

Application form

Quality Label for Badge Recognition

Please submit the application or ask any questions by email qualitylabel@learningcities.net

If you opened this form on Google Docs, click on File - > choose "Download", fill it in and send it back to the email above.

The Quality Label for Badge Recognition shows that your organisation takes creating and issuing high-quality badges seriously.

By completing this application, your organisation is registering your interest in earning the Quality Label for Badge Recognition and showing your commitment to maintaining high-quality badge recognition.

This application form is made up of 3 sections. The first provides context about your organisational work with Open Badges but won't be formally assessed. This form is then made up of the following sections:

1. Organisational information

- 1.1. Organisational details
- 1.2. Your organisation's work with Open Badges

2. Formal criteria (Declaration of Honour)

- 2.1. Proof of registration on one of the Awerio digital platforms, for example, Cities of Learning¹, Badgecraft or others.
- 2.2. Proof of having a verified Organiser's account;
- 2.3. Commitment to the Cities of Learning Network values;
- 2.4. Active use of Open Badges for recognition in the past 12 months;

3. Quality Criteria

- 3.1. Demonstrating competence in quality badge design and implementation;
- 3.2. Showcasing your organisation's good practices in quality badge issuing and implementation;
- 3.3. Completing the Quality Label online learning course;
- 3.4. Providing your quality assurance and improvement plan for the next 3 years of badging activities.

¹ Find out all available [Cities, Regions, Islands and Platforms of Learning](#) worldwide

For any questions or further information, please do not hesitate to contact qualitylabel@learningcities.net. The Cities of Learning Network supports member² organisations in implementing quality badge recognition.

To proceed with your application, it is mandatory to complete the learning playlist³ “Quality Label for Badge Issuing”. Additionally, to further understand badge creation and quality standards, we recommend exploring other relevant playlists available on the platform.

Applicants must leave the evaluators’ comments boxes empty.

Evaluators’ summary of comments and feedback to applicant

Evaluators shall provide a final decision statement and constructive evaluation feedback highlighting the strengths and areas for improvement.

² Learn how to become a City or Region of learning [here](#) and how to become a member of Cities of Learning Network [here](#).

³ You can access the Creating quality Open Badges and badge systems online learning playlist [here](#).

1. Organisation's information

How will the 'Organisation's information' section be reviewed?

While this section won't be formally assessed, completing it thoroughly provides valuable context for the evaluators to understand your organisation's work with Open Badges.

1.1 Help us to get to know your organisation better by sharing your most up-to-date information:

Organisation's name:	<i>[write your text here]</i>
Organisation's website (or social media account):	<i>[write your text here]</i>
Contact person:	<i>[write your text here]</i>
Position of the contact person within the organisation:	<i>[write your text here]</i>
Contact email:	<i>[write your text here]</i>
Affiliated organisations:	<i>[if you help other organisations to create and issue badges, please mention all the organisations you are affiliated to and describe your role and tasks in creating and issuing badges]</i>

1.2 In a few words (less than 2000 characters), tell the evaluators about your organisation's work with Open Badges. Explain what you've done so they can understand your experience:

1. How long and how often are you using Open Badges?
2. In which context⁴ is your organisation using badges?
3. What is the most common profile⁵ of badge earners in your organisation?
4. How many people are involved in badge issuing in your organisation?
5. What are your reasons and motivations for applying for the Quality Label for Badge Recognition?

[write your text here, max 2000 characters]

⁴ Context may refer to any level of formal education, vocational and professional training, non-formal education and learning, youth work, workplace and on-the-job development, personal and social development or any other field of using Open Badges.

⁵ Profile may refer to the sorts of badge earners you commonly work with, including a brief description of their characteristics. For example, people aged 18-25 with lower digital literacy. You may have more than one.

2. Formal criteria

How will the 'Formal criteria' section be reviewed?

To ensure a smooth application process, please complete all fields in this section. This will help us determine your eligibility for the Quality Label for Badge Recognition.

What happens if you haven't met all the criteria yet?

If there's a specific reason why you haven't met a particular criterion (e.g., missing verified Organiser status), you can briefly explain it in the appropriate field in this section. This can help us understand your situation and offer relevant guidance.

Please note: We won't be able to assess Section 3 of your application until all mandatory fields in the "Formal Criteria" section are completed.

To continue completing the application form and meet the quality criteria, it is essential to first fulfil the following mandatory Declaration of Honour.

