

## Digital Badges Policy

<b>Approving authority</b>	Registrar
<b>Approval date</b>	19 June 2019
<b>Advisor</b>	Senior Manager, Student Credentials   Student Credentials <a href="mailto:polycyservices@griffith.edu.au">polycyservices@griffith.edu.au</a>   (07) 373 55372
<b>Next scheduled review</b>	2023
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Digital%20Badges%20Policy.pdf">http://policies.griffith.edu.au/pdf/Digital Badges Policy.pdf</a>
<b>Document number</b>	2020/2001100
<b>Description</b>	This policy documents the process for the use, design and application of Digital Badges at Griffith University.

### Related documents

[Academic Awards, Programs, Nomenclature and Abbreviations Policy](#)

[Continuing Education Certificates and Non-Award Students Guidelines](#)

[Course Approval and Review](#)

[Program Approval and Review](#)

[Credit and Recognition of Prior Learning Policy](#)

[The Griffith Graduate](#)

[Micro-Credentials](#)

[Schedule A: Digital Badge Planning Tool](#)

[Schedule B: Digital Badge Taxonomy](#)

[Undergraduate Programs Admission Policy](#)

[Postgraduate Programs Admissions Policy](#)

[\[Purpose\]](#) [\[Background\]](#) [\[Policy\]](#) [\[Principles\]](#) [\[Definitions of Terms\]](#) [\[Responsibilities\]](#) [\[Procedures\]](#) [\[Features\]](#)

## 1. PURPOSE

The purpose of this document is to establish the procedures and principles for the use, design and application of digital badges that are awarded by Griffith University.

## 2. BACKGROUND

Digital badges represent the attainment, or successful demonstration, of a knowledge, skill, or behaviour.

## 3. POLICY

The University recognises that some of the most employable attributes and characteristics are discrete, and remain hidden within a macro-credential, or are acquired through informal and non-formal learning. It is acknowledged that learning is a dynamic, life-long process where individuals should be provided with a multitude of opportunities to acquire, display and certify their skills, knowledge and behaviours that have been developed through professional or personal roles.

## 4. PRINCIPLES

The University is committed to ensuring the integrity and credibility of its digital badges. Recognition of an employable skill or attribute, which has been acquired or developed through formal, informal, or non-formal learning, will only be granted within the constraints of this commitment. Applications for a digital badge should provide evidence that accurately represents the knowledge, skill or attribute that is being assessed or evaluated.

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## 5. DEFINITIONS AND TERMS

**Macro-Credential** is an Australian Higher Education Qualification (or international equivalent) that is awarded by an accredited provider (e.g. AQF Level 7 Bachelor Degree).

**Micro-Credential** is a certification of achievement in a specific area of study or professional development in a form that is shareable with peers, employers and educational providers (See *Micro-Credentials* procedure for more details).

**Digital Badge** is an electronic representation of an accomplishment, affiliation or interest that is visual, available online and is embedded with metadata that provides context, meaning, process and result of an activity.

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## 6. RESPONSIBILITIES

Academic staff will be responsible for ensuring that any digital badge to be awarded by Griffith University has been developed using the *Schedule A: Digital Badge Planning Tool*.

The *Tool* is to be used for the purposes of preparing a new digital badge for the consideration of the Dean (Learning and Teaching) as part of the Digital Badge approval process. For this reason, the *Tool* should contain sufficient information about the knowledge, skill or behaviour that is to be recognised by the digital badge, and the forms of evidence that will be required to assess or evaluate the specific attribute.

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## 7. PROCEDURES

### 7.1 Permissions and Usage

#### 7.1.1 Griffith University

The University will permit the use of digital badges for the purposes of acknowledging and rewarding the performance of award students across relevant programs, while also allowing non-award students to earn recognition for knowledge, skills and behaviours that have been acquired through informal and non-formal learning.

#### 7.1.2 Credential

The earning of a digital badge symbolises the attainment of a skill, knowledge or behaviour that is supported by evidence. The earner must demonstrate their expertise through a portfolio of evidence, which may include a reflective narrative, video testimony or some other form of verifiable data.

Digital badges provide evidence of achievement, and are not to be used as acknowledgement of attendance or participation in a module, training program or course. Details relating to the certification of attendance and participation are located in the [Certificates and Non-Award Students Guidelines](#).

### 7.1.3 Ownerships

The awarding and ownership of a digital badge is the right of the University. It is also the right of the University to revoke a digital badge that has been issued to a person that did not possess the knowledge, skill or behaviour that was being assessed, or acquired the badge through fraudulent or dishonest means (See *Academic Awards, Programs, Nomenclature and Abbreviations* for more details).

## 7.2 Design and Development

### 7.2.1 Digital Badge Taxonomy

Griffith University digital badges are designed and developed in accordance with the digital badge taxonomy set out in *Schedule B: Digital Badge Taxonomy*. The taxonomy facilitates the naming, design and classification of digital badges at Griffith University into two systems as follows:

- for credit badges; and
- not for credit badges.

### 7.2.2 Brand Identity

As a digital emblem, digital badges are bound by the Griffith brand identity guide. The design and development of digital badges will be managed by the Office of Marketing and Communications (OMC), to ensure integrity and consistency in online and digital branding.

### 7.2.3 Design

The design of University digital badges will promote a sense of dynamic learning, by highlighting the multitude of opportunities that are available to acquire, display and certify knowledge, skills and behaviours. It will embody the culture, atmosphere and experience of the University.

### 7.2.4 Development

As noted in [section 6](#), the *Schedule A: Digital Badge Planning Tool* has been created to assist with the development and implementation of digital badges. It is the responsibility of the proposer to ensure that the information provided in this form is complete, and can be used to maintain a consistent classification of digital badges across the University.

## 7.3 Approval and Configuration

- 7.3.1 'For credit' digital badges are approved by Programs Committee. Following approval, the badge will be configured in the student system as a non-award, non-graded course to facilitate student enrolment.
- 7.3.2 'Not for credit' digital badges are approved by the Registrar.

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## 8. FEATURES

The University digital badge design and content must embody the culture, atmosphere and experience of Griffith. A standard configuration has been developed by the OMC to ensure that consistency in brand representation can be maintained across social media, and other online platforms, and the University can be distinguished from other educational institutions offering digital badges. The features must inform and engage both earners, and employers, with accessible, accurate and credible information about the knowledge, skill or behaviour that is being recognised.

Each badge will have two central features as follows:

### Badge Image (.png)

The image file will be the symbolic representation of the attribute that has been acquired. This feature will be developed and produced by the OMC.

### Metadata (.json)

Key packets of information will be required to provide a basis for determining the validity of the attribute that has been acquired by the earner and the means by which it was achieved, including the following:

- Badge name (e.g. Collaboration);
- Short description (e.g. This badge recognises competence in the skill of collaboration);
- Criteria (e.g. When working with others the recipient shows: commitment to problem solving and working with peers; approaches group tasks systematically; makes connections between the ideas of other group members; and recognises the role of other people in the group.);
- Issuer (e.g. Griffith University);
- Evidence (e.g. Reflective essay);
- Date issued (and expiration);
- Standards (e.g. Earner displayed expertise in hosting group meetings of diverse members in which they assumed group responsibility, worked through a problems by incorporating the ideas of other group members, and reached shared solutions by being flexible and willing to compromise);
- Tags (e.g. #Collaboration; #TeamWork; #Cooperation; #Griffithuni).