

The Australian Government, Department of Education, Skills and Employment have released a National Microcredentials Framework, which sets out the Critical Information Requirements and Recommended Requirements for a microcredential.

The table below outlines how well WOW! aligns with the [National Microcredentials Framework](#):

Critical Information Requirements		WOW! Institute/GEM College's Compliance
<b>Title</b>	The title of the microcredential, described in plain English	Each microcredential is described in plain English
<b>Provider</b>	The institution delivering the microcredential, and, if relevant, the company that developed the microcredential, i.e. XYZ Vendor microcredential being delivered by ABC University. A provider will also include partner providers, co-branding partnerships and industry endorers. A provider is any company or institution that provides a microcredential	GEM College of International Business (Australia) Pty Ltd also trades as WOW! Institute, GEM College, Workright Australia, Digital Marketing Academy and Silver Service Care. Co-branded schools are acknowledged, as are other Partner providers.
<b>Content/Description</b>	A description of the structure of the microcredential and a summary of the content that will be taught, ie key topics	Description, structure and key topics are listed.
<b>Learning Outcome</b>	The knowledge, skills or competencies a student will acquire upon completing a microcredential. Guidance on these learning outcomes is outlined in Section 5.1.	Knowledge, and skills and learning outcomes are clearly articulated.
<b>Language</b>	The language/s of instruction in which a microcredential will be taught in/ assessed. In an attempt to recognise interoperability and global citizenship, microcredentials may be offered in multiple languages.	All our courses are taught in English. Many are also available in Spanish, but in Australia, we only offer English.
<b>Delivery Mode</b>	The method of delivery of a microcredential, eg onsite, online or a combination of both, and whether the microcredential requires synchronous engagement or is asynchronous. Where delivery is onsite, the location(s) will be stated.	Delivered as e-learning, it may be synchronous or asynchronous. Suited to being supplemented with classroom support, and on-the-job application in work experience.
<b>Date of Delivery</b>	The set relevant delivery dates (start/ end) and an outline of the schedule within these dates, or whether a microcredential can be completed at a learner's own pace and commenced on any given date.	Self-paced, rolling entry and completion. The Learner can be in control of their own learning, under the teacher's guidance, or may be teacher-led.
<b>Learner Effort (volume of learning, etc)</b>	The commitment/ effort (volume of learning) required of learners. This estimate of hours should include: <ul style="list-style-type: none"> <li>i. Number of hours of in-person face-to-face contact with teaching staff.</li> <li>ii. Number of hours of synchronous online contact with teaching staff.</li> <li>iii. Number of hours of peer-to-peer engagement and its mode.</li> <li>iv. Estimated number of hours of asynchronous online content and reading/ viewing of audiovisual material, etc.</li> <li>v. Estimated number of hours spent on assessment</li> </ul>	Each Learner is different, however; however, as a guide, each soft skills modules generally takes 3-4 asynchronous hours of individual effort. IT based/IT-based modules generally 2-3 hours. At the teacher's discretion, face-to-face delivery, additional research, peer toand peer-to-peer engagement can be undertaken.

