



24 June 2026

Dear Principal and New Metrics Lead,

Thank you for expressing your intention to co-issue digital Australian Learner Competency Credentials this year. The following information and instructions are provided to ensure the credentials can be issued with the required privacy considerations and permissions understood and addressed.

Verified digital credentials

Melbourne Metrics offers New Metrics schools the opportunity to produce verified, digital Australian Learner Competency Credentials. Verified credentials are digital certificates designed to be easily shared with others (including universities, TAFEs or potential employers), giving students a modern way to present their accomplishments.

Melbourne Metrics has engaged the Universities Admissions Centre to provide verified credentialing services via the CredNet platform and associated CredFolio secure digital wallet. The CredNet platform was selected due to its security features, verification mechanisms for trusted credentials and its credentialing storage and management options. You can find out more about CredNet and CredFolio at this link, <https://www.crednet.com.au/>.

Melbourne Metrics is an established issuer on the CredNet platform, with an integration set up to connect with the Ruby platform. This integration enables the authorised sharing of credential information and the issuance of verified credentials. Students receiving a digital credential - as identified by the school in Ruby - will receive an invitation to register for CredFolio at the time the credential is issued, where they will have full control to access, manage, and share their credentials. Credentials remain private to the students and are not shared publicly unless the student explicitly chooses to do so. Each student retains full control over the visibility and distribution of their credentials.

Permissions for verified credentialing

Participation in verified credentialing is **voluntary** and requires **opt-in** consent. This involves:

- **Principal consent:** You must provide written consent for your school's participation.
- **Parent/carers consent:** You will need to obtain parent/carers consent for nominated students who will receive verified digital credentials, and store records of parent/carers consent as per your usual school practice.

Information resources

Fact sheets on verified credentialing have been prepared for parents/carers as well as for students and are provided within this pack. These resources aim to share information and assist you in seeking consent for issuing verified credentials at your school.

How to participate

If you wish for your school to participate in verified credentialing using the CredNet platform, please action the following steps:

1. Complete the Principal's consent form within this pack and return it to new-metrics@unimelb.edu.au.
2. Provide the fact sheet to parents/carers and seek their written consent for their child to receive verified credentials via your typical permissions channel. The following text may be useful when seeking consent.

In collaboration with The University of Melbourne, partner schools from across Australia, including ours, have the opportunity to issue verified digital versions of the Australian Learner Competency Credential. This credential recognises areas of students' learning success that is not captured in traditional examinations or transcripts.

We intend to issue a credential to your child and are seeking your consent for their verified credential to be issued through the CredNet platform.

- ☐ *I have been provided with information regarding verified credentials, and understand that participation is voluntary and on an opt-in basis.*
- ☐ *I consent to my child participating, and receiving a verified credential issued from the CredNet platform.*

3. Keep a list of students you have received parent/carer consents for at your school.
4. Provide receipt of parent/carer consents in Ruby by the assessment deadline.
 - In the 'Extra Purposes' tab on Ruby, select the 'Digital Credential' purpose group.
 - Ensure all students you intend to receive a digital credential are listed in this group.
 - Click the Edit button () against each student and indicate whether the school has received permission from the parent/carer for the student.

The deadlines for required assessments and permissions are:

September 18 for Senior Secondary ALCC

October 30 for Primary Transition ALCC and Transition to Senior Secondary ALCC

Please note: The University cannot issue verified digital credentials without receipt of the parent/carer consent or the principal's consent.

The remainder of this pack contains:

- Principal consent form
- Fact sheet for parents/carers
- Fact sheet for students
- A copy of the Privacy Collection Notice

For any questions or to seek additional information on permissions or technical implications of verified digital credentials or for questions on educational implications or utility of these assessments and credentials, please contact new-metrics@unimelb.edu.au

Kind regards

Angela Pollock
Director, Research-Practice Partnerships
Melbourne Metrics
Faculty of Education, University of Melbourne



Principal Consent form – Verified credentials

I have been provided with information regarding verified credentials and understand that participation is voluntary and on an opt-in basis.

I consent to my school participating this year, and having verified credentials issued for nominated students using the CredNet platform.

As part of school participation, I will provide information on verified credentials to parents/carers and seek and collect written consent of parents/carers for their child to receive verified credentials via the CredNet platform. I will ensure records of parent/carer consent are stored as per our usual school-based permission practices.

