

Overview

The Griffith Credentials Planning Tool provides the information you need to create a digital badge. The tool is located on the [Griffith Credentials resources website](#). This guide will provide guidance on the information required to fill complete the Griffith Credentials planning tool.

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The 'When to use this tool' section provides instructions on when to use the tool

2

Read the **Definitions** to understand terms used within the document



**Griffith Credentials
Planning Tool**

When to use this tool

Use this Planning Tool when requesting the creation of a new Griffith Credential (digital badge or micro-credential) or making major amendments to an existing credential.

This form allows you to submit up to 5 credentials at a time. If you have more than 5 credentials, you will need to complete the Additional Griffith Credentials Form.

Digital Badges

A digital badge is a verifiable visual indicator of an achievement, skill or capability. Once earned, it is easy to share and display online. Digital badges can be shared via blockchain for the purposes of admission, credit and employment.

Micro-credentials

Micro-credentials certify the skills of individuals through a process of submitting evidence of their capabilities. The capabilities are evaluated by independent assessors with academic experience to award the credential. The credentials are awarded in a digital form (digital certificate or badge)

Single course of study

A single course of study is when students enrol in a course that is offered by the University, but they do not enrol in a program. The course is offered in the standard academic calendar and students will receive an academic transcript.

Partner

This refers to a supplier that is independent from the University and may provide content and/or assessment for a micro-credential/digital badge.

Information on using Partners

Credentials can be issued in collaboration with partners on completion of all due diligence procedures. These credentials are identified as 'in association with' credentials.

Related Documents

[Digital Badge Policy](#)
[Micro-credentials Policy](#)
[Digital Badges Types](#)
[Additional Credentials Form](#)
[Griffith Credentials planning tool guide](#)

For more information

Website: griffith.edu.au/griffith-credentials
Email: credentials@griffith.edu.au

Filling in this planning tool

- Where you see a box like this complete the question number shown. You do not need to answer the questions in between.
- Complete this form and email to credentials@griffith.edu.au

When NOT to fill this tool in

This Griffith Credential planning tool is not required when the badge issuer is an external organisation e.g. [FutureLearn](#); LinkedIn Learning

Sections to complete

Griffith owned Digital Badge/Micro-credential – credit or not for credit	<input type="checkbox"/>	Complete Part A
Partner provider collaborating with Griffith	<input type="checkbox"/>	Complete Part A and Part B

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Click the links in the **Related documents** section for more details on the Digital Badge and Micro-credentials policies, the Taxonomy and to access the Additional Credentials form

4

Click the links in the **For more information** section to access the Griffith credentials websites

5

Filling in this planning tool provides guidelines about when to fill the planning tool or not

Use **Sections to complete** to identify the sections of the planning tool to fill



Part A – Digital badge/Micro-credentials details

PART A - DIGITAL BADGE/MICRO-CREDENTIALS DETAILS	
1. HOW MANY DIGITAL BADGES/MICRO-CREDENTIALS ARE YOU PROPOSING? <input type="checkbox"/> Single credential (→ QUESTIONS 2, 3, 4, 5 and 6) <input type="checkbox"/> Suite of credentials (→ QUESTIONS 2 and 7)	
2. PROJECTED NUMBER OF DIGITAL BADGES/MICRO-CREDENTIALS TO BE ISSUED PER YEAR	
3. PROPOSED TITLE OF DIGITAL BADGE/MICRO-CREDENTIAL	

1 How many digital badges/micro-credentials – This section identifies whether this planning tool is being submitted for a single credential or a suite of credentials.

Tick the required checkbox and continue to the relevant questions indicated next to the checkbox

2 Projected number - refers to the estimated number of badges to be issued each year.

This information allows for forecasting and reporting on digital badges/micro-credentials

3 Proposed title - is the name title that will appear on the badge when it is issued to the person who earns it.

4. DIGITAL BADGE/MICRO-CREDENTIAL DESCRIPTION
 Provide a concise description (500 characters or less) of the digital badge/micro-credential. Elements to consider include, but are not limited to, the following:

- What is the primary concern, or subject, of the digital badge/micro-credential?
- What are the expected learning outcomes?
- What will the digital badge/micro-credential prove the earner can perform, execute or undertake?

