

Griffith Credentials Planning, Approval and Review

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1.0 Purpose

This document outlines the quality assurance process associated with the effective planning, approval and review of micro-credentials and digital badges.

2.0 Scope

These procedures apply to the approval process for new micro-credentials, and the quality assurance processes for existing micro-credentials. Section 3.2 covers the approval and quality assurance process for new and existing digital badges.

3.0 Procedure

3.1 Micro-credentials

Micro-credentials are certification of assessed learning that is additional, alternative, complementary to or a component part of a formal qualification. Griffith University offers micro-credentials that:

- are aligned to the University's strategic goals, academic and/or professional standards;
- provide value to the earner and University and are financially and commercially viable;
- have a statement of purpose and clear learning outcomes;
- evidence and certify achievement of specified knowledge, capabilities or skills as demonstrated through learning outcomes and academic standards;
- are developed and conferred in partnership with relevant industries, employers, or communities where possible;
- may be credit bearing or non-credit bearing;
- may provide credit for the purposes of admission and/or credit towards an award program;
- may be integrated into the design of an award program;
- would typically not duplicate current quality assured learning already approved;
- are reviewed for quality assurance purposes and financial viability, after the first year of offer and then at a frequency relevant to the discipline;
- may be conferred digitally using badging technology.

Credit bearing micro-credentials:

- certify achievements for the purposes of admission and/or credit towards an award program;
- mirror the academic standards of the target program;
- are aligned to an AQF level.

3.1.1 Planning

The documents listed below need to be provided for approval where applicable:

- The Micro-credential Initiation document has been created to form a framework of things to think about when creating a micro-credential or badge. Please note that if there is already a clear idea of the micro-credential, there is no need to complete this initiation document. Users

can move on to completing the Micro-credential Strategic Brief. For advice and support contact the following:

- Health Group - Director, Micro-credentialing and Professional Development
- AEL/GBS/Science/All other areas – Group Program Partner or Micro-credentials Coordinator
- The Micro-credential Strategic Brief includes a 5-year financial plan - This brief is to be completed once there is a clear idea of the micro-credential. The Micro-credential Strategic Brief must be submitted for all new micro-credentials or for major changes to existing micro-credentials e.g. changes to scope or content or earning criteria.
- The Digital Badge Application for short courses or micro-credentials that are to be certified with a digital badge.
- Where applicable, the Partner Provider Due Diligence must accompany the application. This is completed for micro-credentials that are offered in partnership with a third party.

It is the responsibility of the proposer to ensure that all required documentation is submitted for approval.

3.1.2 Approval

The approval process is as follows:

- The Micro-credential Strategic Brief, together with required documents are to be considered by the Dean (Learning and Teaching) or Head of Element for central groups.
- Proposals that are supported will be sent to the Micro-credentials Co-ordinator for review and consideration at the Griffith Credentials Review Board.
- The Griffith Credentials Review Board reviews all submitted documentation and provides a recommendation to Programs Committee or the Registrar
- ‘Credit bearing’ micro-credentials and/or micro-credentials that can lead to an offer of admission in an award program are approved by Programs Committee.
- ‘Non-credit bearing’ micro-credentials are approved by the Registrar.

3.1.3 Review

The performance and sustainability of a micro-credential is reviewed after the first year of offer and then at a frequency relevant to the discipline. Changes will be made to the micro-credential as required.

3.2 Digital Badges

Digital badges provide electronic representation of certification that is visual, available online and is embedded with metadata that provides context, meaning, earning criteria and result of an activity. Griffith University issues digital badges that:

- are strongly aligned with Griffith’s values;
- certify achievement of specified knowledge, capabilities or skills;
- may certify credit or non-credit bearing learning;
- are reviewed at a frequency relevant to the discipline to ensure that they continue to meet their intended purpose;
- are recorded, stored and issued via Griffith’s approved digital badging platform.

3.2.1 Planning

The Digital Badge Application has been created to assist with the development of digital badges.