Name of school:

Name of Principal:

Signature:

Date:

Please return this completed form to new-metrics@unimelb.edu.au by the appropriate deadline.

September 18 for Senior Secondary ALCC

October 30 for Primary Transition ALCC and Transition to Senior Secondary ALCC

If your school intends to co-issue credentials to a range of year levels, this form only needs to be provided once.



Fact Sheet for Parents and Carers: Verified Credentials

The Australian Learner Competency Credential is issued to school students across Australia to recognise areas of their learning success that is not captured in traditional examinations or transcripts for use in key transitions. Schools participating in the New Metrics research-practice partnership are offered the Australian Learner Competency Credential as a digital, verified credential that showcases your child's achievements and skills.

What are verified credentials?

Verified credentials are secure digital certificates that prove your child's skills and achievements. They use advanced technology to ensure they're genuine, trustworthy, and can be easily shared and verified online.

Verified credentials are digital certificates designed to be easily shared with universities, TAFEs or potential employers, giving your child a modern way to present their accomplishments. Unlike traditional academic transcripts, these credentials showcase a broader range of skills and achievements, providing a more comprehensive picture of your child's competencies.

What platform is used for verified credentials?

Melbourne Metrics, at the University of Melbourne, has partnered with the Universities Admissions Centre to provide verified credentialing services through the CredNet platform and its associated secure digital wallet, CredFolio. You can find out more about CredNet and CredFolio at this link, <https://www.crednet.com.au/>.

CredNet was chosen for its robust security features, reliable verification mechanisms for trusted credentials, and flexible credentialing storage and management options. This platform allows for the secure issuance, storage, and sharing of your child's verified credentials. Through CredFolio, your child will have full control to access, manage, and share their credentials as they see fit. Credentials remain private and are not shared publicly unless the student explicitly chooses to do so. Each student retains full control over the visibility and distribution of their credentials.

Important points to note

Participation is entirely **voluntary** and requires **opt-in consent** from Principals to participate, and then opt-in consent from parents and carers for their child. You can withdraw consent at any time by contacting your child's school.

How it works

If you provide consent, and once the assessments conducted by your child's teachers that go toward meeting the requirements for the Australian Learner Competency Credential, your child will receive an email invitation to set up their personal CredFolio account. This email will go to the email address that the school has recorded for your child (typically this might be their school email address). Their personal CredFolio account is a secure digital wallet where their verified credentials will be safely stored. It's important to note that these credentials are private by default, ensuring your child's information is protected. Your child will have complete control over their credentials, deciding if, when, and with whom to share them. This approach empowers your child to manage their achievements responsibly while maintaining their privacy. Students who will shortly leave their school (e.g., Year 12 graduates) are encouraged to update their email addresses within their CredFolio account to ensure access beyond enrolment in the school.

Interpreting the assessments

Active Citizenship

LEVEL A

The Proactive Citizen

Learners at this level identify issues and needs within their school community, initiating and supporting actions that will have a positive impact on their community's wellbeing. They identify as a member of the school community and have a sense of their responsibility to make a difference. They can describe the school community's attitudes, values, and needs. They recognise that there is a connection between their own and their school community's interests and they seek to improve both. They also recognise that their school community comprises people with a range of views and interests that need to be taken into account, and they act respectfully towards them. They make suggestions, offer to contribute, and fulfil their responsibilities without prompting. They are respected by their class members and the school community for their contributions.

LEVEL B

The Community Builder

Learners at this level build trust and rapport with members in their school community, balancing the needs and commitment of others to make the community's efforts clear for everyone. They identify with and commit to the school community's attitudes, values, and needs. They participate in all that the school community's interest and commitment to taking action. They take responsibility for the well-being of others in their class and school community. They suggest and initiate community projects to direct their efforts and reach out to others who are not involved. They listen to and respect how their class and school see that, acting on differences to their needs, aims, and priorities, and they seek to reconcile these, encouraging collaboration from all.

Agency in Learning

LEVEL A

The Proactive Citizen

Learners at this level identify issues and needs within their school community, initiating and supporting actions that will have a positive impact on their community's wellbeing. They identify as a member of the school community and have a sense of their responsibility to make a difference. They can describe the school community's attitudes, values, and needs. They recognise that there is a connection between their own and their school community's interests and they seek to improve both. They also recognise that their school community comprises people with a range of views and interests that need to be taken into account, and they act respectfully towards them. They make suggestions, offer to contribute, and fulfil their responsibilities without prompting. They are respected by their class members and the school community for their contributions.

LEVEL B

The Proactive Citizen

Learners at this level identify issues and needs within their school community, initiating and supporting actions that will have a positive impact on their community's wellbeing. They identify as a member of the school community and have a sense of their responsibility to make a difference. They can describe the school community's attitudes, values, and needs. They recognise that there is a connection between their own and their school community's interests and they seek to improve both. They also recognise that their school community comprises people with a range of views and interests that need to be taken into account, and they act respectfully towards them. They make suggestions, offer to contribute, and fulfil their responsibilities without prompting. They are respected by their class members and the school community for their contributions.

Communication

LEVEL A

The Proactive Citizen

Learners at this level identify issues and needs within their school community, initiating and supporting actions that will have a positive impact on their community's wellbeing. They identify as a member of the school community and have a sense of their responsibility to make a difference. They can describe the school community's attitudes, values, and needs. They recognise that there is a connection between their own and their school community's interests and they seek to improve both. They also recognise that their school community comprises people with a range of views and interests that need to be taken into account, and they act respectfully towards them. They make suggestions, offer to contribute, and fulfil their responsibilities without prompting. They are respected by their class members and the school community for their contributions.

LEVEL B

The Proactive Citizen

Learners at this level identify issues and needs within their school community, initiating and supporting actions that will have a positive impact on their community's wellbeing. They identify as a member of the school community and have a sense of their responsibility to make a difference. They can describe the school community's attitudes, values, and needs. They recognise that there is a connection between their own and their school community's interests and they seek to improve both. They also recognise that their school community comprises people with a range of views and interests that need to be taken into account, and they act respectfully towards them. They make suggestions, offer to contribute, and fulfil their responsibilities without prompting. They are respected by their class members and the school community for their contributions.

About the Australian Learner Competency Credential

The Australian Learner Competency Credential is issued to school students across Australia to recognise areas of high learning success that is well captured in traditional qualifications as a means to give it more visibility. It is a recognition of the student's achievement in the Australian Learner Competency Credential (ALCC) and is a recognition of the student's achievement in the Australian Learner Competency Credential (ALCC).

The ALCC is a recognition of the student's achievement in the Australian Learner Competency Credential (ALCC) and is a recognition of the student's achievement in the Australian Learner Competency Credential (ALCC).

Australian Learner Competency Credential - Senior Secondary Credential

Maya Quenell

Year 12, Bayswater Heights Secondary College

Issued on 10 November 2020

Statement

The Australian Learner Competency Credential is awarded by Melbourne School to the University of Melbourne and is a recognition of the student's achievement in the Australian Learner Competency Credential (ALCC) and is a recognition of the student's achievement in the Australian Learner Competency Credential (ALCC).

Competency profile

Competency	Score
Competency Active Citizenship	4.5
Competency Agency in Learning	4.0
Competency Communication	3.5
Competency Collaboration	3.0
Competency Responsible Citizenship	2.5

- Competency Active Citizenship** - Contributing to the wellbeing of a community.

Level The proactive citizen - Learners at this level identify issues and needs within their school community, initiating and supporting actions that will have a positive impact on their community's wellbeing.
- Competency Agency in Learning** - The capacity to produce learning of value to self or community.

Level The engaged learner - Learners at this level are motivated to learn, independent of their own efforts, engaging with others and challenges to learn, and are understanding and responsive.
- Competency Collaboration** - Working with others to achieve a common goal.

Level The responsible collaborator - Learners at this level actively contribute to learning, offering and achieving common goals.

What do these scores mean?

About me

Student's representation of self

Learners at this level are motivated to learn, independent of their own efforts, engaging with others and challenges to learn, and are understanding and responsive.

CV Highlights

Learners at this level are motivated to learn, independent of their own efforts, engaging with others and challenges to learn, and are understanding and responsive.

My achievements

Learners at this level are motivated to learn, independent of their own efforts, engaging with others and challenges to learn, and are understanding and responsive.

Sample Digital Credential

5



Fact Sheet for Students: Verified Credentials

The Australian Learner Competency Credential may be available as a digital verified credential to you. The Credential is designed to showcase a range of your complex competencies that might not show up in your usual school reports or exam results.

Here's what you need to know:

- **What is it?** It's a secure digital certificate that proves what you've achieved in a range of competencies that your teachers have assessed you in.
- **Where is it stored?** In a digital wallet called CredFolio - think of it as a safe online folder for your certificates that you can use within and beyond your time at school.
- **Who controls it?** You do! You decide who sees your credentials and when.
- **How does it work? What do I need to do?**
 - If your school is participating and your parent/carer agrees, you'll get an email invitation to set up a CredFolio account (typically this email will be sent to your email address linked to your school)
 - **Note: If you are graduating Year 12 this year (or exiting your existing school), upon setting up your CredFolio account, you should update your account to link it to a personal email address (rather than a school one), so that you can access your account beyond your experience at the school.**
 - When your credential is issued and made available, it will be stored in your CredFolio account
 - Your Australian Learner Competency Credential stays private unless you choose to share it
- **When might you use it?** You may decide to share your digital credential when applying for jobs, university, or TAFE. You may also choose to share it with friends or family.
- **Do you have to participate?** No, it's completely voluntary. You and your parents can decide, and you can change your mind later.
- **Is it secure?** Yes, it uses a platform called CredNet which has strong security features.

For more information, visit <https://www.crednet.com.au/> or ask your teachers or parents.

Why we collect your personal information

Melbourne Metrics at the Faculty of Education, University of Melbourne and/or its assigned entities has been contracted by your education institution or school to provide assessment, reporting and credentialing services, including administration of online assessment tools on the Faculty of Education's Ruby platform. The Faculty is collecting and processing your personal information and the student information you provide (referred to collectively as "personal information") to effectively deliver this service. We may also use de-identified information for analysis, quality assurance, research, and planning purposes.

The "processing" of personal information refers to all activities relating to the management of your personal information, from its collection and use through to its storage and disposal and everything in between.

Your personal information may be collected from your school Student Information System (SIS) via the Wonde platform (www.wonde.com), if your school chooses to use the Wonde integration service and provides the relevant permissions.

How we process your personal information

We will process personal information as necessary for our legitimate interests, in accordance with applicable privacy laws, and only under the following circumstances:

- for the purpose for which it was collected; or
- a related purpose which you might reasonably expect; or
- where you have consented to the processing; or
- if we are required or permitted to do so by law.

We may share personal information with:

- a. The Universities Admissions Centre (UAC), for provision of verified credentials on UAC's CredNet platform and related services if requested by your school, if your Principal has provided consent and has agreed to collect written consent of parents/carers for nominated students to receive verified credentials via the CredNet platform;
- b. contracted service providers or partners engaged by us to perform legitimate functions on our behalf, such as those outlined in this privacy collection notice;
- c. contractors engaged by the Faculty of Education to manage the technical deployment and support of the Ruby platform;
- d. your school, education institution, government department or organisation that has engaged the Faculty of Education to fulfil our obligations in delivering our services.

Personal information may be linked with other datasets and then de-identified to be included in research databases developed by the Faculty. Only de-identified information will be accessible in any research databases developed.

If you choose not to provide the information requested, you may not be able to access the platform.

Further privacy information

Refer to the University's [General Privacy Statement](#) or [other privacy statements](#) for general information about how we process and protect personal information, including:

- our lawful basis for processing personal information;
- collection, use and disclosure of personal information;
- accuracy, security, and storage of personal information;
- retention and disposal of personal information;
- your individual rights; and

- applicable privacy laws.

Your rights

You may request access to, or correction of, your personal information we hold, or exercise your individual rights as applicable under relevant privacy laws, unless this would have an unreasonable impact on the privacy of others or would contravene the University's other legislative obligations.

Please contact melbassess-info@unimelb.edu.au if you would like a copy of your personal information or the personal information of your students held in Ruby.

If the lawful collection of your personal information is based on your consent, you have the right to withdraw your consent at any time. However, this will not affect the lawfulness of our processing of your information prior to you withdrawing your consent.

Contact

For further information you can contact us at melbassess-info@unimelb.edu.au.

For further information about how the University manages personal information, and for details of how to make an enquiry, lodge a complaint, or to contact the University's Privacy and Data Protection Officer, please refer to our [Privacy webpage](#), view the [University's Privacy Policy](#) or contact privacy-officer@unimelb.edu.au.