

Activity Providers Directory Application Guidelines (for Commercial and NFP Organisations)

PART I: OVERVIEW

Organisations that deliver activities and services to young people, which may be suitable for The Duke of Edinburgh's International Award, are regarded as "Activity Providers"

The Directory is a non-exhaustive list of Activity Providers designed as a resource to support Award Participants and Award Leaders identify some organisations that deliver different services to young people, where a young person might use these services for their Award.

Organisations are not required to be on the Directory to deliver activities and services to young people that might be used for their Award.

The Directory simply contributes to the 'search' by Award Participants and Award Leaders for different suitable activities.

What does it mean when an organisation is on the Directory?

Being included on the Directory means the Activity Provider has met all the base conditions to be listed on the Directory, determined by a check and annual review undertaken by the National Office. It does not involve the continuous monitoring of the Activity Provider.

The initial check and annual review is part of a due diligence process. The primary function of the check and annual review is to ensure the Activity Provider is familiar with The Duke of Ed (also known as the Award) and readily understands its program requirements and conditions, as it relates to the services the organisation provides.

When listed on the Directory, it means the National Office has checked that:

1. The Activity Provider is a legal entity;
2. The Activity Provider has a working knowledge of the Award and its requirements – this involves reference checks with Award Centres who have used the Activity Provider's services for a young person's Award, as well as requiring the Activity Provider to complete Award Leader Level 1 Training;
3. The Activity Provider has been providing services for Award Participants for several years;
4. The Activity Provider complies with Working with Children/Keeping Children Safe legislative requirements;
5. The Activity Provider signs the Award's Volunteer Code of Conduct (VCOG), either as individuals or on behalf of the organisation in whole; and
6. The Activity Provider has insurance, generally public liability insurance

This check does not include verifying the financial stability or adequacy of insurance coverage of the Activity Provider.

Inclusion on the Directory is not an accreditation or endorsement. This means the Award Centre is still responsible for assessing the suitability of the Activity and the Activity Provider for its Award Participants.

The role of the Award Centre in relation to the Directory

The primary function of the Directory is to assist Award Centres, Award Participants and their parents/guardians source Activity Providers that have a clear understanding of the Award.

The Award Centre is an entity licensed to deliver the Award to young people and is run by an Award Leader/Award Coordinator. The Award Centre is responsible for authorising all activities that its Award Participants use for an Award. The Award Centre also authorises the Assessor for each Section of the Award. This Assessor may be from the Activity Provider, but this is not a requirement.

This means the Award Leader must still undertake the checks and due diligence required by The Duke of Award and the Award Centre prior to authorising an activity for a Participant as part of their Award.

The Award Leader has the final say on the suitability and relevancy of an activity and an Activity Provider for their Award Participants for the purposes of the Award. Inclusion on the Directory does not override the determination of an Award Leader.

An important note: Participants or their parent/guardian must first have the authorisation of the Award Centre/Award Leader before booking an activity with an Activity Provider. This is regardless of whether or not the organisation is included on this Directory.

When booking an activity, such as an expedition, the Award Centre, and in turn the Participant, and/or their parent/guardian is responsible for evaluating the health and safety, and suitability of the activity being provided, as it is a private contract with the Activity Provider.

Can I provide more than one activity?

Yes. Activity Providers may provide one or more activities that meet the requirements of one or several Sections e.g. a horse riding club can provide activities for the Adventurous Journey and/or the Physical Recreation Section and or the Skills Section and/or the Voluntary Service Section.

An Activity Provider does not need to be on the Directory to deliver activities suitable for the Award or to be engaged by an Award Centre.

Does the Award have specific requirements for each Activity?

No. The Award is not a subject matter expert in any activity including any of the forms of Adventurous Journeys. It relies on and references the expertise of specialist peak bodies e.g. Outdoor Council of Australia, Australian Cycling Federation, Fitness Australia.

Award Leaders and Award staff acquire expertise in interpreting and managing the Award. They are not required to have expertise in specific activities undertaken for the five Sections of the Award. This is the role of the Award Assessors. An Activity Provider will typically undertake this role, by being appointed an Assessor by the Award Centre.

