

 BOND UNIVERSITY	NON-AWARD STUDY POLICY
Policy Owner	Assistant Provost
Contact Officer	Assistant Provost
Endorsement Authority	Academic Senate
Date of Next Review	24 January 2027

1. PURPOSE AND OBJECTIVES

[Non-award Study](#) enables Bond University students, alumni, and the wider community to enhance their professional, educational, or personal skills and knowledge without enrolling in an Australian Qualifications Framework (AQF) [Award](#) qualification. A Non-credit Microcredential is study for which academic credit is not granted and which, on its own, may not be used to apply for recognition of prior learning ([RPL](#)) as set out in the University's Credit Policy ([SS 5.4.3](#)), or to apply for pathway entry into an AQF award qualification.

Clause 3 of this Policy sets out the principles which apply to the design, development, approval, management, quality assurance and monitoring of Non-award Study at Bond University, except for Non-credit Microcredentials.

Clause 4 of this Policy sets out the principles and procedures for quality assurance of Bond University's [Non-credit Microcredentials](#) including but not limited to approval, design, delivery, monitoring, and review. The Policy complies with the [National Microcredentials Framework](#) (2022) in terms of the definition of microcredentials, unifying principles and the minimum standards for microcredentials that will sit on the Australian Government microcredential marketplace, MicroCred Seeker.

2. AUDIENCE AND APPLICATION

All Bond University and Bond University College staff, external consultants and partners involved in the design and delivery of Non-award Study, and all [non-degree students](#) and learners undertaking Non-award Study and undertaking Non-credit Microcredentials. The Policy covers Student Exchange, Cross-institutional Study and Study Abroad.

3. NON-AWARD STUDY EXCLUDING NON-CREDIT MICROCREDENTIALS

Section 3 of this Policy applies to study which does not result in an AQF Award from Bond University but which, on its own or in conjunction with other prior learning, may be used to apply for recognition of prior learning ([RPL](#)) as set out in the University's Credit Policy ([SS 5.4.3](#)), or to apply for pathway entry into an AQF award qualification.

Study which results in an AQF award is covered by the Academic Programs Policy ([TL 3.3.1](#)).

3.1. Roles and Responsibilities

Role	Responsibility
Assistant Provost	<ul style="list-style-type: none"> ▪ Endorses proposals for Non-award Study ▪ Oversees governance processes and quality assurance
Executive Dean of Faculty or Head of University Academic Unit (UAU)	<ul style="list-style-type: none"> ▪ Approves the offer of existing subjects for Subject-equivalent study or for Audit by HDR students ▪ Endorses initial proposals for the development of new Non-award Study
Director, Microcredential Unit	<ul style="list-style-type: none"> ▪ Recommends non-credit microcredentials to the Provost ▪ Oversees development, delivery and review of all Non-award Study delivered on the Bond Learner Platform
Faculty or UAU Learning and Teaching Committee	<ul style="list-style-type: none"> ▪ Assures quality and currency across all aspects of learning and teaching within the Faculty or UAU ▪ Assures quality and currency of all subjects offered for Non-award Study by the Faculty or UAU ▪ Oversees Non-award Study within the Faculty or UAU
Curriculum Review Committee	<ul style="list-style-type: none"> ▪ Endorses new Non-award Study entities ▪ Endorses amendments to existing Non-award Study entities ▪ Monitors the development and review of Non-award Study
University Learning and Teaching Committee	<ul style="list-style-type: none"> ▪ Oversees quality assurance in the areas of learning, teaching and assessment
Academic Senate	<ul style="list-style-type: none"> ▪ Endorses new Non-award Study entities ▪ Endorses amendments to existing Non-award Study entities

3.2. Non-award Study Framework

Non-award Study will be of high quality and will consider the University's strategic goals together with trends in enrolment, study pathways and the labour market.

3.3. Approval and Review

Study Type	Approver	Annual Monitoring	5-year Faculty/UAU Review	Certification
Credit-Aligned Non-award Study				
Non-award Credential	Academic Senate via the Curriculum Review Committee and the Learning and Teaching Committee of the Faculty or UAU	Yes	Yes	Academic transcript
Subject-equivalent study	Academic Senate via the Curriculum Review Committee and the Learning and Teaching Committee of the Faculty or UAU	Yes	Yes	Certificate of achievement with statement of equivalence
Single Subject Study	Academic Senate via the Curriculum Review Committee and the Learning and Teaching Committee of the Faculty or UAU	Yes	Yes	Academic transcript
Credit-eligible Non-award Study	Academic Senate via the Curriculum Review Committee and the Learning and Teaching Committee of the Faculty or UAU	Yes	Yes	Certificate of achievement with statement of equivalence
Exchange and Cross-institutional study	Subjects have been approved by Academic Senate via the Curriculum Review Committee and the Faculty or UAU Learning and Teaching Committee	Yes	Yes	Academic transcript
Study Abroad	Subjects have been approved by Academic Senate via the Curriculum Review Committee and the Faculty or UAU Learning and Teaching Committee	Yes	Yes	Academic transcript
Student for a Semester	Subjects have been approved by Academic Senate via the Curriculum Review Committee and the Faculty or UAU Learning and Teaching Committee	Yes	Yes	Academic transcript
Non-credit Non-award Study				
Audit study	Executive Dean of Faculty or Head of University Academic Unit (UAU)	Yes	No	Statement of Attendance
Bridging and pathways study	Academic Senate via the Curriculum Review Committee	Yes	Yes	Academic transcript upon request
Foundation programs	Academic Senate via the Curriculum Review Committee and Bond University College Learning and Teaching Committee	Yes	Yes	Certificate of achievement and Academic transcript upon request
Study Tour	Academic Senate via the Curriculum Review Committee and Bond University College Learning and Teaching Committee	Yes	Yes	Certificate of achievement and Academic transcript upon request
English Language Intensive Courses for Overseas Students (ELICOS)	Academic Senate via the Curriculum Review Committee and Bond University College Learning and Teaching Committee	Yes	Yes	Certificate of achievement and Academic transcript upon request

