

**Appendix I: Digital Badge Application Form**

**(To be completed by the Digital Badge Proposer)**

**Please note: Digital Badges are recognised as non-accredited informal learning. Badges cannot be aligned to an existing accredited module/SPA.**

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| **PART 1: DIGITAL BADGE PROPOSER DETAILS** | |
| Badge Name  Max 128 characters |  |
| Faculty/Department/Functional Area/Students’ Union |  |
| Proposer Name: |  |
| Proposer Contact number: |  |
| Proposer Email: |  |
| Proposer Signature: |  |
| Authorisation:   * I have authorised the development and delivery of the digital badge as described herein. * I understand my role and responsibility as Digital Badge Proposer * If applicable, the supporting faculty/functional area will be responsible for all financial matters relating to this Digital Badge. | Signature:  Date: |
| Submission Date:  DD/MM/YEAR |  |
| Signature of Endorsement (Required from Dean of Faculty/Head of Department/Functional Area) | Dean of Faculty, Head of Department **or**  Functional Area Signature:  Date: |
| External Agreements (If Applicable)  Outline agreements in place in relation to endorsement of this badge with external stakeholders. |  |

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| **PART 2: DIGITAL BADGE DETAILS** | |
| Target Earners | Who is the Digital Badge for? |
| Badge Description (max 1000 characters)  Please give a clear description of the badge, outlining its purpose and audience.  Please note this description is essential and will be available to view online if the badge is issued. |  |
| Brief Rationale (max 50 words)  Outline what is the identified need, enhanced the user experience or unique value add opportunity that this badge is responding to. |  |
| Badge Achievement Criteria | On completion of this badge the earner will be able to:   1. Active Verb |
| 2. Active Verb |
| 3. Active Verb |
| 4. Active Verb |
| Assessment and Evaluation  Explain how you will assess / evaluate whether the earner has met the required digital badge criteria. | Assessment and Evaluation of Digital Badge criteria:  1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Lifetime of Badge | What is the proposed lifetime of the digital badge?  Start date of Digital Badge:  End date of Digital Badge: |
| How many hours of effort are associated with earning this badge?  Between 10-20 hours learner effort recommended. | Please enter the hours of effort for directed/self- directed/independent learning as appropriate:  *Directed Learning: Number of hours*  *Self-directed Learning: Number of hours* |
| Learner Pathways | Does this badge link to any existing badges, or do you have plans for other badges to link/relate to this badge to create a learning ‘pathway’? |

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| **STRATEGIC ALIGNMENT & INTEGRATION** | |
| Integration  Please ensure you have consulted with relevant departments/functional areas that may have an interest in the digital badge: | Are there other similar TUS Digital Badges already available? If so, how would the development of this badge be sufficiently distinct, integrated, or complementary?  Have you consulted with relevant departments/functional areas who may have an interest in the digital badge?  Yes/No:  If yes please name dept/functional area:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Alignment to TUS Values | Which of the following TUS Strategic Themes does your badge promote?   * Education * Research and Innovation * Sustainability * Engagement * Equality, Diversity, and Inclusion * Internationalisation |
| Badge Tags  Please list any keywords (min.4) you would like associated with the badge. These keywords can help with discoverability.  #Badge Earner # Badge Issuer # Key word # Skill |  |

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| **PART 3: DELIVERING DIGITAL BADGE CONTENT AND ACTIVITY** | | |
| Digital Badge Content and Learner Activities | | Describe the badge content and activity to be delivered |
| Delivery Method | | What delivery channels and methods will be used? (on-line, face to face, blended, practical experience) |
| Evidence  Describe how you will authenticate criteria. What will be recorded as evidence that the badge has been earned and the criteria met? | |  |
| Resources and Timeframe  Describe who will deliver the badge content and materials and the expected timeframe - demonstrating that appropriate access, availability, and resources are committed for successful delivery. | |  |
| **DIGITAL BADGE DESIGN** | | |
| Text  Please identify the title, text and any other information required for the badge design. |  | |

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| **PROPOSED DIGITAL BADGE COMMUNICATIONS** | |
| Promotions | Outline how you will promote the badge? Where does a user find out about this Digital Badge? |
| Information  Please outline how you will ensure earners are provided with the relevant information needed considering:   * How earners apply / selected to participate. * Informing them of delivery timeframe and Expectations. * Providing learning supports, tools, resources. * Advising and recording requirements for assessment and evidence. * Advising on and collecting personal data for internal records and digital administration. |  |

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| **FOR USE BY DIGITAL BADGE COMMITTEE ONLY** | | | |
| Development Template Version Approved |  | XXXX Meeting Date Approved |  |
| Badge File Reference |  | | |
| Assessment Score  *(Based on Assessment Criteria and Scoring Rubic)* |  | | |
| Assessed by |  | | |