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<b>Inherent requirement</b>	The resource/s (if any) needed to undertake a specific microcredential, ie a laptop, specific software, textbooks etc.	Each resource is self-contained. Additional resources may be supplemented as the teacher desires, but they are not necessary. System requirements see below.
	<p><b>Computer hardware and software requirements</b></p> <ul style="list-style-type: none"> <li>• Operating System: Windows 7 or higher; MAC OS X 10.6 or higher (recommended);</li> <li>• CPU: Min. of 2 GB of RAM, Min. of 2 GB of spare disk space is recommended;</li> <li>• Processor: 2.0 GHz processor or higher (32-bit or 64-bit);</li> <li>• Monitor with at least 1024x768 screen resolution;</li> <li>• Internet access: Minimum ADSL1 with a speed of at least 1.5Mbps;</li> <li>• Valid personal email address;</li> <li>• Speakers and microphone/headset;</li> <li>• Adobe Reader;</li> <li>• Word processing and presentation software, e.g. - Microsoft Office, PowerPoint, etc.; and</li> <li>• In-date web browser – eg Google Chrome, Mozilla Firefox, etc. Accessing modules in the IT Suite assumes the Learner has a licensed copy of the relevant software.</li> </ul>	
<b>Price and Financial Assistance</b>	The cost of a microcredential to learners, including any GST, discounts stipulated by providers, government funding and accepted payment mechanisms, i.e.  AfterPay, PayPal, and scholarships. The financial assistance for which a microcredential may qualify for.	Students enrolling through a licensed school pays \$79 to access any or all of the 1,260 available modules. This entitles access to the full Soft skills and IT Suites for the entire academic year or part of an academic year.
<b>Assessment method and type</b>	The assessment element: the method and type of assessment (competency vs proficiency). Where assessment is onsite, the location/s will be stated.	Assessment is online; methods include Questioning, True/False, Multiple Choice, Skills Tests, Problem-Solving, Case Studies, Open Book, Short Answer Questions, Numeracy, IT Skills test.
	<p><b>Assessment towards Higher School Certificates</b></p> <p>Teachers may choose to use WOW! modules as a resource for various subjects for their Learners undertaking SACE/VCE/ HSC/WACE/QCE/TCE or NTCET. They would almost certainly then provide supplementary material and undertake additional assessments to address any gaps. These could include observation, work samples, simulations, written reports, peer group behaviour, work performance, etc.</p> <p><b>VocEd Assessments, Units of Competence and Qualifications</b></p> <p>All WOW! modules are “stackable”. Depending on the modules “stacked” and the Units of Competency for which credit status is sought, GEM College may require an additional holistic assessment to attain a particular designated Unit of Competency. This recognises that the “context” of a Unit of Competency may be broader than the sum of a “stack” of microcredentials, and that Evidence of Performance and transference of knowledge and skills have taken place is required.</p>	
<b>Certification produced</b>	The proof of learning outcomes being met, i.e. certificate of completion. This proof of learning is issued upon completion of the microcredential.	Both a printable PDF accessible to the student and the microcredential are available to the Learner.
	<p><b>Microcredential storage</b></p> <p>A unique, secure microcredential is issued to the Learner and stored in GEM College's ASQA compliant Learner Management Systems. From there, it is transferred to the Learner's Skills Passport, where it is held in the secure, encrypted, globally compliant Digital Repository, which is accessible to the Learner 24/7/365 from any location.</p>	

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<b>Credit/Other recognition</b>	<p>The type of recognition (credit towards award courses, credit towards vendor/industry certifications, pathways or other recognition) that can be given upon completion of a microcredential.</p>	<p>Every WOW! module is "stackable" and, as such, can gain automatic credit status towards numerous specific designated Unit/s of Competence, which are Core or Electives from AQF qualifications. As seen from the list below, WOW! opens up the World of Work!</p>
	<p>Units of Competence and Qualifications</p> <p>Depending on the selection of "stackable" modules a Learner chooses, they may gain credit status towards Unit/s of Competence from AQF qualifications. Such qualifications include:</p> <ul style="list-style-type: none"> <li>• Certificate III in Business;</li> <li>• Certificate III in Work Health and Safety;</li> <li>• Certificate III in Individual Support;</li> <li>• Certificate IV in Entrepreneurship and New Business;</li> <li>• Certificate IV in Leadership and Management;</li> <li>• Certificate IV in Project Management,</li> <li>• Certificate IV in Work Health and Safety;</li> <li>• Certificate IV in Disability Support;</li> <li>• Certificate IV in Business (including specialisations of Leadership, Business Administration, Business Operations, Sustainability, Cyber Security, Financial Administration, Records and Information Management and Procurement)</li> </ul>	
<b>Quality Assurance</b>	<p>The assurance that microcredentials are developed and delivered in an educationally sound manner for learners. This may be a statement of quality assurance processes applied to the microcredential such as provider or CRICOS codes, relevant regulator, and approach to academic integrity and assessment.</p>	<p>GEM College is one of Australia's oldest private RTO's. It was established by professional educators 32 years ago and has been maintained by professional educators ever since. Our Compliance Officer formerly held a similar role for the South African Navy.</p> <p>On numerous occasions, regulators like the Training Recognition Unit of SA and the Australian Skills Quality Authority have audited GEM College, which has been found compliant every time.</p>
	<p><b>Quality Assurance – internationally recognises</b></p> <p>GEM College is an <b>innovative education leader</b> with many firsts to its credit.</p> <p><b>Global Resources: Local Focus</b></p> <p>GEM College was proud to be selected by Business Tech International and Baylor University (Texas) as their Asia Pacific licensee for their Certificate of Entrepreneurship. This was extended to a global licence. GEM College has been appointed the exclusive global licensee for issuing academic qualifications based on the internationally renowned Full Spectrum Business Development program.</p> <p>Mr Jim Fitt, founder of VELSOFT Inc, an award-winning provider of e-learning infrastructure and resources, formed a strategic alliance with GEM College in 2012. Mr Fitt is now a Board Member of GEM College (Global).</p> <p>These relationships speak of the quality assurance offered by the WOW! Institute and GEM College.</p>	
<b>Pre-requisites</b>	<p>The microcredential or level of experience that must be successfully completed prior to attempting to earn or complete the referenced microcredential.</p>	<p>The only pre-requisites for the WOW! Institute's "stackable" modules is the appropriate level of literacy and English language to be able to interact with the resources.</p>