3.4. Certification

Certification for completion of Non-award Study takes one or more of the following forms:

1. Academic transcript
2. Accredited professional certificate
3. Certificate of achievement or completion
4. Continuing Professional Development record

5. Statement of attendance (Audit study only)
6. Statement of equivalence for use in applications for academic credit

3.5. Amending and Discontinuing Non-award Study Opportunities

No student, including students with an active offer, will be disadvantaged when Non-award Study opportunities are discontinued.

4. NON-CREDIT MICROCREDENTIALS

4.1. Roles And Responsibilities

Role	Responsibility
Executive Dean of Faculty or Head of University Academic Unit (UAU), or delegate	<ul style="list-style-type: none"> ▪ Reviews proposals for Non-credit microcredentials
Director, Microcredential Unit	<ul style="list-style-type: none"> ▪ Recommends approval of proposals for new Non-credit microcredentials to the Provost ▪ Oversees development, delivery and review of Non-credit microcredentials and Non-award Study delivered on the Bond Learner Platform
Provost	<ul style="list-style-type: none"> ▪ Endorses and monitors proposals for Non-credit microcredentials
Curriculum Review Committee	<ul style="list-style-type: none"> ▪ Through the receipt of regular reports, monitors the development and review of microcredentials to ensure compliance with University policy and quality assurance processes, guiding principles of this policy and the National Microcredentials Framework

4.2. Statement of Purpose

Non-credit Microcredentials meet a variety of needs, including:

- Enhancing employability and enable career progression in an evolving job market through the rapid provision and evidencing of high-demand skills.
- Encouraging lifelong learning amongst alumni and the community with the opportunity to supplement previously completed degree programs with new, complementary skill sets.
- Inviting non-traditional students to study with Bond by way of Non-credit microcredentials.
- Supporting academic/industry partnerships through new, Non-credit microcredentials that meet industry requirements and/or are designed to meet a specific need.
- Testing and refining new curriculum before implementation as part of non-award or award studies.

4.3. Quality Assurance and Governance

The University is committed to the delivery of high-quality microcredentials and informed by the following principles: relevance, quality, validity, transparency, modularity, portability, and equity.

4.4. Approval and Review

A development process outlined in the Procedures features educator training, formal proposal submission, learning design support, a microcredential style guide and quality assurance checklist, stage gates, thorough reviews and testing, and the collection of learner feedback surveys. Each Non-credit microcredential undergoes an annual review.

Study Type	Approver	Annual Review	5-year Faculty or UAU Review	Certification
Non-credit Microcredential	Endorsement by the Provost following recommendation by the Director, Microcredential Unit	Yes	No	Certificate, Badges or Digital badge

4.5. Certification

Certification for Non-credit microcredentials takes one or more of the following forms:

- Certificate or statement of completion, achievement, or competence
- Badge or Digital badge

Amendment or discontinuation of Non-credit microcredentials will be approved by the Provost (see clause 4.4, Approval and Review).

5. DEFINITIONS, TERMS, ACRONYMS

Academic Transcript An official statement of a student's academic record at the University.

