Your child / ward has earned a digital badge for participating in [enter activity], we hope they had a wonderful time!

We would like to thank them for taking part by issuing them with a digital badge to recognise the skills and knowledge they have developed.

Please see the information below to find out more about digital badges and how to claim the badge for your child.

**What are digital badges?**
A smart, simple, and visual way of recognising learning and achievements outside of formal qualifications.

Remember that ‘certificate of achievement’ you got at school, or the sew-on badges you earned for swimming? Digital badges have the same idea but are awarded and stored entirely online – you can’t lose them down the sofa or behind the fridge, and the information contained within them can be used in a variety of ways.

**What can my child do with a digital badge?**
Badges can be featured on CVs, shared on social media, or simply stored in a digital badge passport ready for future use.

While you might not be worrying about their career prospects at this time, the badge they have earned is a celebration of the new skills they’ve explored today, you never know, this might be the start of a future in [enter sector / industry / learning area associated with this activity]!

**What does this cost?**
Claiming a digital badge is completely free.

**How can I get the badge for my child?**
Children under the age of 13 need your consent to claim a badge.

If you support your child to manage their own email address and feel comfortable doing so, you could help them to follow the process to claim the badge themselves.

If your child does not have an email address, you can use an email address belonging to you to claim the badge on their behalf.

Complete the steps on the following page to claim the badge.

To claim the badge:

|  |  |
| --- | --- |
| 1. | Check the accompanying [certificate/flyer(s)]. Scan the QR code and open the link. |
| 2. | Complete the short form.* Claim Code:Enter the claim code on the accompanying [certificate/flyer(s)].
* Your name: Enter your child’s name.
* Your email address: Enter the email address you would like the badge to be delivered to.
* Any other information you have entered into your badge application form
 |
| 3. | Accept the Privacy Notice and click ‘Submit’. The email address entered will receive an email. |
| 4. | Open the email and click “[enter your chosen button link text in badge application message]” |
| 5. | All done! You have successfully accepted the badge. |

After accepting the badge, you will be presented with options for what to do with it, including downloading as a certificate, sharing to social media, or creating an account to store the badge in the digital badge passport - My Skills Backpack.

If your child does not have their own email address and you have claimed the badge using your own, a guide containing more information on managing a My Skills Backpack account on behalf of your child can be found using the QR code below.

