THE MIND LAB®

Digital and Collaborative Teaching and Learning (Micro-credential)
Student Handbook
2022

This student handbook provides applicants with an introduction to The Mind Lab and the *Digital and Collaborative Teaching and Learning (Micro-credential)*, also referred to as the 'Programme'. It outlines the expectations and requirements of the Programme. This handbook is specific to delivery of this micro-credential for domestic students.

The Mind Lab

The Mind Lab is New Zealand's dedicated Postgraduate Institute for Contemporary Education, 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
- A Bachelor's degree or an equivalent level qualification OR Equivalent professional experience
- AND relevant professional experience of working in education

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 $450 (including GST).

International fees: $1,500 inc GST

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

Scholarships

The Mind Lab and Tech Futures Lab offers a range of scholarships for all programme intakes. Each of the scholarships listed below covers 100% of the fees for the DCTL programme. Our scholarships are awarded on a first in first serve basis to those who meet the criteria and are fully enrolled and accept a place on the programme:

- **Tangata Whenua:** For learners who identify as Māori
- **Pacific Ako:** For those who identify as Pacific learners
- **Taipakeke:** For learners who are aged 60 years and over

How to apply for the scholarship
You can apply for a scholarship as part of your enrolment process, all you need to do is select the scholarship you are eligible for when it appears as part of your enrolment.

Candidates who have already completed their applications for 2022 prior to October 2021 will be given the opportunity to apply for a scholarship and contacted by our Enrolments Team.

Further information and the [terms and conditions for scholarship can be found on our website.](#)

Refund Entitlements

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

On application, candidates must agree to the <u>Terms and Conditions</u> before we can process an enrolment into the Programme. These Terms and Conditions outline all refund entitlements for *Digital and Collaborative Teaching and Learning (Micro-credential)*.

Some useful dates for consideration around enrolments, variations and withdrawals are outlined in the table below:

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
Digital and Collaborative Teaching and Learning Micro-credential	14th February 2022	23rd February 2022	29th April, 2022	29th May, 2022
Digital and Collaborative Teaching and Learning Micro-credential	9th May 2022	18th May 2022	21st July 2022	21st August 2022
Digital and Collaborative Teaching and Learning Micro-credential	18th July 2022	27th July 2022	30th Sep 2022	30th October 2022
Digital and Collaborative Teaching and Learning Micro-credential	10th October 2022	19th October 2022	12th January 2023	12 February 2023 (there will be 3 weeks Xmas holiday)

Programme Information

Digital and Collaborative Teaching and Learning (DCTL) micro-credential provides the digital and collaborative skills required in all education environments. It supports all educators, but particularly school teachers to develop the knowledge, awareness, and capability to confidently apply digital tools, collaborative approaches and sustainability to teaching and learning in their professional practice.

All students will be enrolled in the micro-credential, *Digital and Collaborative Teaching and Learning, a* 15-credit course at level 8.

Learning Outcomes (Graduate Profile)

All graduates of *Digital and Collaborative Teaching and Learning (Micro-credential)* will be able to:

- Critically reflect on contemporary pedagogies and digital and collaborative learning in educational contexts.

- Integrate contemporary and emergent digital tools into innovative educational practice.
- Develop and apply collaborative teaching and learning practices in an educational context.
- Develop education practice in the context of cultural and environmental sustainability.

Programme Structure and Delivery

The course is organised over 15 weeks consisting of 2 hours per week directed learning via supplied materials and activities on the learning platform and around 8 hours self-directed learning (including further reading, self-sourced materials, doing assessment and applying the learning into practice).

The learning will primarily be self-paced and asynchronously online. However, for additional support, there are 5 optional synchronous (live online) sessions via Zoom on Tuesdays 4-5pm during these following weeks of the course.
- Zoom session 1 in week 1
- Zoom session 2 in week 3
- Zoom session 3 in week 6
- Zoom session 4 in week 10
- Zoom session 5 in week 14

The structure and dates of the programme delivery are listed on the *Digital and Collaborative Teaching and Learning (Micro-credential)* page on The Mind Lab website.

