

**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 NameMax 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** |
| IntegrationPlease 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
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| Badge TagsPlease 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) |
| EvidenceDescribe how you will authenticate criteria. What will be recorded as evidence that the badge has been earned and the criteria met? |  |
| Resources and TimeframeDescribe 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** |
| TextPlease 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? |
| InformationPlease 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 |  |