E.g. Earners of this digital badge/micro-credential have demonstrated... Earners are able to...

5. KEY ACTIVITIES
 Provide details of the key activities involved to earn the digital badge/micro-credential. If you are applying for a suite of badges, please continue to 7.

Content (attendance, curriculum learning, demonstration of skill, membership)	Assessment Criteria (hours, learning log, statement, assessment, practicum, reflection)

6. SKILLS
 Provide a short list of skills, competencies or tools (8-15 skill tags) that can be demonstrated by the earner after they have earned the digital badge/micro-credential. Consider whether these skills descriptions will appeal to the labour market or align to known classifications in professional networks (e.g. LinkedIn).

4 Use the **Digital badge/micro-credential description** section to provide a concise description (500 characters) of the Digital badge. This is the information that will display on the digital badge

HANDY HINT!

Use the sample description below as a guide:

Earners of the Griffith Award for Academic Excellence badge have demonstrated high levels of academic achievement. Earners are non-award, undergraduate and postgraduate students who maintain a high level of academic achievement based on the successful completion of 40CP within the academic year. This badge represents an achievement credential type that is not for credit.

5 Key Activities – Use this section to provide details on activities/actions and criteria that a badge earner will need to complete/fulfil to achieve the digital badge/micro-credential – see the examples below:

- Assessment – Earner must complete the exam at the end of the workshop and achieve 85% or
- Participant – Earner must provide evidence of attendance, participation and progression through program content

Note: Complete Question 5 when you only have 1 digital badge/micro-credential. Go to Question 7 if you have more than 1 digital badge/micro-credential

6 The **Skills** sections allows you to enter skills the earner has gained by completing the credential

These are used as tags that allow viewers to quickly identify the earner’s skillset

HANDY HINT!

Sample skills tags:
 #Citizenship #Collaborative Influence #Crisis Recognition #Leadership #Teamwork



SUITE OF CREDENTIALS

Use this section of the form if you have more than 1 Griffith Credential or a suite of credentials – For each credential, provide the following information:

- **PROPOSED TITLE OF DIGITAL BADGE/MICRO-CREDENTIAL** (Please list the title of the badge in this section)
- **DIGITAL BADGE/MICRO-CREDENTIAL DESCRIPTION**
Provide a concise description (500 characters or less) of the Digital Badge/ Micro-credential for each of the titles. Elements to consider include, but are not limited to, the following:
 - What is the primary concern, or subject, of the digital badge/micro-credential?
 - What are the expected learning outcomes?
 - What will the digital badge/micro-credential prove the earner can perform, execute or undertake?
 E.g. Earners of this digital badge/micro-credential have demonstrated... Earners are able to...
- **KEY ACTIVITIES**
Provide details of key activities involved to earn the digital badge/micro-credential of the badge
- **SKILLS**
Provide a short list of skills, competencies or tools (8-15 skill tags) that can be demonstrated by the earner after they have earned the digital badge/micro-credential for each digital badge/micro-credential. Consider whether these skills descriptions will appeal to the labour market or align to known classifications in professional networks (e.g. LinkedIn).

Note: Use the [Additional credentials form](#) if you have more than 5 credentials for the remaining credentials

Suite of credentials - Credential 1	
PROPOSED TITLE OF DIGITAL BADGE/MICRO-CREDENTIAL	
DIGITAL BADGE/MICRO-CREDENTIAL DESCRIPTION	
KEY ACTIVITIES Provide details of key activities involved to earn the digital badge/micro-credential of all badges in the suite	
Content (attendance, curriculum learning, demonstration of skill, membership)	Assessment Criteria (hours, learning log, statement, assessment, practicum, reflection)
SKILLS	

7 Use the **Suite of Credentials** section when submitting a request for more than 1 digital badge/micro-credential

This section requires that you provide the **Title, Description, Key Activities and Skills** for each credential in the suite

This document allows you to provide details for up to 5 credentials



Use the 'Additional Griffith Credentials' form if there are more than 5 credentials in the suite

[Click here to access the form](#)

8. KEY DATES

Provide the dates by which you would like to issue your digital badge/micro-credential. Please note that while all effort will be made to issue the digital badge/micro-credential by the proposed dates, this is not guaranteed. This will depend on receiving appropriate approvals and getting digital badge/micro-credential designs in time. Provide relevant dates below using DD/MM/YYYY format.