What are the benefits of being on the Directory of Activity Provider?

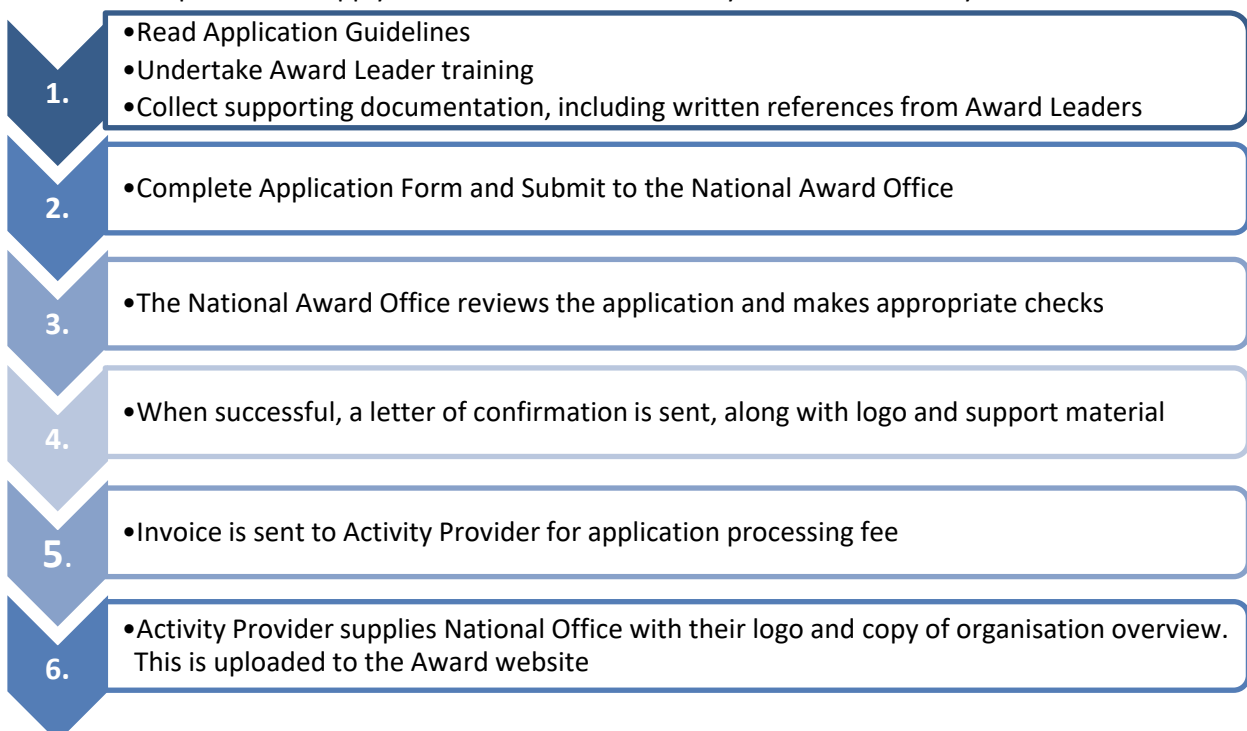
- **Award logo:** the Award logo provides a quality brand identifier for your Award compatible activities. You can use the logo on your internal and external promotional materials, joining the Award community with over 100,000 Participants, Award Leaders and volunteers.
- **Award Centre Recognition:** Your activities will be readily discoverable to Award Centres (schools, clubs etc.) through the National Website as being appropriate to fulfil Award requirements.
- **Website:** You will be listed on the Award website and have a link to your own website to recognise your organisation.
- **Support:** We will support you regarding copy for your promotional materials and website copy.
- **Contact:** Direct contact and support from the National Award Office as well as your Local Award Office (Award Operating Authority/Division).
- **Training:** Training courses are available so your staff/volunteers can be trained as Award Leaders (min. 1 required, pending the scale of the organisation). A separate fee may apply to Face-2-Face training; Online training is available without cost.

Where can I find out more information about the Award?

