

HEA

An tÚdarás um Ard-Oideachas
The Higher Education Authority

User Guide for Submission of Micro-credential Learner Fee Subsidy Course Proposals

WizeHive Portal

https://webportalapp.com/sp/hea_micro_credential_2026

HEIs that wish to submit Micro-credential Learner Fee Subsidy course proposals must submit their proposals online via **WizeHive**

The deadline for submissions is
12:00 noon, Tuesday 14th April 2026

Proposals will not be accepted after this deadline or via any other platform



Important Note

You **must** create an account before you can submit a proposal application, by clicking on the **Sign Up** button:

Need an Account?

Sign Up

Setting up a Profile

You are required to create a Profile by clicking on the box **Create a Profile to Get Started**.

Next, click the box below to create your profile. Take a moment to tell us about yourself before starting your submission.

If you need to update your profile in the future, click "Edit".

Create a Profile to Get Started



To create your profile, the course provider name and contact information, along with your own contact information, must be entered:

Course Provider

Course Provider

Type to begin search...

Address Line 1 *

Address Line 2

City *

County / District *

Contact

Name *

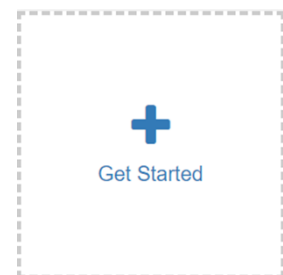
Surname *

Email *

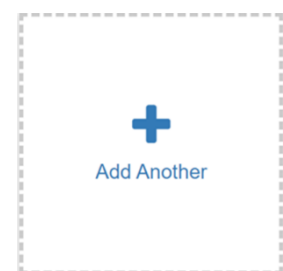
Phone Number

Submission Process

Once your profile is created, you can then start the submission process by clicking on the **submission card**:



You can add additional proposals by selecting **Add Another**:



Important Note

Maximum Number of Applications: A **maximum of 20 proposals** is permitted for most providers. **Technological Universities** can submit a **maximum of 35 proposals**, given their significant multi-campus/region nature. Collaborative proposals are included in the **maximum number of proposals permitted** for all providers.

Submission Process

You must complete **all sections** as shown on the ‘Proposal Application Overview’ page below. Your submission cannot be submitted unless all three sections are completed in full.

1. Proposals Click "Open" to complete the next step. <ul style="list-style-type: none">If you have saved or completed this step, you can click "Edit" to make changes before submitting.Once you have submitted, you will be able to view but not make changes.	Action Required	Open
2. Course Costs The button will update to reflect how you can interact with this step.	Action Required	Open
3. Mandatory Information The button will update to reflect how you can interact with this step.	Action Required	Open

- As shown above, a section for each component of the course proposal **must be completed** before the final proposal can be submitted.
- If **Action Required** is noted on any of these sections, click **Open** to enter the relevant information for that section.
- Any information entered into these sections can be saved at any time by clicking **Save Draft** at the top or bottom of the page.



Important Note

The application form does NOT autosave
Ensure all information detailed in the form is saved by clicking **Save Draft**

When all required information for a section has been completed and saved, please click the blue **Mark Complete** button at the bottom of the page. It is still possible to edit information at this stage, if required.

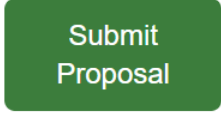


Proposal Submission

When all sections have been marked complete, as per below 'Proposal Application Overview' page, the option to submit your proposal will become available:

1. Proposals Click "Open" to complete the next step. <ul style="list-style-type: none">If you have saved or completed this step, you can click "Edit" to make changes before submitting.Once you have submitted, you will be able to view but not make changes.	Complete	Edit
2. Course Costs The button will update to reflect how you can interact with this step.	Complete	Edit
3. Mandatory Information The button will update to reflect how you can interact with this step.	Complete	Edit

You can then submit your proposal by clicking the **Submit Proposal** button on the top right of the 'Proposal Application Overview' page:

A green rectangular button with rounded corners containing the text "Submit Proposal" in white.

Important Note

Once a proposal has been submitted, **no further changes** to the proposal can be made. Please ensure you review all information entered before clicking "Submit Proposal".

An automated email will be issued once a proposal has been submitted. The option to reply to this email is not available, however if you have any queries, please contact the HEA Skills Team:

HCI@hea.ie