The additional Recommended Elements for a microcredential are:

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<b>Expiration of the microcredential</b>	The date when a microcredential is due for review and resubmission. Microcredentials should be reviewed as required and appropriate, depending on the nature of content and learning outcomes.	
<b>Depth of Learning</b>	The mastery level of a learner upon achievement of learning outcomes and completion of a microcredential, ie a learner has completed X microcredential, which sits at novice level.	<p>The depth of learning for this module Basic Business Management is:</p> <p><b>Advanced Beginner</b> - Has basic knowledge of key aspects of the practice</p> <p>Straightforward tasks are likely to be done to an acceptable standard</p> <p>Is able to achieve some steps using his own judgment, but may need supervision for the overall task implementation</p> <p>Appreciates complex situations, but is only able to achieve partial resolution</p> <p>Sees actions as a series of steps.</p>
<b>Jurisdiction</b>	The institutions or jurisdictions where the microcredential is applicable or recognised.	GEM College of International Business, will recognise this microcredential in Australia, or any other country where GEM is delivering a related Unit of Competency from the Australian Qualification Framework.
<b>Industry Support</b>	The assurance that microcredentials meet an industry need and reflect skills employers seek. For example, a statement of support from industry.	<p>The following employer confirms that this microcredential meets the industry standard that it represents</p> <p>Brains Incorporated Pty Ltd (Incubator of Small Businesses and Technology companies).</p> <p>BSMART Holdings Pty Ltd (Circular economy, Waste Management).</p> <p>Power4U Energy Pty Ltd (Pico and femto power generators).</p>
<b>Recommended Prior</b>	A learner is recommended to complete the microcredential/course/professional experience before attempting to undertake the referenced microcredential.	There are no pre-requisites for this module, which is an approved microcredential.
<b>Stackability</b>	Any other microcredentials that a microcredential combines with (stacking) that lead to an overall certification being awarded upon completion or entry into a further course.	<p>Every WOW! module is "stackable" and, as such, can gain automatic credit status towards numerous specific designated Unit/s of Competence, which are Core or Electives from AQF qualifications. As seen from the list below, WOW! opens up the World of Work!</p> <p><b>Units of Competence and Qualifications</b></p> <p>The different options of stacking this microcredential with other modules to gain credit status for different Units of Competency are almost endless. Examples below reflect how this module can be "stacked" towards Units and then qualifications including Certificate III in Business, Certificate IV in Business (with a range of specialties), Certificate III or IV in Work Health and Safety or Certificate IV in Entrepreneurship and New Business.</p>