Head to the Award website: dukeofed.com.au to read about the Award, its history, framework and impact. The Award is a leading youth development program, empowering all young Australians aged 14-24 years old to explore their full potential, and find their purpose, passionate and place in the world – regardless of their location or circumstance. The Award is a fully inclusive program and has no social, political, or religious affiliations.

How does my organisation get listed on the Activity Providers Directory?

Follow the steps below to apply to be listed on the of Activity Providers Directory:



How do I complete Award Leader Training?

To be included on the Directory, at least 1 person from your organisation needs to complete Award Leader Training to at least a Level 1 accreditation. Evidence of training is required when submitting the application to be on the Directory.

Face-to-face trainings are delivered by Division Offices in most states/territories. The following link provides information on how to book a F2F training: <https://dukeofed.com.au/resources/award-leader-resources/award-leader-training/>

Online courses are also available, free of charge through Award Community. Please see the Appendix for instructions on how to access the trainings online. You will need to register through the following link: <https://www.awardcommunity.org/ac/>

Where do I find the Award's logo and brand guidelines?

The Award website has everything you need to familiarise with our logo and brand guidelines, here: <https://dukeofed.com.au/resources/logo-and-brand-guidelines/>

What fees are applicable?

- Application Fee: \$280, or \$150 (GST inc) for a charity/NFP
- Annual Admin. Fee: \$150, or \$70 (GST inc) for a charity/NFP
- Training Fee: Varies across each Award Operating Authority (Division). Free training available online.

Fee reduction or exemption may apply subject to other partnership or sponsorship arrangements in place.

PART II: APPLICATION FORM

Please use the digital form to complete this application. Available here:

<https://dukeofed.com.au/resources/registered-activity-providers/>

The questions below are what is included in the digital form for reference/preparation. **Note, All questions are mandatory and must be filled prior to form submission.**

1.	Organisation name:		
2.	Physical Address:		
3.	Postal Address:		
4.	Website:		
5.	Telephone:		
6.	Principal Contact Person:	Name:	Tel:
	Email of Contact Person:		
7.	Owner or Chair of Board:	Name:	Tel:
	Email of Owner or Chair of Board:		
8.	Type of Organisation:	ABN:	
	Legal Entity Type:		State of Registration:
9.	Year established: (min. 2 years is sought)		
10.	Is the Organisation solvent?		
11.	Activity(s) provided:		
12.	Award Section(s) your Activity aligns with: <i>Please indicate</i>	1. Physical Recreation 2. Voluntary Service 3. Skill 4. Adventurous Journey 5. Gold Residential Project	
13.	Location of Activity:		
14.	Access Restrictions:		
15.	Age Restrictions:		
16.	Typical Cost/Fee: (estimated range)		
17.	Any Duke of Ed Discount on Fee?		
18.	Access to public transport?		

19.	Award Leader Training. <i>Please attach certificate or other transcript as proof of training completion</i> Award Leader Level 1 Training is required to be included on the Directory. <i>At least one</i> person in your organisation must be trained to this minimum standard, though it is preferable more than one person is trained. F2F Training is offered through the Division Offices in each State/Territory, and available online for free.			
	Name:	Level Trained:	Where:	Date Completed:
20.	Staff/Volunteer Experience	Subject/technical qualification:		
	Name:			
	Name:			
	Name:			
21.	Do all staff/volunteers working with young people under 18 have Working With Children Checks? <u>Please provide details for two</u>			
	First Name: Last Name:	Date of Birth:	WWCC Number:	
	First Name: Last Name:	Date of Birth:	WWCC Number:	
22.	Will all staff working with Award Participants be over 18 years of age?			
23.	What is your history of working with Duke of Ed Award Centres:			
24.	Award Centre Referees: (Min. 2 is required) In order to verify your experience with the Award and working with Award Centres, <u>please supply TWO written references</u> . Please see Appendix for supporting prompts.			
	<u>Award Centre Referee 1 Name:</u>		Phone:	
	Email:			
	<u>Award Centre Referee 2 Name:</u>		Phone:	
	Email:			
25.	What Insurances policies are currently held by the organisation: (Min. generally expected Public liability & Accident)	<i>Please provide certificates of currency</i>		
26.	Do you have any record of adverse media, fines, non-compliant activity:			

