the complexities and pressures of the modern day working environment. The Institute for Social Sustainability has observed the real-world reality of how organisational culture transforms when leaders learn how to step out of old habits and ways of doing things and genuinely commit to a long-term process of finding more successful, sustainable ways of operating.

Application for admission to the Programme

Applications to the Programme are made through the Tech Futures 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 and verified, the applicant will be enrolled as a student on the Programme.

Verification of Enrolment

The Tech Futures Lab admissions 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 $900 (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 *Organisational Agility (Micro-credential)*.

Programme Information

The *Organisational Agility* (*OA*) micro-credential focuses on developing the capabilities required to continuously adapt and work sustainably in rapidly changing workplaces. The programme enables professionals across a spectrum of industries, organisational demographics and communities to develop pragmatic processes that build the mental, emotional and behavioural flexibility necessary to lead and contribute to *organisational agility*, innovation, productivity and flourishing. These core competencies are essential human capabilities in today's changing organisations, regardless of industry, role or sector.

All students will be enrolled in the micro-credential, *Organisational Agility, a* 15-credit course at level 7.

Learning Outcomes (Graduate Profile)

All graduates of *Organisational Agility (Micro-credential)* will be able to:

1. Analyse in-depth knowledge of the interconnected processes that drive human behaviour in the context of their organisation and changing work environments.
2. Apply different perspectives with flexibility to solve complex problems in organisations and other work environments.
3. Adapt and generate sustainable solutions to individual and workplace challenges in the context of change

4. Lead within, and contribute to the development of agile organisations that can generate sustainable solutions to complex problems in the context of change.

Programme Structure and Delivery

This 14-week micro-credential includes 2 study weeks, with an average of 11 learning hours per week (including the two study weeks). The 12 taught weeks have an average 1.5 hours highly directed learning per week. The Organisational Agility micro-credential's blended delivery approach includes self-directed and directed learning activities supported by virtual synchronous class sessions.

The structure and dates of the programme delivery are listed on the *Organisational Agility (Micro-credential) page* on the Tech Futures Lab website.

Resources Required for Study

Students will need to have access to appropriate devices and the Internet to be able to enrol in this programme. This is important as they will need to be able to access the online materials and communication tools throughout both the self directed parts of the programme and the sessions online.

Assessment

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 completed both individually and collaboratively.

Due dates for assessments are provided in the programme calendar that is provided upon commencement of the programme via the student Portal. Further detail on assessments can be provided if requested. Please contact info@techfutureslab.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.

Staff

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Please visit techfutureslab.com for more information on the team at Tech Futures Lab or https://www.instituteforsocialsustainability.com about the Institute for Social Sustainability. You can also contact us at info@techfutureslab.com.

Student Support and Wellbeing

The Tech Futures Lab team is committed to creating an inclusive learning environment and to working alongside all students to support them through their studies on this Programme. This support includes educational and learning support, as well as different types of non-educational support.

The Tech Futures Lab team is available to all students. Students can also contact their allocated advisor with any queries or concerns.

If a student has any impairments that impact 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

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. An appropriate investigator is assigned by 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 for the most current version.