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<p><b>Stackability</b></p>	<p>Any other microcredentials that a microcredential combines with (stacking) that lead to an overall certification being awarded upon completion or entry into a further course.</p> <p><b>Example 1:</b></p> <p>Gain credit status for the Units BSBTEC201 Use Business software applications, BSBTEC202 Use digital technologies to communicate in a work environment, BSBTEC301 Design and produce business documents, by undertaking this module, Microsoft 365 Word Online Getting Started, and stacking it with:</p> <ul style="list-style-type: none"> <li>• Fundamentals of Writing</li> <li>• Microsoft 365 Word: Online: Formatting Text and Paragraphs</li> <li>• Microsoft 365 Word: Online: Working with Images</li> <li>• Microsoft 365 Word: Editing a Document</li> <li>• Microsoft 365 Word : Adding Tables</li> <li>• Microsoft 365 Word : Adding Graphics</li> <li>• Microsoft 365 Word: Controlling Page Appearance</li> <li>• Microsoft 365 Word: Proofing a Document</li> <li>• Microsoft 365 Word: Advanced Topics</li> <li>• Microsoft 365 Word: Online: Inserting Objects</li> <li>• Microsoft 365 Word: Online working with Images</li> <li>• Microsoft 365 Word: Part 2 Controlling Text Flow</li> <li>• Microsoft 365 Word: Part 3 Adding Reference Marks and Notes</li> <li>• Microsoft 365 Word: Part 3 Collaborating on Documents</li> <li>• Microsoft 365 Word: Part 3 Managing document Versions</li> <li>• Microsoft 365 Word: Part 3 Forms</li> <li>• Microsoft 365 Word: Part 3 Securing a Document</li> <li>• Microsoft 365 Word: Online: Finalizing Your Document</li> </ul> <p><b>Example 2:</b></p> <p>Gain credit status for the Unit, BSBWRT411 Write simple documents by undertaking this module, Microsoft 365 Word Online Getting Started, and stacking it with 16 other microcredentials, including:</p> <ul style="list-style-type: none"> <li>• Fundamentals of Writing</li> <li>• Writing Reports and Proposals</li> <li>• Microsoft 365 Word: Online: Formatting Text and Paragraphs</li> <li>• Microsoft 365 Word: Online: Managing Lists</li> <li>• Microsoft 365 Word: Editing a Document</li> <li>• Microsoft 365 Word: Part 1 Controlling Page Appearance</li> <li>• Microsoft 365 Word: Part 1 Proofing a Document</li> <li>• Microsoft 365 Word: Part 2 Customising Formats Using Styles and Themes</li> <li>• Microsoft 365 Word: Part 2 Controlling Text Flow</li> <li>• Publisher 2016: Getting Started with Microsoft Publisher 2016</li> <li>• Publisher 2016: Preparing a Publication for Printing and Sharing</li> <li>• Publisher 2016: Adding Content to a Publication</li> <li>• Publisher 2016: Formatting Text in a Publication</li> <li>• Publisher 2016: Editing Text in a Publication</li> <li>• Publisher 2016: Adding and Formatting Graphics in a Publication</li> <li>• GEM module "Business Documents WRT41"</li> </ul>

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<b>Stackability</b>	Any other microcredentials that a microcredential combines with (stacking) that lead to an overall certification being awarded upon completion or entry into a further course.	<p>WOW! recommend you follow your interests in selecting your "stackable" modules, and then identify which Unit/s of Competence from AQF qualifications you can gain credit status for, or how to fill any gaps to attain credit status towards particular Units from any of the following qualifications.</p> <ul style="list-style-type: none"> <li>• Certificate III in Business;</li> <li>• Certificate III in Work Health and Safety;</li> <li>• Certificate IV in Entrepreneurship and New Business;</li> <li>• Certificate IV in Leadership and Management;</li> <li>• Certificate IV in Project Management,</li> <li>• Certificate IV in Work Health and Safety;</li> <li>• Certificate IV in Disability Support;</li> <li>• Certificate IV in Business (including specialisations of Leadership, Business Administration, Business Operations, Sustainability, Cyber Security, Financial Administration, Records and Information Management and Procurement)</li> </ul>
<b>Industry/ Occupation</b>	The industry/s that a microcredential sits within and the occupations/ career pathways a microcredential may lead to.	This microcredential sits within the Business / Commerce and Entrepreneurship, Business Manager, Business Administration, Team Leader career pathways.
<b>Industry Alignment</b>	Industry competency framework/s that a microcredential may be aligned to, ie Skills Framework for the Information Age (SFIA), CPA.	This micro-credential is generic and may be aligned to any/all industry sectors, ie the Skills Framework could be Retail, Manufacturing, Mining etc.