Accredited Professional Certificate	An official statement attesting to the completion of Non-award Study aligned with professional accreditation requirements.
Audit study	A Bond staff member or student who attends classes in a Subject but is not assessed in that Subject.
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in Australian education and training. AQF levels indicate the relative complexity and depth of achievement and the autonomy required to demonstrate that achievement.
Award	An AQF award in the form of a degree, graduate diploma, graduate certificate, associate degree or diploma conferred by the University upon completion of a coursework program or a program of research.
Badge or Digital Badge	Badges are issued by a wide range of organisations and for a variety of purposes (e.g., recognition of completion, membership or participation). Digital badges are associated with a digital image and contain embedded metadata about the badge, its recipient, the issuer, and related information, depending on its purpose.
Bond Learner Portal (BLP)	A technology platform by Blackboard that expands the reach of iLearn. The BLP allows learners to self-enrol in courses and facilitates the learner's journey, from course choice and enrolment to payment and certification.
Bridging and Pathways study	Preparatory study for the development of knowledge or skills required for formal higher education study. Use of the term Bridging or Pathways study is limited to Bond University College.
Certificate of Achievement	A formal statement attesting to progress within, or completion of, Non-award Study.
Continuing Professional Development Record	A statement of completion or achievement of, or participation or competence in, Non-award Study which meets the requirements of continuing professional development specified by a professional body.
Credential	Non-award "program" or "shell" in which non-award study modules are housed.
Credit-eligible Non-Award Study	Non-award Study for which academic credit may be sought upon completion based on established equivalence.
Credit points (CPS)	The numerical value assigned to a subject which, when related to the total points for the program, is a measure of the size of the subject's contribution to the content of the program (e.g., most undergraduate subjects constitute 10 CPS).
Exchange	For the purposes of non-award study, inbound exchange students from partner universities undertake subjects as non-award, full time students for one or two semesters and receive credit at their home institution on completion.
Endorsed Learning Activity (ELA)	A microcredential with the equivalent of two credit points made available to secondary school students through their schools and not open to the general student population. Students who complete five (5) or more ELAs may apply for credit to a total of 10 credit points, with applications subject to both the University Credit Policy and the rules of the Program for which credit is sought.
Formal Learning	Formal learning is learning that takes place through a structured program of learning and leads to the full or partial achievement of a formally recognised qualification. Examples of formal learning include study undertaken with other Australian higher education providers and study at recognised overseas institutions. It also includes programs provided by employers, professional organisations, and other training authorities where appropriate certification is available.
Informal Learning	Informal learning is learning that takes place through work or life (e.g., social, family, hobby, or leisure activities) experience but is not structured in terms of objectives, time or learning support.

Learner	A learner whose study is undertaken through the Bond Learner Portal. Learner status does not constitute Bond University student status or any associated student rights to access Bond University campus facilities and resources.
MicroCred Seeker	A joint initiative between the Australian Government Department of Education and the Universities Admissions Centre, MicroCred Seeker is a user-friendly, nationally consistent platform which enables students to compare microcredential courses. https://www.microcredseeker.edu.au/ .
Microcredential	Microcredentials are outcome-based, short-form credentials which provide flexible learning opportunities in a range of areas to facilitate rapid upskilling and lifelong learning.
Module	A component of non-award study housed within a credential, similar to a subject within a program.
National Microcredential Framework	An Australian National Framework (2022) which states the value, structure and recognition of microcredentials to maximise transparency and consistency.
Non-award Study	Non-award Study is a form of learning which enables Bond students, alumni and the wider community to enhance their professional, educational or personal skills and knowledge without enrolling in an AQF award qualification.
Non-credit Microcredential	Study for which academic credit is not granted and which, on its own, may not be used to apply for recognition of prior learning (RPL) as set out in the University's Credit Policy (SS 5.4.3), or to apply for pathway entry into an AQF award qualification.
Non-degree Student	A student enrolled in study which does not result in an AQF award.
Non-formal Learning	Non-formal learning is learning that takes place through a structured program of learning but does not lead to a formally recognised qualification. Examples of non-formal learning are learning and training activities undertaken in the workplace, voluntary sector, or community-based settings.
Preparatory Study	Preparatory study for the development of knowledge or skills required for formal higher education study. Preparatory Study incorporates "Bridging" or "Pathways" study not owned or delivered by Bond University College.
Prior Learning	Refers to any form of prior learning undertaken by the student. May include formal, non-formal and informal learning or a combination of these.
Recognition of Prior Learning (RPL)	A process that involves assessment of a student's relevant prior learning (whether formal, non-formal and/or informal learning) to determine the outcome of an individual application for credit.
Single Subject Study	An AQF Award subject made available as Non-award Study and taught within the same study period/s as AQF Award students.
Statement of Equivalence	An official statement issued in cases where equivalence has been established for an AQF award subject, for use in applications for Recognition of Prior Learning (RPL).
Student for a Semester	Student for a Semester gives Year 11 and 12 high school students the chance to undertake a university subject.
Study Abroad	Bond University's Study Abroad Program caters for students who wish to spend one or more semesters studying in Australia, as part of a degree program of an overseas college or university.
Study Tour	Study Tours offer students from other institutions a cross-cultural learning experience with Bond University College.
Subject-Equivalent Study	An AQF Award subject made available as Non-award Study and offered outside regular study periods.

**University
Academic Unit**

Bond University College (headed by the Director) and Transformation CoLab (headed by the Assistant Provost).

6. AFFILIATED PROCEDURES AND SCHEDULES

[Non-award Study Procedure](#)

7. RELATED DOCUMENTS

5-year Subject Review template

Admissions Policy ([SS 5.4.1](#))

Credit Policy ([SS 5.4.3](#))

[Credit Procedure](#)

Curriculum Management Policy ([TL 3.4.2](#))

[Curriculum Management Procedures](#)

Enrolment Policy ([SS 5.4.4](#))

Quality Assurance Policy ([GOV 1.6.3](#))

Teaching Quality Standards Policy ([TL 3.7.1](#))

8. MODIFICATION HISTORY

Date	Sections	Source	Details
24 January 2024			Date First Approved

APPROVAL AUTHORITY: Vice Chancellor