Proposed First Issue Date

Review Date	Date of Expiry <i>(For digital badges/micro-credentials that are valid for a specific period e.g. First aid digital badge)</i>
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8 The **Key Dates** consist of:

- Proposed Issue Date** – date by which badges should be issued.
- Review date** – date that the badge owner will review the badge parameters
- Date of Expiry** – date by which the badge expires if applicable e.g. The GUESTS member badge is valid for 2 years from the date of issue

NOTE: These dates are provided by the badge proposers and are dependent on receipt of all appropriate approvals. They provide approving authorities an approximate timeframe to work with.

- 9** Use the section on the **relevant web page** section to provide a link to the website related to the digital badge/micro-credential
- 10** Use the **badge earner** section to specify who is eligible to receive the badge e.g. Staff only, Undergraduate students, Anyone etc
- 11** The **Learning Pathways** section refers to whether achievement of the badge allows the earner to participate in other learning activities e.g. The completion of the Mental Health First Aid – Trained badge, means the earner is eligible to complete an assessment and attain the Mental Health First Aid – Accredited badge

9. RELEVANT WEB PAGE

Provide the URL of a relevant public-facing webpage that contains details about the related program or achievement. This information helps to provide further context to interested parties, including employers, colleagues, etc.

10. BADGE EARNER

Is the digital badge/micro-credential restricted to a specific group e.g. Staff only, Undergraduate students, Post-graduate, Anyone etc)? If so, please specify the group.

11. LEARNING PATHWAYS

Can this digital badge/micro-credential be grouped with other existing digital badges/micro-credentials e.g. Completion of the Mental Health First Aid – Trained course can be followed by the Mental Health First Aid – Accredited course. If so, please provide the details of the other relevant digital badges or micro-credentials below

12. CREDIT

Can the earner apply for credit into a course/program on completion of this digital badge/micro-credential or group of digital badges/micro-credentials?

Yes – Credit for group of digital badges/micro-credentials

Yes – Credit for single digital badge/micro-credential

No (please go to question 15)

a. CREDIT DETAILS

Provide credit details including hours of learning, details of program that the credit will be linked to etc – For example "For successful completion of X, 10 CP will be awarded to Program Y" or "For successful completion of X, 10 CP will be awarded to a free choice elective in Program Y".

Note: Program requirements MUST be met in order to award credit – For example if awarding a free choice elective to a Program, please ensure that the Program has free choice electives

12 Use the **Credit** section to indicate whether the person earning the badge can apply for credit into a course or a program or not

Credit can be given to an earner for completing a single digital badge/micro-credential or for completing the entire suite of digital badges/micro-credentials



'For credit' digital badges/micro-credentials are reviewed and approved by the Programs Committee



13 Use the **Quality Assurance** section to provide information on the processes to ensure quality within a digital badge/micro-credential

Note: This applies only to digital badges/micro-credentials that will give the earner credit into a course or program

14 Use the **Provider** section to identify who will be providing the content, assessment or award for the digital badge/micro-credential

The provider can be Griffith University or a Partner provider that the University is working with

13. QUALITY ASSURANCE

Provide details of the quality assurance process for the content and assessment of the digital badge/micro-credential (Note: This applies only to digital badges/micro-credentials that will give the earner credit into a program or a course).

14. DIGITAL BADGE / MICRO-CREDENTIAL PROVIDER

Who will be providing the content, assessment and award for this digital badge/micro-credential? Indicate provider details below.

	Provided by...	
Content	<input type="checkbox"/> Griffith University	<input type="checkbox"/> Partner provider
Assessment	<input type="checkbox"/> Griffith University	<input type="checkbox"/> Partner provider

Note: If content or assessment is provided by a Partner provider, please complete PART B – Partner Provider Details



When working with an industry partner on a digital badge/micro-credential, complete Part B of this form as well and provide the required partner details

15. DIGITAL BADGE/MICRO-CREDENTIAL FEES

Will revenue be generated from the delivery of this/these digital badge/s or micro-credential/s? If so, what is the estimated fee? Has the cost of the digital badge/micro-credential been factored into the estimated fee?