Declaration of Honour

I, the undersigned, [Name and Surname], representative of the organisation [Name of organisation], DECLARE that:

2.1 My organisation has an Organiser's account⁶ link⁷ on one of the Awero platforms⁸. Please provide a link to your organisation's account as evidence:

[write your text here]

2.2 My organisation has a verified Organiser status⁹

Mark your choice by adding "x" character instead of ☐.

☐ Yes

☐ No

2.3 Commitment to the Cities of Learning Network values:

Mark your choice by adding "x" character instead of ☐.

⁶ Help article on [how to register an Organiser's Account](#) on any of the Awero platforms.

⁷ Help article on [how to find](#), copy and [share Organiser's account](#) link

⁸ Awero offers several digital platforms for learning and badge recognition, for example [Cities of Learning](#), [Badgecraft](#) or personalised platforms, see updated list [here](#).

⁹ [Verified Organiser status](#) can be obtained by clicking on an Organiser account's profile -> Settings -> Request verification

☐ Yes, my organisation adheres to the Cities of Learning Network's values and principles¹⁰, and is committed to providing quality learning content that aligns with the Network's values and principles throughout the activities, playlists and badges we create on any of the Awero platforms.

This commitment signifies that my organisation agrees to uphold ethical practices in its work, and it ensures that:

- ☐ We take responsibility for the ethical, organisational, and social implications of the activities, playlists and Open Badges we create, as well as our badge issuing procedures, ensuring inclusivity, openness, diversity in learning, open recognition, and democracy and respect for human rights;
- ☐ We ensure that the learning content we produce in the form of activities, playlists and Open Badges on any of the Awero platforms comply with relevant laws, regulations, and industry standards related to data privacy, intellectual property rights, accessibility, and any other applicable legal requirements;
- ☐ We uphold the highest standards of ethical integrity in assessments, ensuring fairness, transparency, and confidentiality.

2.4 Demonstrated use of Open Badges:

- ☐ Yes, my organisation has actively used Open Badges in the past 12 months, incorporating them into our programme(s) and activities to enhance the recognition and validation of learning achievements.
- ☐ Yes, we have evidence of consistent and continuous activities of a) issuing badges; b) earners starting badge quests in the past 12 months.

By signing this declaration, I also acknowledge that:

- ☐ In case any irregularity is identified by the Cities of Learning Network, my organisation is open to discussing it and presenting alternatives to change the content in question;
- ☐ The Quality Label for Badge Recognition may be revoked by the Cities of Learning Network if any reports of irregularities are found to be true.

Signed at _____

Date: ____/____/____

[signature]

¹⁰ Get familiar with [values guiding Cities of Learning](#)

Evaluators' confirmation that provided formal criteria information is valid and accurate:

Evaluators checked the information provided and:

Confirm that all provided information is valid and accurate.

Identify that some of the information is missing or incorrect.

Express some other concerns/suggestions, please specify.

3. Quality criteria

In this section you'll demonstrate your organisation's competence in quality badge design and implementation.

Evaluation section for Quality Criteria

Evaluators will assess the information you provide against a set of key indicators. It's important to note that you may be asked for additional evidence to support your answers. Providing any requested evidence is mandatory.

Here's what to expect for each question:

- 3.1
- **Indicators and Evidence:** A set of key indicators will outline specific aspects of quality badge design and implementation. For each indicator, you'll be asked a yes/no/not sure/not applicable question. When you answer "yes" you will be required to provide evidence (links, examples) that supports your answer.
 - **Passing Score:** To pass this part, you need to answer "yes" to at least 7 out of 10 indicators and provide supporting evidence for all your responses.
 - **Evaluation Scale:** Evaluators will use the scoring system (see evaluation scale below) to assess the quality of your evidence for each indicator.
- 3.2
- **Examples of well-designed Badges** that showcase the Quality criteria of badges.
 - **Implementation practices:** Evaluators want to see evidence of established procedures for issuing badges consistently and fairly. This ensures all badge earners meet the same criteria before receiving the badge.
 - **Effective communication about Open Badges:** Evidence of clear information about Open Badges.
 - **Feedback and improvement:** Evidence that you are collecting feedback from badge earners and use it to refine and improve your badging programmes.
 - **Evidence of impact:** valuable recognition and outcomes which you have learned from.
 - **Evaluation Scale:** Evaluators will use the scoring system (see evaluation scale below) to assess the quality of your evidence for each indicator.
- 3.3
- **Minimum Requirement:** At least one member of your organisation must complete the **Creating quality Open Badges and badge systems** online learning playlist¹¹.

