Curtin University

Curtin Badging Conventions

1. OVERVIEW

1.1. Digital badges allow the University to recognise the achievements and accomplishments of students, staff members and other University learners. Digital badges can easily be shared electronically via social media and other online platforms, allowing recipients to showcase specific skills and accomplishments. The digital format of badges enables stakeholders to quickly view and understand what the badge represents. (Auckland University).

1.2. Badges can be categorized as credit bearing or non-credit bearing.

1.3. These guidelines provide a first point of reference for any badging considerations. All badge requests must be approved by a governing body (who will verify the purpose for the badge and consider the value to the University).

1.4. For **credit-bearing badges**, there are two processes.

   1.4.1. Badges with a credit value of 25cp or less, these are processed via the Curtin Credentials Product Leadership Group. Full details of this process are included in the ProMapp "Obtain Approval for a New Curtin Credential" https://au.promapp.com/curtinuniversity/Process/Minimode/Permalink/BtfrxDC9KSHs2dxN0jLGbQ.

   1.4.2. For inclusion as part of a microcredential that is more than 25 Credit points this must be requested via Courses Committee via Akari as per the requirements in the *Course and Component Approval Procedure*.

1.5. For **non-credit bearing badges**, refer to ProMapp "Request a Badge (Non-Curtin-Credential)" https://au.promapp.com/curtinuniversity/Process/Minimode/Permalink/HfDvYu9N0Md3wmOk2fpTxZ

2. GUIDELINES

2.1. Badges must be awarded based on clear and objective criteria that are communicated to potential earners.

2.2. The badge Metadata must accurately represent the achievement or competency being recognized.

2.3. Issuers must maintain accurate records of badge awards and earners.

2.4. Earner privacy must be respected in the badge issuance process.

2.5. Badges are an official award of Curtin and require the appropriate authorisation.

3. APPROVAL AUTHORITY

3.1. Microcredentials (25 credit points or less) are approved via the Product Leadership Group.

3.2. Awards greater than 25 credit points are processed through the standard Course and Component Approval Procedures.

3.3. Approvals that are not credit based are referred to the Steering Group.

4. METADATA REQUIREMENTS

4.1. Data element requirements

	Metadata captured	Credit based badges	Non-credit badges
Ba	• Name of Badge	• Yes	• Yes

	• Badge Image	 • Essentials, Extend or Deep Dive	
	• Description Summarise what this Badge represents	• Include learning hours equivalent and • Credit point value	• Summarise what this Badge represents
	• Earning Criteria	• Learning Outcomes	• Learning Outcomes
	• Criteria URL (if applicable)	•	•
	• Achievement type	• Badge	• Badge
	• Demonstrated Skills (optional but important) You can add skills from lightcast skills library to indicate which skills a learner has demonstrated to earn this badge. Selected skills will display with a link to additional resources.	• https://lightcast.io/open-skills#explore	• https://lightcast.io/open-skills#explore
	• Alignment	• Name (e.g. Post Graduate) • URL – to match the correct level advised in the request e.g. https://www.aqf.edu.au/framework/aqf-levels#toc-aqf-level-8-criteria-2 • Short Description – taken from AQF e.g. Graduates at this level will have advanced knowledge and skills for professional or highly skilled work and/or further learning. • Framework - Australian Qualifications Framework (AQF) • Code – if applicable	• N/A
	• Expiration	• If the badge relates to a skill which has a short life (e.g. Cyber security) an expiry date should be provided.	• If the badge relates to a skill which has a short life (e.g. Cyber security) an expiry date should be provided.

4.2. Additional Data required for Badge Management

4.2.1. Contact details of person/area requesting/issuing the badge - needed for any enquiries

4.2.2. Website for further information

4.2.3. Generic e-mail address for the issuer (to ensure continuity as this is role not person specific)

4.2.4. Number of badges expected to be issued and timeframe (e.g. 50 per year)

4.2.5. Cost centre details to cover cost of issuance if required.

5. DEFINITIONS

For the purposes of these guidelines, the following definitions apply:

Curtin Credential (Creds) refers to a Curtin branded and delivered microcredential that is aligned to the Australian Qualifications Framework.

Digital badge refers to electronic representation of certification that is visual, available online and is embedded with metadata that provides context, meaning, process and result of an activity. (From Griffith)

Micro-credential refers to certification of assessed learning that is additional, alternative, complementary to or a component part of a formal qualification. (Oliver, 2019)

Product Leadership Group refers to Learning Innovation and Teaching Excellence Centre(LITEC) Director Learning and Teaching, Manager, Learning Design, Innovation and Enablement, Deans of L&T and Deputy PVC from each Faculty/Area, Deputy Director Strategic Partnerships (Chair) and Administrative Assistant

Steering Group is for monitoring and management of Microcredentials and short form learning. Approval of high level requests including non-Curtin Credential badge requests are sent to this group. The Steering Group is made up of the DVC-Academic, a representative from Strategy and Marketing, Finance, the Deans Learning and Teaching, Director, Centre for Learning Enterprise & Partnership Engagement and Deputy Director Strategic Partnerships, Learning Innovation and Teaching Excellence Centre (LITEC) Director Learning and Teaching.