

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

*Valid for all 2023 Intakes.*

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

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## The Mind Lab

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[The Mind Lab](#)<sup>1</sup> is a specialist education provider dedicated to enhancing contemporary practice, digital fluency and change in education across New Zealand. The Mind Lab is committed to helping implement contemporary practice in the teaching profession by reflecting new theoretical and practical frameworks of contemporary education. We are committed to creating impactful futures.

At The Mind Lab, a kaupapa Māori approach ensures that students, facilitators, practitioners, and researchers have the community and their colleagues at the heart of their professional practice, study and research. Positive relationships between people and places are at the centre of our philosophy and values for teaching and learning. As an institution, the following organisational kaupapa Māori values drive our practice:

- Manaaki: that learners are interconnected with The Mind Lab teaching and learning community during their study
- Rangatiratanga: Leadership, accountability, agency and authority
- Ako: our way of reciprocal teaching and learning
- Pono: truth, honesty, integrity and transparency

## Programme Information

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The Digital Skills for the Workplace (DSW)<sup>2</sup> 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.

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<sup>1</sup> *The Mind Lab is a Tertiary Education Organisation registered by the Tertiary Education Commission (TEC) to deliver qualifications approved by the New Zealand Qualifications Authority (NZQA) under the provision of the Education Act 1989. Based on our NZQA external evaluation and review (EER) we have been classified as a Category 1 education organisation.*

<sup>2</sup> *Kua whakamanahia tenei akoranga e Te Mana Tahu Matauranga o Aotearoa i raro i te wahanga 249 o te Ture Matauranga 1989, a, kua whakamanahia The Mind Lab Limited Partnership ki te whakarato i taua akoranga i raro i te wahanga 250 o te Ture. This programme is approved by the New Zealand Qualifications Authority under section 249 of the Education Act 1989, The Mind Lab Limited Partnership is accredited to provide it under section 250 of the Act.*

## Learning Outcomes

At the end of the programme all learners 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 structure of this programme is part-time, over 7 weeks. It is delivered primarily through live, interactive and facilitated online sessions, along with additional self directed study required each week.

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

## Engagement

Student engagement will be identified in following ways

- Student attendance and participation - the student is present in Zoom sessions and active on the Portal
- Communication with the Digital Skills Programme Team - the student is reaching out or responding to email or Slack messages, 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

Student engagement within the first 10% of the course

If the student has not attended an online session within the first 10% (week 1 sessions) of the course, the student will be withdrawn from the programme unless the absence has been approved via communication with the Programme Team or Enrolments Team

Student engagement after the first 10% of the course

If the student is not engaging in any of the ways above, they will be contacted by our Enrolments team and withdrawn from the course if there is no communication received

If you would like to get in contact with our Programme Team, please send an email to us at [digitalskills@themindlab.com](mailto:digitalskills@themindlab.com)

### Resources Required for Study

Students will need to have access to appropriate devices (desktop or laptop) 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.

We recommend that students have a mobile/handheld device (tablet or smartphone that has the ability to download apps and has video capability). 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.

## Programme Calendar

### Gen 31 - February 2023 (Afternoons)

<b>Digital Orientation</b>	Tuesday 14th February 2023 from 4:00pm - 5:00pm
<b>First Session</b>	Tuesday 21st February 2023
<b>Last Session</b>	Thursday 10th April 2023
<b>Session Days &amp; Time</b>	Tuesdays & Thursdays from 4:00pm - 5:00pm

### Gen 32 - May 2023 (Mornings)

<b>Digital Orientation</b>	Tuesday 2nd May 2023 from 10:00am - 11:00am
<b>First Session</b>	Tuesday 9th May 2023
<b>Last Session</b>	Thursday 26th June 2023
<b>Session Days &amp; Time</b>	Tuesdays & Thursdays from 10:00am - 11:00am

### Gen 33 - June 2023 (Afternoons)

<b>Digital Orientation</b>	Tuesday 18th July 2023 from 4:00pm - 5:00pm
<b>First Session</b>	Tuesday 25th July 2023
<b>Last Session</b>	Thursday 7th September 2023
<b>Session Days &amp; Time</b>	Tuesdays & Thursdays from 4:00pm - 5:00pm

### Gen 33 - October 2023 (Mornings)

<b>Digital Orientation</b>	Tuesday 10th October 2023 from 4:00pm - 5:00pm
<b>First Session</b>	Tuesday 17th October 2023
<b>Last Session</b>	Thursday 30th November 2023
<b>Session Days &amp; Time</b>	Tuesdays & Thursdays from 4:00pm - 5:00pm

## 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 National Academic Director and Programme Team 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.

### **Withdrawal Scenarios**

If you are already enrolled in the Programme and decide to withdraw, there are different [withdrawal scenarios](#) depending on when you withdraw.

On application, candidates must agree to the [Terms and Conditions](#) before we can process an enrolment into the Programme.

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
Digital Skills for the Workplace Micro-credential (February Intake)	21 Feb 2023	26 Feb 2023	29 Mar 2023	10 Apr 2023
Digital Skills for the Workplace Micro-credential (May Intake)	09 May 2023	14 May 2023	14 Jun 2023	26 Jun 2023
Digital Skills for the Workplace Micro-credential (July Intake)	24 Jul 2023	29 Jul 2023	29 Aug 2023	10 Sep 2023

### **Fees**

This course is on full scholarship in 2023.

## 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 can be submitted collaboratively, so students can either work in groups or individually on a chosen project.

*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 [digitalskills@themindlab.com](mailto:digitalskills@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 achieve Competency for the micro-credential, 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 fulfil 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 Not Yet Competent assessment within five working days of receiving your marked assessment. This application is assessed by the Programme Team 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 Team.

### **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 Team 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 4 working days of the assessment item due date.

## **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 Digital Skills for the Workplace Team is available to assist with any enquiries to do with the programme and assessments. The team can be contacted at [digitalskills@themindlab.com](mailto:digitalskills@themindlab.com) or 09-964 4444. 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 Team 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 Team 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.