

UNIVERSITY OF MELBOURNE

Melbourne Professional Education

Melbourne MicroCerts

Quality and Standards Committee

Terms of reference

1. Preamble

Melbourne Professional Education (MPE) is dedicated to supporting lifelong learning needs of professionals and is the organisational home for the University's professional education micro-credentials, titled Melbourne MicroCerts (MMCs).

The Melbourne MicroCerts Quality and Standards Committee ("the Committee") provides strategic approval for, quality assures and sets quality standards for MMCs.

2. Membership

Deputy Vice-Chancellor (Academic)
Academic Director, Micro-credentials, MPE
Appointed faculty members with expertise in professional education and familiarity with the University's Melbourne MicroCerts framework - <i>up to two</i>
MPE representative
Academic Programs Manager or nominee, MPE

3. Frequency, quorum and out of session approvals

- 3.1 The Committee will be scheduled to meet a minimum of four times per year. Meetings may be cancelled, if approved by the Chair.
- 3.2 A quorum for the Committee requires the presence of at least three members, including:
 - (a) The Chair or nominated replacement; and
 - (b) At least one other academic member of staff.
- 3.3 The Chair may endorse out of session reviews of time-sensitive new micro-credentials and change proposals.

4. Terms of reference

- 4.1 To consider Melbourne MicroCert proposals and change proposals from faculties and:
- (a) Provide strategic approval for (re-)development through MPE based on alignment with the University's Melbourne MicroCert framework; and
 - (b) Review and provide advice to the corresponding faculty's Dean (or nominees) on the quality of the Melbourne MicroCert, drawing on micro-credential and professional education quality frameworks and standards.
- 4.2 Monitor, review and report on Melbourne MicroCerts in relation to academic standards and quality, learning experience and, where appropriate, compatibility with learning and teaching policies, priorities, and governance of the University, MPE, and relevant higher education policies and regulations, and government strategic initiatives.

5. Reporting

The Committee will:

- (a) Share the Melbourne MicroCert strategic approval outcomes and quality advice with the Dean (or nominee) of the corresponding faculty within a timely manner; and
- (b) Determine an appropriate reporting cadence to faculty hubs on strategic approval outcomes and quality advice generated by the Committee.

Version 1, 2024