¹¹ You can access the Creating quality Open Badges and badge systems learning playlist [here](#).

- **Completing Additional Playlists (optional):** While not mandatory, completing other relevant playlists¹² offered through the Quality Label platform is encouraged. This demonstrates a broader commitment to professional development within your team.
- **Evaluation Scale:** Evaluators will use the scoring system (see evaluation scale below) to assess the quality of your evidence.

3.4

- Develop a concise strategic plan outlining your approach to maintaining and enhancing the quality of your badging activities over the next three years.
- **Evaluation Scale:** Evaluators will use the scoring system (see evaluation scale below) to assess the quality of your evidence.

The **Evaluation Scale for open-ended questions** is provided below to help you understand the expectations for the quality of the evidence you provide. To achieve a passing score, we expect your responses to reach a minimum of **Solid foundation (3)** on this scale.

1. Building blocks established (1)
 - The response is in the early stages of development. While it may not fully address the question, it demonstrates a starting point for improvement. Consider providing additional resources or support to help strengthen this area.
2. Developing further (2)
 - The response addresses the question, but there's an opportunity to expand on your ideas. We encourage you to provide additional details and supporting evidence to showcase your expertise in this area.
3. Solid foundation (3) - **Minimum expected outcome**
 - The response adequately addresses the question and demonstrates a solid understanding of the topic. You've provided relevant information with some detail and supporting evidence. However, consider exploring additional resources to elevate your approach to exceptional.
4. Comprehensive and well-developed (4)
 - The response thoroughly addresses the question with detailed information and strong supporting evidence. It demonstrates a clear understanding of the topic and a well-developed approach.
5. Exceptional and insightful (5)
 - The response fully and exceptionally addresses the question. It provides highly detailed information, insightful analysis, and extensive supporting evidence. This score indicates exceptional knowledge and expertise in the area. Your insightful approach sets you apart.

¹² For example, a [playlist](#) on Creating quality Open Badges and badge systems

- 3.1. **Demonstrate competence in quality badge design and implementation.** Primarily, refer to your Organisation's badging practices and activities. Additionally, you can include other badging practices, if you are affiliated to another organisation actively helping them to create badges and implement badging activities. Where available, include references to publicly available information. Mark your choice by adding "x" character instead of ☐.

Yes	No	Not sure yet	N/A ¹³	Indicator	Evidence
☐	☐	☐	☐	We consider badge earners' needs and interests when designing badges.	<i>[field for filling-in] Provide 2-3 examples of how you consider badge earners' needs and interests when designing badges.</i>
☐	☐	☐	☐	We have set objectives for using badges for recognition.	<i>Share your organisation's objectives for using badges for recognition.</i>
☐	☐	☐	☐	We create badges tailored to a target audience, specific objectives, and use cases.	<i>Share links to 2-3 different types of badges that you have created in the past 12 months.</i>
☐	☐	☐	☐	We include at least the following information in the badge description ¹⁴ : a) context of the achievement, b) description of the achievement, c) criteria and tasks to complete, d) assessment procedures.	<i>Share links to 2-3 different badges that you have created in the past 12 months.</i>
☐	☐	☐	☐	We can explain what Open Badges are to others ¹⁵ .	<i>Include an example of a presentation, video, audio or article where you explain what Open Badges are to others.</i>

¹³ Not applicable in our organisation's badging activities. Please, be ready to provide additional explanation, when requested.

¹⁴ Help article on [how to write a good badge description](#)

¹⁵ Get to know Open Badges in this [help article](#)

Yes	No	Not sure yet	N/A ¹³	Indicator	Evidence
☐	☐	☐	☐	We use appropriate assessment method(s) to determine whether a badge earner fulfilled a badge issuing criteria.	<i>Give 2-3 examples of assessment method(s) that you use when issuing different types of badges and explain why you chose this assessment method.</i>
☐	☐	☐	☐	We issue badges strictly following defined badge issuing criteria.	<i>Provide an example of 2 - 3 badges clearly showing what were the criteria and how the badge was issued.</i>
☐	☐	☐	☐	We collect feedback to improve our badging activities.	<i>Provide 2-3 examples of how you collect feedback to improve your badging activities</i>
☐	☐	☐	☐	We actively seek external recognition or endorsement ¹⁶ for our badging activities.	<i>Provide 2-3 examples of your efforts to achieve external recognition or endorsement</i>
☐	☐	☐	☐	We are open, accessible and inclusive when using badges.	<i>Explain how you address openness, accessibility and inclusion</i>

Evaluators' review and feedback

¹⁶ Help article on [how to ask for a badge endorsement](#)

Evaluators shall provide an evaluation statement and constructive evaluation feedback highlighting the strengths and areas for improvement for this section.

