Disruptive Technologies (Micro-credential) Handbook

Valid for 2022 intakes.

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

Tech Futures Lab and The Mind Lab

The Mind Lab 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.

Tech Futures Lab[1] is a subsidiary of The Mind Lab. Established in 2016, Tech Futures Lab helps professionals and organisations to adapt, learn, lead and succeed in a fast-changing world. Tech Futures Lab was built on the vision of building business success and personal capability in New Zealand, to turn emerging opportunities into impactful realities, to advance and develop business capability, and to positively impact the economy, the environment, and communities for a brighter future.

At The Mind Lab and Tech Futures 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 center 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

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[1] Tech Futures Lab is an education facility of The Mind Lab. The Mind Lab is a Private Training Establishment (PTE) 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. All policies and procedures of The Mind Lab also apply to Tech Futures Lab. Terms and Conditions, Policies and Declarations that relate to The Mind Lab also relate to Tech Futures Lab unless expressly stated otherwise.

Programme Information

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Disruptive Technologies[2] is a Level 8, 15-credit micro-credential that will support individuals from a range of organisations, relevant industries and communities to evaluate the fundamental principles of a range of current and emerging disruptive technologies in order to understand their inter-relationships, and contextualise and apply their use in their sector or field of work.

Specifically, the programme will support students through a challenge-based learning approach[3], to evaluate technological impact and opportunity and develop strategies to utilise and leverage technology for desirable outcomes.

Learning Outcomes (Graduate Profile)

Upon completion of the *Disruptive Technologies* micro-credential, learners will be able to:

1. Identify and analyse the current and potential relevance, opportunity and impact of disruptive technology in the context of their practice.
2. Formulate evidence-based initiatives to utilise technology for desirable change within their practice.

Programme Structure and Delivery

This 10-week micro-credential includes an average of 15 learning hours per week. Disruptive Technologies micro-credential's blended delivery approach includes self-directed and directed learning activities supported by weekly 90 minute virtual synchronous class sessions. The first synchronous session will serve as an orientation and create a sense of community of learners. The subsequent sessions will have two purposes: to provide an opportunity for learners to ask questions and discuss and reflect on key learning during the course. These sessions will be recorded and whilst optional we recommend attendance where possible to get full value from the programme.

Online synchronous sessions will take place on Thursday 4:30pm - 6pm.

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[2] 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.
[3] *Silvia Elena Gallagher & Timothy Savage (2020) Challenge-based learning in higher education: an exploratory literature review, Teaching in Higher Education, DOI: 10.1080/13562517.2020.1863354*

2022 Intake Dates

	Start Date	End Date
February (Cohort 2)	28-02-2022	08-05-2022
May (Cohort 3)	23-05-2022	31-07-2022
August (Cohort 4)	15-08-2022	23-10-2022
November (Cohort 5)	07-11-2022	05-02-2023 (including 3 week break over Christmas).

Week 1	AI + ML	AI + ML Fundamentals + Robotics	Q & A Course Introduction	
Week 2	Big Data & Cloud Computing	Big Data & Cloud Computing Fundamentals	Q & A + Context Activity	
Week 3	IoT	IoT Fundamentals	Q & A + Context Activity	
Week 4	Cybersecurity	Cybersecurity Fundamentals	Q & A + Context Activity	
Week 5	Blockchain	Blockchain Fundamentals	Q & A + Context Activity, Assessment 1 Info	Assessment 1
Week 6	Future of Fintech	Future of Money, Analysis	Q & A + Context Activity	
Week 7	Future of Communication	Future of Communication, Analysis	Q & A + Context Activity	
Week 8	Future of Mobility	Future of Mobility, Analysis	Q & A + Context Activity	
Week 9	Assessment Preparation	Assessment Support	Q & A, Assessment Info	Assessment 2
Week 10	Assessment Feedback	Assessment Feedback	Q & A, Assessment Feedback	

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.

Application for Admission

Applications to the Programme are made through 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:

A Bachelor's degree or an equivalent level qualification OR equivalent professional experience in a relevant field.
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 or delegated authority.

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

International Students

This programme is available to study as an international student either via online distance learning or if you currently reside in New Zealand and your visa conditions allow study. To find out more about studying with The Mind Lab as an international student, and for programme fees, visit our International Students page.

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 Mind 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.

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 *Disruptive Technologies Micro-credential*. 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.

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

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.

Refund Entitlements

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
Disruptive Technologies Micro-credential (February Intake)	28 Feb 2022	07 Mar 2022	-	08 May 2022
Disruptive Technologies Micro-credential (May Intake)	23 May 2022	30 May 2022	-	31 Jul 2022
Disruptive Technologies Micro-credential (August Intake)	15 Aug 2022	22 Aug 2022	-	23 Oct 2022
Disruptive Technologies Micro-credential (November Intake)	07 Nov 2022	14 Nov 2022	-	05 Feb 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 are completed both individually and collaboratively.

The *DT* micro-credential has two summative assessments across the 10 weeks that provide opportunity for students to apply their learnings of disruptive technologies and industries to their context, and complete the programme with a usable strategy in their sector or field of work.

The first summative assessment item is an assignment that provides evidence of learning against Learning Outcome 1. Students will identify one or more of the disruptive technologies covered in the first 5 weeks of the micro-credential and discuss the relevance and potential impact in their practice context. Feedback from this assessment is important for building learning into part 2 of the micro-credential and working towards assessment item 1. This assignment can be written or via another approved format (*e.g.* video). This assignment can be submitted as individual or group work, with clear individual contribution outlined in an appendix.

The second summative assessment item *Plan on a Page* is an assignment that provides evidence of learning against Learning Outcomes 1 and 2. The Plan on a Page assesses a robust

evidence-based plan, that is usable in practice, for the potential adoption of a disruptive technology (or technologies) in their practice area.

Due dates for assessments are in the programme calendar that is provided upon commencement of the programme via Ako Mai (Learning Management System). Further detail on assessments can be provided if requested. Please contact dt@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. 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

This micro-credential will be facilitated by Craig Hilton and Anzel Singh.

Craig Hilton is the National Academic Director at Tech Futures Lab and The Mind Lab. He holds an MFA from University of Auckland's Elam School of Fine Arts, a PhD and a MSc in Biochemistry from the University of Otago and a Certificate in Higher Education from Unitec where he is an Associate Professor. Craig held research fellowships with the Malaghan Institute of Medical Research, Harvard Medical School (where he was also a paediatric oncologist) and the University of Massachusetts. He is a member of a number of arts and education boards and forums, including the Leonardo Education and Arts Forum (LEAF) and the Science Communicators Association of New Zealand.

Anzel is the Innovation Coordinator at Tech Futures Lab. He is passionate about disruptive technologies and is the Co-Founder and CEO of VR Startup Socius XR. Anzel has a Postgraduate Diploma in Biological Sciences and Bachelor of Science in Psychology and Biology from The University of Auckland. He has been a judge and guest speaker in local and international incubators and startup competitions and is driven to help others leverage technologies to make a difference in the world. Previously, he was also a Research & Development Intern at Soul Machines and Programme Manager for New Zealand's first AI in Healthcare Conference/Datathon in partnership with Massachusetts Institute of Technology Critical Data.

Please visit techfutureslab.com for more information on the team at Tech Futures Lab.

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.

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.