

# **Evaluation and Reporting Requirements for National Award Operators (NAOs)**

---

**The Duke of Edinburgh's International Award Foundation**

September 2019  
Version 1.0



## Version control

Version	Date	Author	Notes
1.0	January 2019	Operations	To be reviewed further with Research team

## Relevant policies

1. Quality Assurance Toolkit
2. Trustee Toolkit

# Contents

- Evaluation and Reporting Requirements for National Award Operators..... 4
- Licence Reviews..... 4
- Annual Statistics ..... 4
  - Research Deliverables .....4
  - Outcomes Research .....4
  - Satisfaction Surveys .....5

## 1. Evaluation and Reporting Requirements for National Award Operators

The Evaluation and Reporting Requirements Policy sets out the National Award Operators (NAOs) reporting requirements including the licence review process, annual statistics and research deliverables, as well as how the International Award Foundation (IAF) uses this data. This policy is currently in development and therefore below we have provided some information regarding these requirements which should allow you to meet or continue to meet the standards of your NAO licence agreement.

## 2. Licence Reviews

- 2.1. In order to monitor compliance with the licence the Foundation performs a standard check within 6 months of the end date of the NAO licence. The purpose of this check is to review licences of all NAOs and ensure that the appropriate standards are being met.
- 2.2. This check involves the submission of a portfolio of information and where necessary a visit by reviewers, emails and Skype calls. After this first check, every NAO will go through a licence review every three years to ensure continued compliance with the standards.
- 2.3. In order to complete the licence review successfully, a NAO has to meet, at the time of the standards of the licence. The Foundation will evaluate compliance based on the evidence that is submitted against each standard.

## 3. Annual Statistics

- 3.1. The Annual Statistical Return is a method for monitoring the growth of the Award and help identify trends over time. It contains vital statistics about Award participation at a NAO that, once confirmed, will allow us to quantify the reach and impact of the Award globally.
- 3.2. As part of the Annual Statistical Return a NAO will be required to conduct a data collection and review process. The Foundation will then send a form to each NAO requesting they review the information and answer additional questions. Some of the NAO information is on the ORB and pre-populated however the NAO still needs to complete the offline stats if any. The completed form will then need to be submitted to the Foundation by a defined deadline each year.

## 4. Research Deliverables

- 4.1. The Foundation develops research initiatives with an aim to provide robust and plausible evidence of the Award's impact. Such evidence is becoming more relevant and important when finding and keeping donors, partners and delivery channels, increasing visibility and maintaining reputation. The NAOs participation in these initiatives is necessary to pull together global data on impact.
- 4.2. The key research initiatives in which the NAOs are required to participate are explained as below. Please note, the Foundation's Research Team provides more detailed information about each initiative and its processes

## 5. Outcomes Research

- 5.1. This research initiative aims to measure the short-term outcomes of the Award as explained in the Foundation's Outcomes Framework. The research design consists of a pre survey, which

participants take in the beginning of their Award level and a post survey which they take after they complete their Award level. A control group, which is comprised of young people not taking part in the Award, also takes the surveys at the same timelines as the Award participants. This allows us to establish whether any improvements over time seen in Award participants are not just due to young people's developmental changes but are the result of their involvement in the Award. Young people complete the survey online.

- 5.2. All data is collected through the Foundation's online platform, Qualtrics and analysed independently by an academic or research institution. NAOs can start to participate in this initiative anytime.

## **6. Satisfaction Surveys**

- 6.1. The Foundation runs satisfaction surveys for Award participants and all adults involved in the delivery of the Award. These surveys enable us to gain an understanding of how participants and adults supporting the delivery view the Award and how they experience it. Such information is useful for identifying support needs of participants and adults, helps the Award operators to maintain the high quality of the Award, and informs us all as we make plans for the continuing growth of the Award worldwide. The surveys are taken online. All data is collected and analysed using the Foundation's online platform, Qualtrics. NAOs can start to participate in this initiative anytime.
- 6.2. The Foundation may also contact the NAOs with information about other research activity and invite them to take part.