DIRECTORY CONDITIONS

1. We recognise the National Office may at any time and at its sole discretion remove an Activity Provider from the Directory due to non-compliance with Award requirements, unsafe practices, matters of unethical activity, reputational damage and/or complaints made and upheld.
2. We agree to pay the application fee and annual fee for inclusion on the Activity Providers Directory.
3. We acknowledge the use of the Award logo on any and all documentation is subject to prior approval by the National Office. With approval, Activity Providers may use the Award logo with the words "Proudly Supporting", as per the Award's branding guidelines.
4. As an Activity Provider and, where relevant, as Assessors, we will ensure the Award Participant is supported to complete the relevant Section of the Award in accordance with the Award requirements as outlined in the Award Handbook, and recorded in the Online Record Book.
5. We will abide by The Duke of Edinburgh's International Award – Australia Volunteer Code of Conduct (VCOC) as published in The Award Handbook and available on the Award National Website. We recognise a signed copy by us is required by the National Office.

We confirm the information provided above is accurate. Should there be any changes, we will immediately inform in writing The Duke of Edinburgh's International Award – Australia.

..... Signed Signed
..... Name Name
..... Role/Title Role/Title
..... Date Date

FINAL APPLICATION CHECKLIST:

<input type="checkbox"/>	I have read all information in this package.
<input type="checkbox"/>	I have answered all questions in Application Form.
<input type="checkbox"/>	I have undertaken Award Leader Training, or someone in my organisation has undergone Award Leader Training and I have attached a copy of the Award Training Certificate as evidence.
<input type="checkbox"/>	I have provided a minimum of two Award Centre written references.
<input type="checkbox"/>	I have attached a copy/copies of insurance certificate of currency.
<input type="checkbox"/>	I have read, understood, and signed the Volunteer Code of Conduct, and its provided.

SUBMISSION OF APPLICATION

Please complete the application form and attach all required supporting documentation.

If completing the application form online, please submit everything digitally.

If completing the application form in this package, please send to:

activityproviders@dukeofed.com.au *OR*

Activity Providers Directory Officer
The Duke of Edinburgh's International Award – Australia
Suite 4, Level 3, 189 Kent Street
Sydney NSW 2000

APPENDIX

1. Support Prompts for Award Centres Written Reference

Please request a letter from the Award Centre, with strong preference that it uses official letterhead.


Please ensure the referee provides a contact detail, preferably email address should follow up questions be required.

The following questions should be answered in the written reference:

- a. How has the Award Centre used your organisation for the Award?
- b. Over what period of time and how frequently was this use?
- c. What are the features of the service of the organisation that you value?
- d. Whether your organisation was also an Assessor?
- e. Whether they would endorse your organisation as an Activity Provider to other Award Centres?

2. Online Training How To Access


- a. Go to <http://www.awardcommunity.org/>
- b. Select 'Register' at top right hand side of webpage
- c. Complete the registration form using the information below to complete the last 4 questions. You will choose your own username and password in this step of the registration process.
- d. Submit form to register.
- e. The National Office will approve your registration, and you'll receive an email confirming this approval. Please use the username and password you provided at the point of registration to sign on to Award Community.


Type of organisation* 

NAO


IAC

External Activity Provider

If 'IAC' - Enter IAC organisation name 


Country* 

Australia


Select your Operating Authority (where applicable) 

(Australia, Canada, UK and USA only)

