

## The Duke of Edinburgh's Award in Australia



### National Policy

<b>Policy Topic</b>	<b>NATIONAL LICENCED OPERATORS AUTHORITY TO OPERATE</b>
<b>Policy Number</b>	1.8
<b>Date issued</b>	
<b>Source of Authority</b>	ACC Minutes
<b>Dates</b>	November 1985, March 2005, August 2005, Sept 2006
<b>Review Date</b>	September 2006

#### **Purpose of the Policy:**

This policy recognises the opportunity for an organisation to be authorised by the National Award Authority in consultation with the appropriate State/Territory licence holders, to operate the Award Program as a National Operator. While it is the preference of the National Award Authority that organisations and individuals interested in operating the Award Program register with a Divisional Award Committee, this policy is designed to encourage and facilitate groups and organisations with a national structure and focus to operate the Award Program, complementing the programs offered more locally by the Divisions.

#### **A. Requirements for a National Operators Licence**

##### **1. National Organisation**

- a. Be a multi-state operation;
- b. Company, national government body or incorporated association;
- c. Requests for national registration must satisfy the NAA that single or multiple Divisional registrations are not a practical option.

##### **2. Initial and Planned Participant levels - scaled for national program**

- a. Minimum 200 initial participants across two or more Divisions;
- b. Minimum of 300 new participants each year across two or more Divisions

##### **3. Self-contained operation – management and administration of program**

- a. Evidence of executive level management support;

- b. Identification of team of adults to manage and administer program proportional to planned size of participation;
- c. Can readily provide required record management systems and monitoring systems.

**4. Licence audited minimum two-yearly by the NAA**

- a. Additional audits, if deemed necessary by NAA will be at operator cost.

**5. Fully Abide by Award requirements and National Policies, including:**

- a. Participant activity;
- b. Assessment;
- c. Volunteer training and support;
- d. Safety;
- e. Record Keeping.

**6. Organisation Level Insurance to meet national standards**

- a. Public Liability;
- b. Personal Accident (per participant).

**B. Communication and Arrangements with Divisions**

1. Divisions will have contact details for all National Operators for general enquiries and referral purpose.
2. Receive fees for providing training (public courses or in-houses) and any additional support services required by the National Operator.
3. Revenue stream for divisions via NAA Registration Fee. \*
4. Minimum two-year embargo on current national organisations registered with Divisions. The embargo subject to review and extension by the Board as appropriate.
5. Liaison with National Operators concerning Award presentations, especially for Gold Awards.

**Note: Indicative Pricing**

The fees to be charged in respect of those participating in the Award Program through National Registered Operators shall be based on the principle that Divisional licence holders will not be financially disadvantaged by the activities of National Registered Operators. Fees applicable to such participation shall include:

1. Application and Initial Registration Fee plus GST (Payable by the National Registered Operator);
2. Annual Registration Fee plus GST (Payable by the National Registered Operator);
3. Payment for Record Book and supplementals (per participant charge);
4. Participant Registration Fee (per level) (per participant charge). \*

\*70% of this fee is payable to the Division in which the participant resides (This ratio is based on the Board and National Office retaining minimum funds to meet administration and annual monitoring costs and is therefore subject to the actual participant registration fee charged).

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