Quality Label for Badge Recognition

Compliance checklist for applicants

Completing this checklist will help you draw up an action plan to meet the standards and make a realistic schedule for the assessment. The purpose of completing this checklist is:

* to gain insight as an organisation and to provide the assessors with insight into the core data, including the scope for which you want the assessment;
* to reflect on the extent to which your organisation complies with the standards and the 'evidence' for this (demonstrable behaviour, case studies to be traced, agreements, documents, registrations, etc.) with reference to relevant documents;
* gain insight into areas for improvement that you identify on the basis of the self-evaluation and find relevant to address.

**Key data you should provide:**

|  |  |
| --- | --- |
| Organisation’s name: |  |
| Organisation’s address: |  |
| Scope: |  |
| People involved in the organisation: |  |
| Name of contact person: |  |
| Telephone of contact person: |  |
| Email of contact person: |  |

Checklist completed on (date and place):

**WHO can be the recipient of the Quality Label** (choose all relevant to you):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicator** | **Yes** | **No** | **Not sure yet** | **N/A\*** |
| We are registered with a verified Organiser account at the Cities of Learning Platform. |  |  |  |  |
| We are a learning provider and badge issuer acting in any field of education, learning and training, who are committed to upholding high standards of quality in their badge-issuing activities. |  |  |  |  |
| We are committed to upholding the quality standards defined by the Quality Label |  |  |  |  |
| We are committed to continuously improving the quality of our badge issuing. |  |  |  |  |
| Total (add a sum of checked boxes) |  |  |  |  |

\*N/A - Not applicable for our organisations’ context. Please be advised that you will be asked to provide a short comment why this indicator is not applicable.

**WHY do we wish to acquire Quality Label** (choose all relevant to you):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicator** | **Yes** | **No** | **Not sure yet** | **N/A\*** |
| We want to develop an increase in trust, credibility, recognition and visibility of open badges as a tool for recognition both within and beyond our own sector. |  |  |  |  |
| We want to offer qualitative content and activities. |  |  |  |  |
| We see this process of earning the Quality Label as a learning experience which can help develop and improve skills and competences related to badge issuing. |  |  |  |  |
| Other: |  |  |  |  |
| Total (add a sum of checked boxes) |  |  |  |  |

\*N/A - Not applicable for our organisations’ context. Please be advised that you will be asked to provide a short comment why this indicator is not applicable.

**Our organisation process to issue quality badges** (choose all relevant to you):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicator** | **Yes** | **No** | **Not sure yet** | **N/A\*** |
| Our organisation is issuing open badges |  |  |  |  |
| Earners of our badges have the opportunity to give feedback about them |  |  |  |  |
| By issuing open badges, we create added value to our programs |  |  |  |  |
| We periodically and in our own way evaluate our badge-issuing process |  |  |  |  |
| **Total** (add a sum of checked boxes) |  |  |  |  |

\*N/A - Not applicable for our organisations’ context. Please be advised that you will be asked to provide a short comment why this indicator is not applicable.

**Our organisation process to organise the Quality Label norms** (choose all relevant to you):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Indicator | Yes | No | Not sure yet | N/A\* |
| We are aware that when receiving the Quality Label, we need to evaluate/renew via a simplified evaluation procedure our Quality Label process in 3 years of receiving the Quality Label. |  |  |  |  |

\*N/A - Not applicable for our organisations’ context. Please be advised that you will be asked to provide a short comment why this indicator is not applicable.

Quality Label standard

Please identify which criteria does your organisation comply with?