National Award Authority

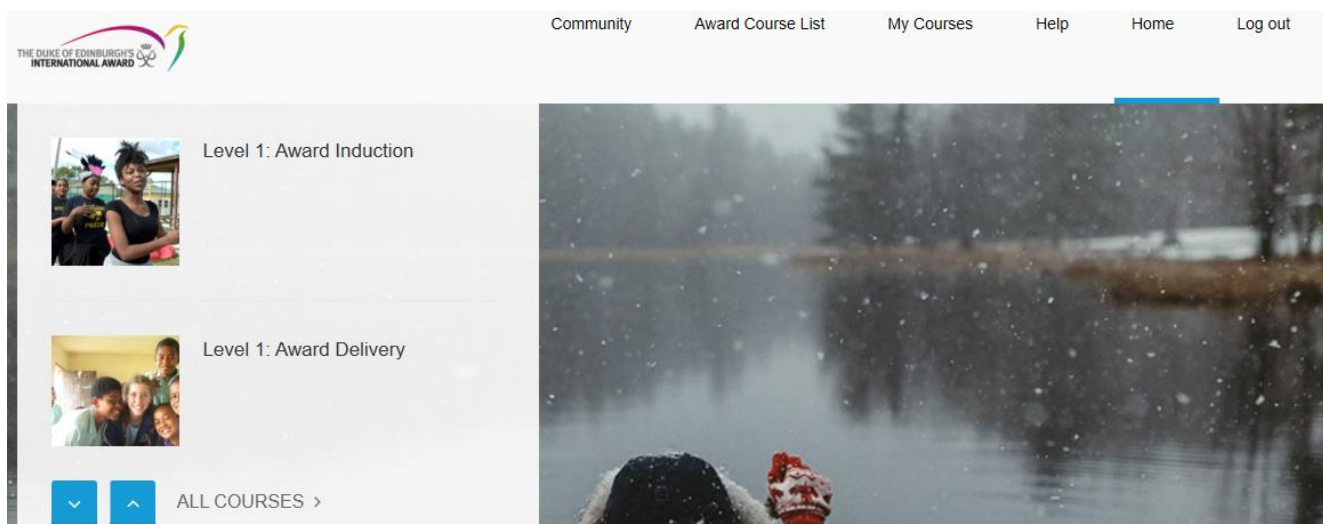
Award Role* 

External Activity Provider

Award Position (for Award staff) 

Award Leader Training Level 1 is divided over two courses, Level 1: Award Induction, and Level 1: Award Delivery. The completion of both courses is required to be certified as Level 1 trained.

- f. Once logged in to Award Community, select 'Level 1: Award Induction' from the home page. Complete all the modules to finish the course. When finished, click 'print your certificate' and save as a PDF.



The screenshot shows the Award Community website interface. At the top, there is a navigation bar with links for 'Community', 'Award Course List', 'My Courses', 'Help', 'Home', and 'Log out'. The main content area features two course cards: 'Level 1: Award Induction' and 'Level 1: Award Delivery', each with a small image and a blue button. Below these cards is a section labeled 'ALL COURSES >' with up and down arrow buttons. On the right side of the page, there is a large, blurred image of a snowy landscape with a body of water and trees.

- g. Once 'Level 1: Award Induction' is completed, select 'Level 1: Award Delivery' from the Award Course List. Complete all the modules to finish the course. When finished, click 'print your certificate' and save as a PDF.

Note: Allow approximately half a day to complete the modules and assessment.

- h. Attach certificates to application form for the Directory of Activity Providers. If using the digital form, upload certificates prior to form submission.

Award Course List

Welcome,

If you are an [Award Leader](#), for guidance on which courses to complete please [click here](#)

Categories



Level 1: Award Induction

⌚ Approx. 3 hours

This course is designed to give you an induction to the Award, its principles and frameworks.

[LEARN MORE >](#)



Level 1: Award Delivery

⌚ 1.5 hr

This course provides an overview of some of the skills, awareness and theories required to effectively deliver the Award.

[LEARN MORE >](#)



Community Award Course List My Courses Help Home Log out

Level 1: Award Delivery



COURSE STATUS: COMPLETED ★

[PRINT YOUR CERTIFICATE](#)

SEARCH

COURSE PROGRESS

100%

1 OUT OF 1 STEPS COMPLETED

COURSE CONTENT

📍 Award Delivery Training

3. Volunteer Code of Conduct

The Volunteer Code of Conduct (VCOC) is available on the Award Website here: <https://dukeofed.com.au/resource/volunteer-code-of-conduct>

Please see the following page.

ATTACH/COMBINE PDF WITH VCOC