

# LICENSED OPERATOR REGISTRATION FORM

## Community and Non profit Organisations

The Duke of Edinburgh's Award is an exciting self-development program available to young people between the ages of 14 and 25. The Award equips young people with life skills to make a difference to themselves, their communities and their world. The Award is recognised around the world as a mark of individual achievement, perseverance and community awareness.

The success of the Award depends largely on the degree of adult assistance given to participants in the form of support and guidance (Licensed Operators) and in the sharing of a variety of skills (instructors and assessors). So **THANK YOU** for applying to become a Licensed Operator.

### **BECOMING A LICENSED OPERATOR OF THE PROGRAM**

An organisation can apply to South Australia's State Award Office to become a 'Licensed Operator' of the Award in this State.

It is the Licensed Operator's responsibility to ensure that the Award is operated in accordance with the fundamental principles (as declared by the International Association 1988) and all the conditions laid down in the Award Handbook and National Award policies. The Licensed Operator remains responsible for the safety and well being of its participating young people. All activities provided to assist young people to complete their Award must be operated in accordance with requirements detailed in the Award Handbook and in relation to industry standards and any guidelines produced by the Licensed Operators Parent Body. A copy of the Award Handbook and other national policies are available from: <http://www.dukeofed.com.au/Resources.html>.

The management body of the applying organisation must appoint an individual Award Coordinator (or team that includes Assistant Award Coordinators) to run the Award. The organisation must ensure that this/these people are suitably skilled and experienced. This includes ensuring the Coordinator's have completed the Volunteer Code of Conduct (<http://www.dukeofed.com.au/Volunteer-code-of-conduct.html>) and have a current National Police Check to ensure their suitability to be involved with Award participants.

### **REGISTRATION FEE AND PROCESS**

The annual Licenced Operator registration fee of \$66.00 (inc GST) partially covers the issue of resource materials, Award Coordinator training and some of the administrative and ongoing support costs incurred in servicing Licensed Operators' requirements. It is requested that you enclose the registration fee when returning the completed renewal form.

The registration process includes completing the registration form and paying the appropriate fee. The organisations' current insurance Certificate of Currency and signed Volunteer Code of Conduct and copies of current National Police Checks for each Coordinator must also be provided.

### **AWARD COORDINATOR TRAINING**

Award Coordinator training for Coordinators is available. It is compulsory that all new Coordinators receive Award Coordinator training within the first three (3) months of registration. Cost for training is included in the registration fee. Please contact the State Award Office on 8204 8479 regarding initial training.

### **MATERIALS**

State Award Office staff are available to support Licensed Operators and will keep in regular contact through meetings, phone calls and visits. Posters and information pamphlets for participants are available from the State Award Office. Program Officers are also available to make presentations to young people, adult helpers and parents. Please contact the Office to discuss your organisation's requirements.

# TAX INVOICE

ABN 150 889 76178

## LICENSED OPERATOR REGISTRATION FORM Community and Non Profit Organisations

DATE OF APPLICATION:    /    /

NAME OF ORGANISATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMERGENCY (24 hour) CONTACT NAME and TELEPHONE NUMBER: \_\_\_\_\_

PRINCIPAL/DIRECTOR/CHAIRPERSON: \_\_\_\_\_

AWARD COORDINATOR: \_\_\_\_\_

PHONE: (W) \_\_\_\_\_ PHONE: (H) \_\_\_\_\_ EMAIL: \_\_\_\_\_

ASSISTANT AWARD COORDINATOR: \_\_\_\_\_

PHONE: (W) \_\_\_\_\_ PHONE: (H) \_\_\_\_\_ EMAIL: \_\_\_\_\_

(Please attach a separate sheet if your organisation has more than one Assistant Award Coordinator)

I, THE UNDERSIGNED, AGREE THAT PRIOR TO INVOLVEMENT WITH THE AWARD ANY AND ALL COORDINATORS OF MY ORGANISATION THAT DO NOT POSSESS A CURRENT NATIONAL POLICE CHECK WILL UNDERGO SUCH A CHECK.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_  
***Principal/Director/Chairperson***

**REGISTRATION CHECKLIST:** Please enclose the following documents and return them with the completed registration form to: The Duke of Edinburgh's Award, GPO Box 320, Adelaide SA 5001

- Registration fee of \$66.00 (inc GST), cheque payable to: "The Duke of Edinburgh's Award"  Tick if Enclosed
- Copy of your organisation's insurance Certificate of Currency  Tick if Enclosed
- Copy of completed Volunteer Code of Conduct for each Award Coordinator and Assistant Coordinator/s  Tick if Enclosed
- Copies of current National Police Check or South Australian Teachers Registration for each Award Coordinator and Assistant Award Coordinator/s  Tick if Enclosed

<b>Office Use Only</b>			
Date Received: .....	Receipt/Cheque No: .....	Amount: \$.....	Variation?: .....
Database/s Updated?: .....	New Organisation? Yes/No	If Yes date Starter Pack sent: .....	
AGD finance code: 664 99 099 69245			