Academic Calendar

There will be 4 intakes for 2022 with key dates as follows:

Intake February 2022 key dates	
Start date: 14th February 2022	End date: 29th May 2022
Assessment dates	
Assessment 1	3rd April 2022
Assessment 2	29th May 2022
Intake May 2022 key dates	
Start date: 9th May 2022	End date: 21st August 2022
Assessment dates	
Assessment 1	26th June 2022

Assessment 2	21st August 2022
Intake July 2022 key dates	
Start date: 18th July 2022	End date: 30th October 2022
Assessment dates	
Assessment 1	4th September 2022
Assessment 2	30th October 2022
Intake October 2022 key dates	
Start date: 10th October 2022	End date: 12th February 2022
Assessment dates	
Assessment 1	27th November 2022
Assessment 2	12th February 2023

Engagement

Student engagement will be identified in the following ways
- Communication with the DCTL programme team - the student is reaching out or responding to email or phone calls, texts etc.
- Assessment completion - the student has intended to complete / completed the assessments, or the student has applied for an SAC application, or been in communication with the programme team regarding their submission

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 as this is primarily self directed learning.

We recommend that students have available both a laptop/desktop and a mobile/handheld device (tablet or smartphone that has the ability to download apps and has video capability). These will both be needed as a range of technologies across different devices will be used in this Programme. The laptop/desktop device could be a Windows or Mac computer with at least one USB connection (Chromebooks would not be suitable for some applications). 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.

Platforms

The Mind Lab Learning Management System (LMS), known as 'Ako Mai', is the hub for enrolled students during their learning journey. The LMS provides students with a portal for resources, assessment information, the ability to submit their completed assessments, and to see their assessment feedback and assessment outcomes. The LMS also provides access to the TML eLibrary (to logged in students only). A student can only see the courses and respective resources for the programme(s) they are enrolled in, once they are logged in to the LMS.

Slack is used as a communication platform where a student can ask a question or post a comment/resource/suggestion to their community (usually the current intake of their programme). As well as fellow students, TML staff are active on the platform, so can be on hand should a student ask for advice or need some guidance in a more informal manner.

Zoom, an online video communication, virtual meetings, webinars and conferencing platform, is used to facilitate synchronous sessions.

Assessment

Assessment Strategy

Assessments in this Programme have been designed to support the learning process. Learners are asked to reflect on their own context to understand their current education-related practice in light of new learning theories, frameworks and the demand of the changing world. Learners will explore how to integrate digital tools into their practice and to develop ways their collaborative teaching and learning is culturally and environmentally sustainable. Learners will be scaffolded with weekly learning activities that are designed to help them work towards the assessments. There are two competency-based summative assessments.

Further details about each assessment will be provided on the relevant page of the course.

If learners have any questions with regards to assessment, they can either join the optional Zoom sessions for live Q&A or email dctl@themindlab.com.

Assessment Outcomes

All assessments in the Programme are measured against a competency-based format. Final outcomes for the summative assessment of this micro-credential are a 'Competent' or a 'Not Yet Competent' grade.

To get a 'Competent' 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.

Learners are able to apply to resubmit the assessment if they receive a 'Not Yet Competent' assessment outcome. If the resubmission meets all assessment criteria, learners will receive a 'Competent' assessment outcome.

Resubmission

To undertake a resubmission for a 'Not Yet Competent' assessment, learners need to email dctl@themindlab.com within 5 working days of receiving their marked assessment. All resubmissions will be completed 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 no later than 5 working days after the assessment item due date.

The Mind Lab Staff

Please visit themindlab.com for more information on Our Team, or contact dctl@themindlab.com.

Student Support and Wellbeing

The Mind Lab is committed to creating an inclusive learning environment and to working alongside all students to support them through their 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 (09) 964 4444 or

dctl@themindlab.com. The team is available to all students online during office 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 in the first instance to discuss what options for support are available. It may be possible 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 will be 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,students 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.