


Independent Award Centres

# DELIVERING THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD



# THE AWARD



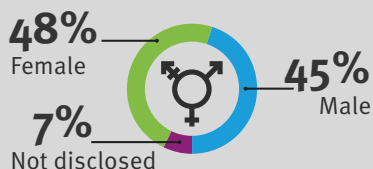
**The Duke of Edinburgh's International Award is a global non-formal education framework which operates in more than 130 countries and territories, helping to inspire young people to dream big, celebrate their achievements and make a difference in their world.**

Through developing transferable skills, increasing their fitness levels, cultivating a sense of adventure, and volunteering in their community, the Award helps young people to find their purpose, passion and place in the world.

There are 1.3 million young people currently completing their own unique programme, via hundreds of thousands of youth-focused partners and operators, including schools, youth organisations, examination boards and youth offender institutions.

This guide sets out how your organisation can become licensed to deliver the Award as an Independent Award Centre.

# THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD IN A YEAR\*



**1,800+**  
new participants daily



**≈330,000**

young people gained a Bronze, Silver or Gold Award



**180,000+**  
volunteers

**150,000+** participants are from at risk or marginalised backgrounds



\*Statistics from 2017

# WHY DELIVER THE AWARD?



**With the support of adult mentors, The Duke of Edinburgh's International Award encourages young people to unleash their passions and believe in the power of their potential.**

Participants pursue their self-identified areas of interest, developing their own unique Award programme of skill-building, physical activity, voluntary community service, and challenge through outdoor adventure.

As they work to achieve internationally recognised Awards, they build the character, skills and confidence needed to improve themselves and their communities. The Award encourages them to step outside their comfort zone and develop positive habits that they will take with them for the rest of their lives.

## THE AWARD FRAMEWORK



\*At Gold level only

**Not all learning happens in the classroom – in fact some of life’s biggest lessons happen in the least likely locations.** As the world’s leading non-formal education framework, the Award focuses on developing the wider life skills which help young people ensure they are truly ready for the world.

The value of non-formal education is increasingly recognised by global institutions and education experts alike. When paired with a quality formal education, it provides a fantastic foundation for a young person to thrive. This is why thousands of schools, colleges and universities around the world value the Award so highly and offer it as a key part of a truly holistic education.

Young people who have had the opportunity to take part in the Award commonly report an increase in their **self-confidence; resilience; leadership skills; creativity and adaptability; planning and problem-solving; communication skills; and personal and social well-being**, amongst many other benefits.

Any organisation with young people from the ages of 14 – 24 can deliver the Award. The flexibility of the framework means that it is delivered in all different cultural contexts and locations, from international schools to youth clubs supporting the hardest to reach in society; from Scout and Cadet groups, to refugee camps.

# ORGANISATIONAL BENEFITS OF DELIVERING THE AWARD



**Delivering the Award brings your organisation many benefits, not least the opportunity to help develop young people and support them on their journey as they discover what they are truly capable of.**

**By delivering the Award your organisation will:**

- ▶ Give young people the opportunity to participate in a global non-formal education framework, recognised across the world
- ▶ Complement existing co-curricular activities and receive recognition for them
- ▶ Raise the profile of your organisation and attract more support, applications or funding
- ▶ Help to develop the lives of young people and make a lasting difference in their communities
- ▶ Provide Continuing Professional Development (CPD) for your staff
- ▶ Become part of an international network of Award Operators, Leaders and like-minded individuals and organisations

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*Young people are the future of tomorrow. It is vital to explore your potential and make use of it. If you want to discover yourself – or change something for yourself, or the world – then the Award is for you! It is the starting point of success and you will be rewarded in ways you never realised existed. Go for it!”*

**Farhana**

Gold Award holder, Bangladesh



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*The Award has given me so many opportunities; I volunteer as an Award Leader to allow someone else have the same opportunities that I had. I enjoy volunteering and seeing participants challenge themselves, dream big and reach their potential.”*

**Peadar**

Award Leader, Ireland



# SUPPORT AND SERVICES FROM THE FOUNDATION

## As a licensed IAC, you will benefit from:

- ▶ Access to a recognised international brand
- ▶ Membership of a global peer-to-peer discussion forum
- ▶ Ongoing account management support from a dedicated Operations Manager/Officer
- ▶ Use of the Online Record Book – a digital platform for paperless management of the Award at your organisation
- ▶ Access to a complete suite of online learning materials to support your staff to grow and develop
- ▶ Guidance for in-house annual Award Ceremonies for successful participants at your organisation
- ▶ A portfolio of Award management tools and resources
- ▶ Opportunities for participants to attend Foundation Gold Award Ceremonies
- ▶ Face-to-face training sessions and global gatherings



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*Being an Award Leader means a chance for me to help young people push themselves beyond their comfort zone. Being a part of such a phenomenal organisation can aid in building a stronger mind; increasing self-confidence; improving team work and time management skills; building a wider social and networking circle; and ultimately help create young people with increased employability”*

**Jamar**

Adventurous Journey Assessor, Barbados



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*The Award was my gateway to freedom and confidence. At 15 years old, I had never been away from home on my own and I had never really travelled or explored the world, so when my senior school offered the chance to sign up, I decided I liked the idea of challenge and opportunity. My Award encouraged me to recognise my true potential. It pushed me to reach beyond my own capabilities. It let me seek new adventures, explore unbeaten paths and taught me to dare to dream.”*

**Hannah Cockcroft MBE**

Award holder

Great Britain Paralympic Gold Medallist

# HOW TO BECOME LICENSED TO DELIVER THE AWARD

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The Duke of Edinburgh's International Award Foundation uses a social franchising model to delegate, under licence, the rights and responsibilities of delivering the Award, to national and local organisations across the world.