3.2. Showcase your organisation's good practices in quality badge issuing and implementation

Please, give 2-3 examples of your organisation's badging practices which you consider as good examples of quality badge recognition. Additionally, you can include other badging practices, if you are affiliated to another organisation actively helping them to create and implement badging activities. Where available, include references to publicly available information. (up to 2000 characters).

[write your text here]

Why do you think the above-described badging practices are good examples of quality badge recognition? (up to 500 characters).

[write your text here]

How do you ensure the quality of badge issuing and implementation in your organisation? (up to 2000 characters).

[write your text here]

What internal or external evidence do you have that your organisation implements quality badge recognition? Where available, include references to publicly available information. (up to 500 characters).

[write your text here]

Evaluators' review and feedback

Evaluators shall provide an evaluation statement and constructive evaluation feedback highlighting the strengths and areas for improvement for this section.

3.3. Demonstrate your team's expertise in quality badge recognition

To demonstrate your commitment to quality badge recognition, please list the names and roles of individuals from your organisation currently involved in your badging activities. Briefly highlight their relevant competences and qualifications, and indicate if they have completed the mandatory Creating quality Open Badges and badge systems online learning playlist. We also encourage completion of other relevant playlists offered on the Quality Label platform.

Name and surname	Role in badge recognition	References ¹⁷ to competences and qualifications	Have they completed the learning playlist Creating quality Open Badges and Badge systems ¹⁸ ?
[write your text here]	[write your text here]	[write your text here]	☐ Yes ☐ No ☐ In progress
[write your text here]	[write your text here]	[write your text here]	☐ Yes ☐ No ☐ In progress
[write your text here]	[write your text here]	[write your text here]	☐ Yes ☐ No ☐ In progress

How do you ensure that people working with badges in your organisation continuously learn and develop their competences and qualifications necessary for quality badge recognition? (up to 500 characters).

[write your text here]

Evaluators' review and feedback

Evaluators checked the information provided and:

Confirm that at least one staff member of the Organiser has required badges

Require to complete the mandatory playlist activities and share earned badges

¹⁷ References can include any type of credentials, for example badges, certificates, qualifications, experience and expertise statements, etc. Help articles on how to [share earned badges](#) and [badge collections](#).

¹⁸ You can access the Creating quality Open Badges and Badge Systems learning playlist [here](#).

Evaluators shall provide an evaluation statement and constructive evaluation feedback highlighting the strengths and areas for improvement for this section.

3.4. Badge recognition quality assurance and improvement plan

Please describe the specific measures you will use to assure the quality of your badging activities in the next 3 years.

How will you monitor and evaluate quality?	What type of data about quality will you gather?	Who will be involved in quality evaluation?	What potential risks to quality have you identified?
<i>[write your text here]</i>	<i>[write your text here]</i>	<i>[write your text here]</i>	<i>[write your text here]</i>
<i>[write your text here]</i>	<i>[write your text here]</i>	<i>[write your text here]</i>	<i>[write your text here]</i>
<i>[write your text here]</i>	<i>[write your text here]</i>	<i>[write your text here]</i>	<i>[write your text here]</i>

Please provide a plan on how you will improve the quality of your badging activities in the next 3 years.

Which quality areas do you want to improve?	What do you want to improve?	What actions do you plan to take to improve quality?	How will you know that you have succeeded in improving quality?
<i>[write your text here]</i>	<i>[write your text here]</i>	<i>[write your text here]</i>	<i>[write your text here]</i>
<i>[write your text here]</i>	<i>[write your text here]</i>	<i>[write your text here]</i>	<i>[write your text here]</i>
<i>[write your text here]</i>	<i>[write your text here]</i>	<i>[write your text here]</i>	<i>[write your text here]</i>

Evaluators' review and feedback

Evaluators shall provide an evaluation statement and constructive evaluation feedback highlighting the strengths and areas for improvement for this section.

Completed on the date:

Completed by: