

License Agreement:

TO BE FAXED to 8412 9330 or EMAILED to info@awardsvic.org.au

Having studied the requirements and conditions of Awards Victoria, I am satisfied my organisation can maintain the necessary administrative framework to enable an Award to function and to ensure its continuity, we hereby apply to become a Licensed Operator.

SCHOOL NAME _____

ORGANISATION NAME _____

Mailing Address: _____

Street Address _____ Post Code _____

Principal's / Manager's Name: _____ Signature: _____

_____ Date: _____

Principal's / Manager's Email _____

Co-ordinator's Name: _____ Title / Position: _____

Co-ordinator's Email: _____

Phone: Office _____ Mobile _____

Signature: _____ Date: _____

Award/s that we are undertaking are (please tick):

The Duke of Edinburgh's Award

Is your Certificate of Insurance for Public Liability attached Y / N? (please circle)

The Compass Award

The Bridge Award

The Challenge Award

Awards Victoria Ltd
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Collingwood VIC 3066

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Licensed Operator Information Pack

for Awards Partnership



**Leaders in
youth development**

AWARDS VICTORIA

Awards Victoria welcomes the opportunity to develop a meaningful partnership between our organisations in the belief that through this, young people will be supported and given opportunities to develop a wide range of skills and abilities.

We are encouraged by the willingness to link an Award program to participants as part of a total package of exciting youth development programs.

We look forward to a vibrant partnership that will enable young people to grow and develop.

This partnership recognises that youth development –

- Is about providing all young people with positive opportunities which enhance their strengths and capacity and which affirm them as contributors to their communities and ‘shapers’ of their own future.

- Concentrates on building the personal strengths that create positive attributes in young people, rather than focussing on deficits which need to be prevented or remedied to enable successful transition to adulthood.

- Goes beyond giving young people a sound educational grounding.

It is with these understandings that we agree to support young people to achieve their best through this partnership.

The Duke of Edinburgh’s Award is a valued internationally recognised program across 130 countries.

The following underpins all our Awards...

The Award concept is one of challenge. It presents to young people a balanced, con-competitive program of voluntary activities which encourage personal discovery and growth, self reliance, perseverance, responsibility to themselves and service to their community.

The Licensed Operator agrees to -

- Nominate an appropriate adult to co-ordinate The Award
- Provide appropriate support mechanisms and resources to The Award
- Co-ordinator from internal and external sources
- Ensure all fees and charges are paid by the due date
- Be aware of and follow relevant organisational, state and activity based policies relating to child protection (Police and Working With Children Checks), risk management and outdoor adventure guidelines.
- Promote The Award throughout the school and local communities
- Nominate one or more Youth Award Leaders to assist the Co-ordinator
- Encourage and support ALL levels of the Award/s offered

The Award Co-ordinator will -

- Read all relevant Award information and be familiar with The Award’s philosophy, requirements and standards
- Have a demonstrated ability to effectively and positively work with young people
- Undertake Basic Award Training
- Identify the most appropriate support structure for participants within the organisation. (This may be your Student Representative Council, existing youth and sporting groups, an existing Outdoor Education Program, an out of school hours activity group, part of an elective program, or an entirely new structure)
- Inform potential participants about The Award using the available information
- Harness the enthusiasm of young people. The more responsibility undertaken by the young person themselves, the more they will gain from their involvement in the program
- Gain signed consent from parent / guardian for all participants under the age of 18
- Ensure the safety and well-being of all participants
- Follow the participant registration process as required by the State Award Office
- Ensure all requirements have been met and that each section is correctly dated and signed prior to submitting completed Record Books for approval to the State Award Office.
- Attend additional professional development workshops, forums and conferences
- Accept the State Award Office’s offer of a guest speaker and organise a suitable occasion or activity to inform students, staff and parents about The Award
- Keep suitable records of participants and helpers
- Arrange appropriate presentation ceremonies (Gold DofE presentations are arranged by the State Award Office)
- Participate in regular Regional Networking opportunities
- Liaise and co-ordinate activities with other Operators of The Award
- Certificate IV in Assessment and Workplace Training.
- Organise and arrange an Award display

ADVENTUROUS JOURNEY LEADERS - (for those to be involved as leaders and/or trainers)

- Be over the age of 18
- Meet standards as set by your school / organisation as well as those documented on the DEECD website and Adventure Activity Standards for Victoria
- Have Wilderness or Remote First Aid
- Have current certification or experience in identified Award Adventurous Journey Preliminary Training Topics
- Have current certification or experience in the means of travel to be used for The Award’s Adventurous Journey Section as documented in the Adventure Activity Standards for Victoria eg: bushwalking, canoeing
- Attend additional Adventurous Journey training as required.

The License to operate an Award:

- The whole school or organisation is licensed
- Insurance for coordinators & volunteers
- Renowned and proven international (DofE -130+ countries) youth development program
- Added value – marketing / youth development
- Added value to young people’s CV

Core Program Materials and Services with each Registration:

- Email/phone support
- Operator certificate
- Co-ordinator badge and Youth Award Leader badges
- Award CD (including Award video)
- Web based material
- Other support material (brochures/posters)
- Induction Training
- Discount for Annual Conference
- Visitations from Award staff
- Record Book Processing
- Newsletters – PRESS (periodic hard copy), E-News (Email)

Access to Additional Materials and Services (Fee For Service):

- Expedition Training
- T-Shirt and other merchandise
- Additional Award training
- PRESS – additional hardcopy subscription

Licensed Operator fees

To enable a variety of institutions to be registered the following table outlines the annual base fee. *Discounts may apply to those eligible.

School

D of E - single campus	\$460
D of E - multi campus	\$460 per campus
D of E - Annex	\$200
Compass Award	\$300
Bridge/Challenge Award	\$300
Duke of Ed and Compass	\$650
Duke of Ed and Bridge	\$510
Compass and Bridge	\$350
All programs	\$675
TAFE College or University	\$Negotiated Fee
Tertiary Faculty	\$Negotiated Fee

Community Organisations

Peak Body - Active	\$Negotiated Fee
Peak Body - Inactive	\$170
Community Groups - Small	
- The Duke of Edinburgh’s Award	\$100
- The Compass Award	\$75
- Bridge/Challenge Award	\$75
Community Groups – Large	\$Negotiated Fee

Participants

Registration fee is for each level and includes insurance

Duke of Ed Award	\$100 per level
Bridge Award	\$75 for two levels
Challenge Award	\$125 for three levels
Compass Award	\$60 levels 1&2 \$60 levels 3&4

OUR COMMITMENT TO QUALITY

Insurance

Awards Victoria Ltd has the following Insurance covers:

	Public Liability	Personal Accident
The Duke of Edinburgh’s Award	Yes	Yes
The Compass Award	Yes	Yes
The Bridge Award	Yes	Yes
The Challenge Award	Yes	Yes

Geographical and activity limitations to these policies exist.

ALL Coordinators, Volunteers, Assessors and Participants are covered by these policies whilst undertaking Award activities.

The Duke of Edinburgh’s Award DOES NOT cover the whole Licensed Operator for public liability insurance. To this end, it is required that we receive a certificate of Public Liability insurance for The Duke of Edinburgh’s Award Licensed Operators.

Awards Victoria Ltd is an independently registered non-profit organisation.

It operates from funds gained through:

· participant fees	(57%)
· government grants	(12%)*
· operator license fees	(14%)
· projects	(13%)*
· Other	(4%)

* The grants received from service agreements with government departments have not increased for several years. Clear instructions in these agreements require The Duke of Edinburgh’s Award to generate increased revenue directly from those involved in the delivery and participation of The Award. The Award continues to approach trusts and the corporate sector for additional funding, but this type of funding is project specific, short term and not recurrent.

Annual Fee

The fee applies to those organisations licensed to operate the program and is required to be paid annually. This enables all students meeting The Award’s age requirements to become participants. Schools participating in the ADVANCE Youth Development Program and are able to use some of their grant to cover the fees as outlined in the program’s agreement.

GST

The fee includes GST.

Invoice:

All new and existing Licensed Operators will be issued with a Tax Invoice annually.

EFT:

For increased efficiency of fee processing, contact the Award Office to make arrangements for electronic transfer of funds and remittance advices.

Participant Fees:

The Licensed Operator fee applies to the institution only and does not include student participation. Students wishing to undertake an Award attract a separate Participant Fee.

Fee Reviews:

Awards Victoria reserves the right to review fees annually. (It is noted that since 2004 there have been two small fee increases.