## The Foundation primarily licenses two main types of franchisees:

► **National Award Operators (NAOs)** are licensed to operate the Award, usually exclusively, within a national territory. They must have capacity and intent to reach all eligible young people in the territory. The NAO assumes powers to sub-licence other youth organisations to deliver the Award; and to authorise the Awards of participants at all levels. A National Award Operator can often be a Government Ministry or a charity / social enterprise – depending on the country or territory – and is run by a chair, board of trustees or council, and Chief Executive Officer. A full list

of countries and territories where the Award operates can be found at [www.intaward.org/near-you](http://www.intaward.org/near-you).

► **Independent Award Centres (IACs)** are smaller organisations, directly licensed by the Foundation to deliver the Award exclusively for their students/members at a single location, in circumstances where no suitable National Award Operator exists. IACs deliver the Award and report on their delivery solely in English, and receive dedicated operational support and training from the Foundation. ►

## STEPS TO BECOME LICENSED AS AN INDEPENDENT AWARD CENTRE

### STEP 1 DETERMINE THE LEVEL OF INTEREST

It is essential to determine if there is sufficient interest among your young people, and their parents/guardians, to really make the Award successful at your organisation. You may wish to gauge the level of interest by holding an information evening about the Award, or simply by sending out an email to young people and parents providing information so they can begin to understand what the Award is about. The Foundation can provide suitable materials to support this.

### STEP 2 ENLIST THE SUPPORT OF SENIOR MANAGEMENT

Delivering the Award is a significant undertaking, so it is vital that your senior management is willing to support delivery of the Award and remain committed to its ongoing success. **Your organisation must be prepared to back the Award with three key resources:**

#### ► PERSONNEL

An Award Team of adults with sufficient time and resources to administer the Award and other volunteers to support its delivery.

#### ► FINANCE

Includes the costs of licensing; training for adults; materials (including Adventurous Journey equipment); and ongoing administrative costs.

#### ► FLEXIBILITY

All sections of the Award – and the Adventurous Journey in particular – require careful planning and sustained effort on the part of participants, Award Leaders, senior management and staff. Support and understanding of Award activities and young people's time commitment is essential for facilitating success.

## STEP 3 IDENTIFY AND RECRUIT YOUR AWARD TEAM

Identify key people who are willing to commit their time to the Award. The Award is comprised of extra-curricular activities taking place outside of class time (if in a school), and so for most adult Award Team members, these are voluntary roles. **Award Team roles include:**

### ► LICENCE HOLDER

The person who has agreed the decision that the Award should be offered by the organisation, has signed the licence and holds the responsibility for ensuring adherence to the terms of the licence.

### ► AWARD COORDINATOR

Takes overall operational responsibility for the delivery of the Award with participants.

### ► AWARD LEADERS

Actively work with participants, mentoring them to choose their activities, monitoring their progress, and coordinating aspects of their Award programmes.

### ► ADVENTUROUS JOURNEY SUPERVISORS

Organise and carry out the Adventurous Journey section with participants and take legal responsibility for the groups while out on their journeys or expeditions.

### ► ADVENTUROUS JOURNEY ASSESSORS

Certify that the participants have successfully completed this section of the Award.

### ► OTHER VOLUNTEERS AND HELPERS

Additional helpers who support the delivery of the Award across all the sections.

## STEP 4 APPLY FOR AN INDEPENDENT AWARD CENTRE LICENCE AND COMPILE EVIDENCE

- 1 Request an Independent Award Centre licence application pack, which contains all the necessary documents and information.
- 2 Complete and return the IAC licence application form.

**In order to become licenced, you will be asked to provide evidence of the following:**

- ▶ That your organisation is an established and reputable legal entity (i.e. company number, charity status certificate, school registration number, etc.).
- ▶ How the Award is a logical fit within the scope of the work of the organisation.
- ▶ An existing membership of students/young people within the 14 – 24 age group.
- ▶ That members have regular contact with the organisation, typically spanning a minimum of 6 months, such that the organisation could be considered to play a pastoral/mentoring role for the young members.
- ▶ The administrative capacity to manage the delivery of the Award at your organisation.
- ▶ Child Safeguarding Policies and procedures in place in line with national legislation.
- ▶ Health and Safety risk management in line with national legislation.

## STEP 5

### LICENCE AGREEMENT, SIGNATURE AND ANNUAL LICENCE FEE PAYMENT

Assuming all the above steps have been followed and your organisation meets the requirements to become licenced, the Foundation will prepare and confirm your IAC licence agreement.

You must arrange for a senior manager within your organisation to sign the agreement and the first (pro-rated) Annual Licence Fee to be paid before you are authorised to deliver the Award.

## STEP 6

### DELIVERING THE AWARD – INITIAL SET-UP AND TRAINING

The Foundation is committed to providing high quality support and training for adults in the Award.

Once licensed, your Award Team will be fully supported by a dedicated Operations Manager/Officer. They will guide you and your team to become fully trained; to launch the Award and recruit participants; and to successfully deliver the Award with the young people who wish to participate.

Our multi-level training framework includes both mandatory and supplementary training opportunities, designed to equip Award Teams with specific knowledge and skill to deliver the Award. Combining online and face-to-face sessions, the programme incorporates a blend of experiential learning, peer support, instructor led training, and a host of helpful tools and templates.



please contact  
**operations@intaward.org**  
to request an application pack



## CONTACT US

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