Digital badges are designed and developed in accordance with the digital badge taxonomy. The taxonomy facilitates the naming, design and classification of digital badges at Griffith University. Digital badges fall into eight categories in the taxonomy.

3.2.2 Approval

The approval process is as follows:

- The Digital badge application is considered by the Dean (Learning and Teaching) or Head of Element for central groups
- Digital badge applications that are supported will be sent to the Micro-credentials Coordinator for review and consideration at the Griffith Credentials Review Board
- The Griffith Credentials Review Board reviews the submitted digital badge application and provides a recommendation to Programs Committee or the Registrar
- 'Credit bearing' digital badges and/or digital badges that can lead to an offer of admission in an award program are approved by Programs Committee
- 'Non-credit bearing' digital badges are approved by the Registrar

3.2.3 Review

Digital badges are reviewed at a frequency relevant to the discipline to ensure that continue to meet their intended purpose.

3.2.4. Design and Development

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.

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 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).

Digital Badge Taxonomy

Achievement credentials	Recognise achievement of knowledge and are based on a mark, grade or GPA. Credential type is available for credit and non-credit bearing.
Articulated Award credentials	Recognise achievement of an AQF learning outcome for articulation into an award of the University. Credential type is available for credit only.
Continuing Professional Development (CPD) credentials	Recognise the learning activities professionals engage in to develop and enhance their abilities. Credential type is available for credit and non-credit bearing.
Open Credentials	Recognise learning outcomes achieved through Griffith MOOCs. Credential type is available for credit and non-credit bearing.
Member credentials	Recognise membership of a Griffith University student club, college or association for which achievement standards are required for membership. Credential type is available as non-credit bearing only
Mission credentials	Recognise a series of activities (cross - curricular) with the aim of achieving a badge for a mix of skill development and achievement. Credential type is available as non-credit bearing only.
Skill credentials	Recognise achievement of expertise against a number of criteria and standards. Credential type is available for credit and non-credit bearing. These include the 21 st Century skill credentials
Work Integrated Learning Credentials	Recognise a series of requirements with which the student complies or has achieved that makes them work ready. Credential type is available for credit and non-credit bearing.

4.0 Definitions

For the purposes of this procedure and related policy documents, the following definitions apply:

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.

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

'Credit bearing' micro-credential refers to micro-credentials that are aligned with the Australian Qualifications Framework. They include learning that is assessed and meets the academic standards of the University. Achievement of the learning outcomes may lead to an offer of admission to and/or credit towards at least one formal award program.

'Non-credit bearing' micro-credential refers to micro-credentials that are not aligned to the Australian Qualifications Framework by nature of their learning outcomes and assessment. They may form part of a suite of other formal/informal learning and work experience for the purposes of recognised prior learning for the purposes of admission.

INFORMATION

Printable version (PDF) Downloadable version (Word)

Title	Griffith Credentials Planning, Approval & Review
Document number	2021/0000262
Purpose	This procedure describes the quality assurance process that ensures effective planning, approval and review of micro-credentials and digital badges.
Audience	Staff
Category	Operational
Subcategory	Student Credentials
Effective date	4 February 2021 (1/2021 meeting)
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Policy advisor	Senior Manager, Student Credentials
Approving authority	Programs Committee

RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	Higher Education Standards Framework ESOS Act
Policy	Academic Awards, Programs, Nomenclature and Abbreviations Credit and Recognition of Prior Learning Policy Undergraduate Programs Admission Policy Postgraduate Programs Admission Policy Programs and Courses Policy (new - under development)
Procedures	Certificates and Non-Award Students Guidelines Course Approval and Review Program Approval and Review Credit and Recognition of Prior Learning Procedure Program Approval and Review Procedure (new - under development)
Local protocols	Nil
Forms	Micro-credential Initiation Document Micro-credential Strategic Brief Micro-credential Costing Template

[Digital Badge Application Form](#)

[Partner Provide Due Diligence](#)