B.C. Micro-Credential Initiative Reporting Requirements and Instructions

As a condition of funding for micro-credentials, the Ministry of Post-Secondary Education and Future Skills (the Ministry) requires ongoing monitoring of the enrolments, completions and learner outcomes pertaining to the micro-credentials supported.

Micro-credentials funded by the Ministry must be developed and open for registration as outlined in your proposal.

The reporting requirements are as follows:

Report	Submission Frequency	Reporting Periods	Report Submission Dates
1. **Summary Report**	Once	Submit report following initial program offering. For programs with continuous enrolment, submit report after first year of offering the program.	1. June 30 2. November 30 (whichever reporting period is next)
2. **Learner Enrolment and Completion Data**	Twice annually (following the start of the micro-credential's first course offering)	1. November 1 – May 31 2. June 1 – October 31 Provide a learner's Enrolment Status and Achievement Status based on the last day of the reporting period, i.e., May 31 and October 31.	1. June 30 2. November 30
3. **Learner Outcomes Survey Data**	Once	Surveys to be conducted between 6-12 months after program completion.	1. June 30 2. November 30 (whichever reporting period is next)

Reporting content:
- First report for a micro-credential: Report all enrolments to date.
- Subsequent reports: Report on all new enrolments and on learners with changes in Achievement Status since the last report. (If it is easier to provide a cumulative report each time, i.e., on all learners who have taken a micro-credential to date, that is also acceptable.)

If there is no new activity to report for a reporting period (i.e., no micro-credential offering ran during the last reporting period), please contact the Ministry to inform that you will not be submitting a report.

If there is a delay in the development and delivery of a micro-credential, please contact the Ministry as soon as possible. Note: The funding letter provides the date by which the Ministry needs to be notified should there be a delay.

Ministry email: PSFS.MicroCredentials@gov.bc.ca

1. **Summary Report of Micro-Credential Program**

Please provide a summary report of your micro-credential program by **June 30 or November 30** (whichever is first, following completion of initial program offering).

Please use the following link to complete the report: https://forms.office.com/r/PPvGf2Hdss

2. **Institutional Reporting Role**

Please contact PSFS.MicroCredentials@gov.bc.ca to identify the name and email address of the individual responsible for the micro-credential report submission(s). Ministry staff will provide the individual with access to a secure SharePoint reporting site.

It is preferred to have one individual per institution responsible for collecting and submitting the reporting data.

3. **Learner Enrolment and Completion Data**

Please use the steps below to report student-level enrolment and completion data for each micro-credential funded by the Ministry twice annually, on **June 30 and November 30**.

Please provide:
- The full name of the micro-credential program.
- Enrolment and completion data at the micro-credential level, not for individual courses – i.e., a learner should only be reported once per micro-credential in a reporting cycle.
- Note: If the institutional student information system has changed since the last reporting period such that student ID numbers have changed, please contact the Ministry to identify an appropriate approach to reconcile student IDs across reporting cycles.

Steps:

  i.   Find template on SharePoint site - Templates folder

       Template preview:

       INST_MC_Enrolment_
       Completion_Data_yyy

  ii.   Complete the INST_[DEPT]_MC_Enrolment_Completion_Data_YYYY-MM-DD.xlsx
       Template Instructions are located on the first tab of the spreadsheet.

       File Naming Examples:
- BCIT_MC_Enrolment_Completion_Data_2024-10-31
- UBCV_Forestry_MC_Enrolment_Completion_Data_2024-10-31

  iii.   Upload completed template to the secure SharePoint site.

       Please do not send the completed template back via email.

4. Learner Outcomes Survey Data

Please provide the learner outcome survey (see below) to individuals between 6-12 months after completion of the micro-credential program and submit resulting data to the Ministry on **June 30 or November 30**, whichever reporting period is next, using the following steps:

    i.   Find template on [SharePoint site - Templates folder](#)

            Template preview:

            INST_MC_Learner_Survey_Data_yyyy-mm-dd

    ii.   Complete the INST_[DEPT]_MC-Learner-Survey-Data_YYYY-MM-DD.xlsx
            Template Instructions are located on the first tab of the spreadsheet.

            File Naming Examples:
- BCIT_MC_Learner_Survey_Data_2024-10-31
- UBCV_Forestry_MC_Learner_Survey_Data_2024-10-31

    iii.   Upload completed template to the secure SharePoint site.

            Please do not send the completed template back via email.

5. Micro-Credential Learner Outcome Survey Template (see below)

A Learner Outcome Survey template is provided below to help you set up your institutional survey.

Micro-Credential Learner Outcome Survey
(to be completed between 6-12 months following completion of the micro-credential)

Demographic Indicators

Gender:

☐ Man   ☐ Woman   ☐ Non-Binary   ☐ Prefer not to disclose

Student status:

☐ Domestic   ☐ International

Do you identify as First Nations, Métis or Inuit? (select all that apply)

☐ Yes, First Nations   ☐ Yes, Métis   ☐ Yes, Inuit   ☐ No, not First Nations, Métis or Inuit

☐ Prefer not to disclose

Highest Level of Educational Attainment:

☐ (1) Some high school
☐ (2) High school graduate
☐ (3) Some post-secondary
☐ (4) Post-secondary certificate or diploma (including trades certificate)
☐ (5) Bachelor's degree
☐ (6) Above bachelor's degree

Age:

☐ 17 or under   ☐ 18-21   ☐ 22-29   ☐ 30-39   ☐ 40-49   ☐ 50+   ☐ Prefer not to disclose

Micro-credential Outcomes

1. Were you working at a paid job or business prior to taking the micro-credential?	☐ Yes / ☐ No
2. Did the micro-credential improve your employment options?	☐ Yes / ☐ No
3. Are you currently working at a paid job or business?	☐ Yes / ☐ No
If YES:	
a.) Is the micro-credential related to your current job?	☐ Yes / ☐ No
b.) Did the micro-credential result in an increase to your wages?	☐ Yes / ☐ No
If YES:	
c.) What was the range of your wage increase?	☐ (2) 0 – 2% ☐ (4) 3 – 4% ☐ (5) 5% or more
4. Since completing the micro-credential, have you taken any other formal post-secondary education or training	☐ Yes / ☐ No
If YES:	
a.) Did the micro-credential enhance your educational pathway?	☐ Yes / ☐ No