1. **Craftsmanship in Issuing Open Badges**

Craftsmanship indicators focus on the quality and expertise demonstrated in designing, implementing, and maintaining open badges and open badge programs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicator** | **Yes** | **No** | **Not sure yet** | **N/A\*** |
| **Understanding and Implementation of Learning Theories and Practices** |  |  |  |  |
| We demonstrate understanding in applying learning theories and practices to badge design and assessment. |  |  |  |  |
| We align our badge programmes with national and, when necessary, with international policy issues related to our domain of education and/or youth work |  |  |  |  |
| **Capacity to issue Open badges** |  |  |  |  |
| We have skills to create, manage and issue different types of badges (on the Cities of Learning platform), from a technical standpoint. |  |  |  |  |
| We have skills to identify and differentiate between different types of badges, such as achievement, skill, participation, and competency. |  |  |  |  |
| We understand the purpose and intended outcomes of each badge type, including their role in recognising participation, status, achievements and learning. |  |  |  |  |
| We understand unique characteristics and attributes of each badge meta-data: such as visual design, criteria for issuance, evidence requirements. |  |  |  |  |
| We understand the potential applications and contexts in which each type of badge can be effectively used, considering factors such as target audience, learning objectives, and organisational goals. |  |  |  |  |
| We have skills to create, manage and issue different types of badges (on the Cities of Learning or Awero platforms), from a technical standpoint. |  |  |  |  |
| **Understanding of assessment of learning before issuing a badge** |  |  |  |  |
| We ensure that the assessment methods are aligned with the stated experiences, learning objectives and competencies targeted by the badge, providing clear evidence of learning achievement. |  |  |  |  |
| We comply with the principles of validity and reliability to assessment practices, ensuring that the assessment methods accurately measure the intended learning outcomes consistently across different contexts. |  |  |  |  |
| We use various assessment techniques, such as quizzes, practical demonstrations, portfolio reviews, or performance evaluations, to capture diverse learning and competency attainment aspects. |  |  |  |  |
| We provide constructive feedback to badge earners based on assessment results., fostering a culture of reflection, self-assessment, and continuous improvement. |  |  |  |  |
| We have procedures for collecting and documenting evidence of learning from badge earners, ensuring transparency and accountability in the badge issuance process. |  |  |  |  |
| We are responsive to feedback and we adapt assessment methods as needed to enhance their effectiveness and relevance in measuring learning outcomes over time. |  |  |  |  |
| We ensure that assessment practices uphold ethical standards, including fairness, equity, confidentiality, and respect for learners' rights and dignity. |  |  |  |  |
| **Continuous Improvement and Innovation** |  |  |  |  |
| We regularly update badge design strategies based on the latest developments and trends in open badges. |  |  |  |  |
| We develop innovative approaches to badge design tailored to diverse learners and organisational needs. |  |  |  |  |
| **Total** (add a sum of checked boxes) |  |  |  |  |

\*N/A - Not applicable for our organisations’ context. Please be advised that you will be asked to provide a short comment why this indicator is not applicable.

**2. Service in issuing Open Badges**

Service indicators focus on the organiser's commitment to ethical practices, inclusivity, and support for stakeholders involved in the open badge programme.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicator** | **Yes** | **No** | **Not sure yet** | **N/A\*** |
| **Ethical and Inclusive Practices** |  |  |  |  |
| We take responsibility for the ethical, organisational, and social implications of badge issuance, ensuring inclusivity, diversity, and equal opportunity. |  |  |  |  |
| We uphold the highest standards of ethical integrity in assessments, ensuring fairness, transparency, and confidentiality. |  |  |  |  |
| We ensure that our Open Badges programmes comply with relevant laws, regulations, and industry standards related to data privacy, intellectual property rights, accessibility, and any other applicable legal requirements. |  |  |  |  |
| **Mentoring and Support** |  |  |  |  |
| We provide mentoring and coaching services to stakeholders involved in badge evidence assessment, ensuring rigorous and fair assessments. |  |  |  |  |
| We support continuous improvement through constructive feedback and guidance. |  |  |  |  |
| **Alignment with Organisers Goals** |  |  |  |  |
| We align badging programs with organisational goals and values, contributing to the overall mission and vision of the organiser. |  |  |  |  |
| We demonstrate commitment to organisational learning and development through the integration of Open badges into wider strategies. |  |  |  |  |
| **Total** (add a sum of checked boxes) |  |  |  |  |

\*N/A - Not applicable for our organisations’ context. Please be advised that you will be asked to provide a short comment why this indicator is not applicable.

1. **Organiser and Management in issuing Open Badges**

Organiser and management indicators focus on the effective leadership, implementation, and evaluation of open badge programs within the organisation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicator** | **Yes** | **No** | **Not sure yet** | **N/A\*** |
| **Effective Implementation and Leadership** |  |  |  |  |
| We provide structured opportunities for continuous development to badge issuers within the organisation, ensuring they stay updated with the latest developments, trends, and best practices in badge design, assessment methodologies, and ethical considerations. |  |  |  |  |
| We maintain open lines of communication with all stakeholders involved in the open badge ecosystem, including learners, non-formal educators (youth work, adult education, sport associations, volunteering organisations, etc), formal educators, employers, and policy makers to ensure transparency, collaboration, and alignment of goals and expectations. |  |  |  |  |
| We demonstrate leadership in team projects and initiatives, promoting effective communication, conflict resolution, and team culture. |  |  |  |  |
| **Quality Assurance and Standardisation** |  |  |  |  |
| We ensure accuracy and consistency in assessment results through adherence to assessment principles. |  |  |  |  |
| We maintain (standardised) criteria and standards for badge issuance to support quality assurance processes. |  |  |  |  |
| **Advocacy and Engagement** |  |  |  |  |
| We provide recommendations to other organisers and policymakers on integrating open badges into wider learning and development strategies. |  |  |  |  |
| We advocate for the needs and interests of learners, ensuring assessment processes effectively support their learning and development. |  |  |  |  |
| **Total** (add a sum of checked boxes) |  |  |  |  |

\*N/A - Not applicable for our organisations’ context. Please be advised that you will be asked to provide a short comment why this indicator is not applicable.

After completing this self-assessment and ticking 70% of these boxes, you/your organisation can apply for the Quality Label for Badge Recognition.

Go to the Application form [HERE](https://forms.gle/xgCub7z9q8aQLEv38).