16. INTERNAL SIGN OFF

Proposer	(Name)	(Title)	(Element)
Group/Department Sign-off	(Name)	e.g. Dean Learning & Teaching or Director – People and Well-Being or Manager	(Element)

15 Use the **Fees** section to indicate whether the delivery of this digital badge/micro-credential will generate revenue for the University and the estimated related fees

16 Use the **Internal Sign Off** section to provide details of the parties proposing and approving this digital badge/micro-credential for submission to the Registrar or Programs Committee

The **Proposer** is usually the Manager, Course Convenor or Director who is championing the badge.

Sign Off - refers to the approver of the course at a Group/Element level. This can be a Director, Dean or an appropriate approving authority.



'Not For credit' digital badges/micro-credentials are reviewed and approved by the Registrar

Part B – Partner providers

The **Partner Provider** section is to be used when Griffith is collaborating with another organisation to create a digital badge/micro-credential

1 Use the **Partner Provider name** section to identify who is providing the Content and Assessment for the course

2 Use the **Badge Design** section to indicate whether the Partner Provider wish to have their logo displayed on the badge

PART B – PARTNER PROVIDERS

This section is to be completed when Partner Organisations collaborate with Griffith University to create a digital badge/micro-credential. A template agreement should be completed for arrangements where partners are supplying their content to a badge which will be awarded to a Griffith student on the Griffith platform. Please contact credentials@griffith.edu.au for other types of arrangements.

1. PARTNER PROVIDER NAME

Provide the full business name/s of Partner Provider/s below.

Content Provider	Click or tap here to enter text.
Assessment Provider	Click or tap here to enter text.

2. BADGE DESIGN

Does the provider wish to have their logo displayed on the badge?

- Yes
- No



In order to have a Partner Provider logo on a badge design, the Partner Provider will need to provide their logo in a vector format (*.eps or *.ai) once the badge has been approved



3. DUE DILIGENCE

PROFILE OF PROVIDER/S

Prospective partners are to be asked to provide all relevant documentation to establish credentials, including strategic and/or business plans, prospectus, ownership and governance structure, evidence of probity, emergency and risk management plans and arrangements for enduring quality standards.

Please provide responses below.

To develop a profile of the partner, please address the following questions:

- Does the partner have an Australian Business Number (ABN)? If so, provide details.
- If the partner institution is a Registered Training Organisation (RTO), 1) Does the partner have up-to-date registration with TEQSA? 2) Is the partner CRICOS registered? If so, provide details.

Note: Answer the questions below if the answers to any of the above questions are 'no'

- Reference to Risk Matrix. What is the anticipated level of risk involved in this partnership?
- Does Griffith University already have a relationship with this organisation? If so, what is the relationship? Has the partner performed previous work for the University? If so, was it successful?
- Does the partner's profile fit within the overall strategic plan of the Group and University?
- What is the operational profile and stability of the partner?
- How did you become aware of the third party?
- What is your assessment of the business suitability of the potential partner? What is the core business of the potential partner?
- What are the demonstrated financial profile and stability of the partner? Provide evidence of financial status.
- What are the demonstrated emergency and risk management capabilities of the partner? Provide evidence emergency plans, risk framework and risk management documentation.
- Has there been
 - any previous convictions of an offence by the partner?
 - insolvency/bankruptcy of the partner?
 - disqualification under Corps Law of any person employed by the partner?
- Is the partnership likely to have long-term viability? How have you made that assessment?
- Will Griffith University need to use the trademark of the third party (or vice versa)?
- What service will the third party be providing?
- Has the content or assessment been reviewed for quality and compliance? Who has undertaken this review?
- Are the physical online facilities of an appropriate standard to those required for completion of the digital badge/micro-credential? Provide details of the standard of physical facilities and resources of the partner institution including:
 - Computer facilities, internet and e-mail access for students and staff
 - Library facilities for students and staff
 - Student support services provided by the institution
- What actions has the partner taken to mitigate risks associated with cybersecurity and privacy?

3 The **Due Diligence** section is to be completed by the Proposer and reviewed by the Group/Department Sign-Off (usually the Dean Learning and Teaching or Director)

This section establishes the credentials of the Partner Provider in order to ensure enduring quality standards

It also helps the University to develop a profile of the partner



If the Partner Provider has an ABN Number or is a Registered Training Organisation with an up-to-date registration with TEQSA or is CRICOS registered, you only need to provide those details and do not need to complete the rest of the Due Diligence questions

4 Use the Digital Badge/Micro-credential Risk Matrix to identify the Risk involved in working with a Partner Provider

Use this if the partner does not have an ABN or is not a Registered Training Provider

Digital Badge/Micro-credential - Risk Matrix					
Note: To be completed if working with a partner provider					
		IMPACT			
		INSIGNIFICANT	MINOR	MAJOR	SEVERE
		Low number of digital badges/micro-credentials Little/no student loss Little/no budgetary loss Little/no reputational damage	Low number of digital badges/micro-credentials Some student loss Some budgetary loss Some reputational damage	Medium number of digital badges/micro-credentials Student loss Significant budgetary loss Major reputational damage	High number of digital badges/micro-credentials Significant student loss Significant budgetary loss Major reputational damage
LIKELIHOOD	VERY IMPROBABLE	LOW □	LOW □	LOW □	MEDIUM □
	IMPROBABLE	LOW □	LOW □	MEDIUM □	HIGH □
	PROBABLE	LOW □	MEDIUM □	HIGH □	HIGH □
	VERY PROBABLE	MEDIUM □	HIGH □	HIGH □	HIGH □

Part C – For Internal Use

PART C – FOR INTERNAL USE

1. THIRD PARTY CHECKS

- Due Diligence completed
- Standard Agreement completed and attached
- Relevant supporting documentation supplied
- Legal/Procurement consulted

2. Approval

- Programs Committee – For Credit digital Badge/micro-credential
- Registrar – Not for Credit digital badge/micro-credential

Signed:

1 Use **For Internal Use** section to ensure all the required Partner Provider information has been provided to the Griffith Credentials team when submitting the digital badge/micro-credential

2 The **Approval** section identifies the Approving party for the digital badge/micro-credential

3 The **Digital badge type** section indicates the type of badge that will be issued

View the [digital badge taxonomy](#) document to find out what each type of badge means

The **Credit and Not for Credit** columns indicate whether the achievement of the digital badge/micro-credential will give the earner credit into a Course or Program or not

The **AQF Level** indicates what AQF level of credit will be provided or if credit is not applicable

This section indicates how the credit will be used i.e. **for admission** or as an **adjustment factor for admission**

3. DIGITAL BADGE TYPE

Indicate digital badge/micro-credential Type and Credit Status by selecting the relevant box below.

	Credit – Formal	Credit – Non-formal	Not for Credit
Achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Articulated Award	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continuing PD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open MOOCs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Membership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Integrated Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AQF LEVEL

Select the level (please select all that apply)

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- N/A

- For admission
- Adjustment factor for admission

4 The **Glossary of Terms** explains various terms used within the Griffith Credential planning tool



If you have any queries regarding filling out the digital badge planning tool, please contact credentials@griffith.edu.au.

Glossary of terms

- **Griffith Credentials** — Griffith Credentials encompasses short courses, single courses of study, micro-credentials and digital badges that visually represent your achievements
- **Micro-credential** — Micro-credentials certify the skills of individuals through a process of submitting evidence of their capabilities. The capabilities are evaluated by independent assessors with academic experience to award the credential. The credentials are awarded in a digital form (digital certificate or badge)
- **Short course** — These are courses that help participants acquire new skills or enhance existing skills within a short duration e.g. a few weeks
- **Single course of study** — This admission pathway allows participants to pursue a range of professional or personal interests, develop specialist skills or meet accreditation requirements. They are often the first step to applying for an undergraduate or postgraduate program
- **Digital badge** — A digital badge is a verifiable visual indicator of an achievement, skill or capability. Once earned, it is easy to share and display online. Digital badges can be shared via blockchain for the purposes of admission, credit and employment
- **Partner** — This refers to a service provider/supplier that is not directly controlled by the University in a transaction. The partner is usually independent from the University