

ROLE OF A LICENSED OPERATOR

ROLE

A Licenced Operator can be a school or youth organisation or a for profit or not-for-profit organisation with a focus on young people.

It is the Licenced 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 (for a copy of the Award Handbook see: <http://www.dukeofed.com.au/Handbook.html>).

The Licenced Operator must ensure that The Duke of Edinburgh's Award is accessible to all young people within the organisation that may wish to participate in the program.

The management body of a registered Licenced Operator appoints an Award Coordinator to run the Duke of Edinburgh's Award program. In large organisations, or organisations with a large number of participants, one or more Assistant Award Coordinator can also be appointed.

The Award Coordinator will act as the main coordinator and be the main point of contact between the State Award Office and the Licenced Operator.

The Licenced Operator is responsible for ensuring there is always an active Award Coordinator who has received Award Coordinator training during the organisation's period of registration.

The Licenced Operator must ensure that the Award Coordinator and any Assistant Coordinators are suitably skilled, experienced, have signed the Volunteer Code of Conduct and have a current criminal history check to ensure their suitability to be involved with the Duke of Edinburgh's Award participants.

A Licenced Operator must register with the State Award Office annually. The process includes completing the registration form and paying the appropriate fee (\$132.00 inc GST for schools and profit organisations and \$66.00 inc GST for community or not-for-profit organisations). The organisations' insurance Certificate of Currency, the signed Volunteer Code of Conduct and a certified copy of a current National Police Check for each Award Coordinator and Assistant Award Coordinator must also be provided.

ROLE OF AN AWARD COORDINATOR

Award Coordinators are adult volunteers who manage the Duke of Edinburgh's Award in their organisation. An Award Coordinator can be a teacher, leader, or another adult who volunteer on a regular basis and have a defined role within the Licensed Operator.

Award Coordinators are the frontline of the Duke of Edinburgh's Award and perform a fundamental role - that of developing the Participants who are actively involved in the Award. Without Coordinators there simply would be no Award!

Award Coordinators are appointed by a Licensed Operator and become the main contact for Participants and Assessors. Their role is to engage young people in the program and encourage, inspire and guide their Award journey.

The Award Coordinator is also generally the point of contact between the State Award Office and Licensed Operators as well as between the State Award Office and the Participants.

There is no limit as to how many Participants an Award Coordinator can engage in the Duke of Edinburgh's Award.

In large organisations or organisations with many Participants there may be other adult volunteers who assist in the running of the Duke of Edinburgh's Award - these people are usually called Assistant Award Coordinators.

Award Coordinators and Assistant Award Coordinators must agree to and sign the Duke of Edinburgh's Award 'Volunteer Code of Conduct' (see: <http://www.dukeofed.com.au/Volunteer-code-of-conduct.html>) and must have a satisfactory current National Police Check. Copies of both documents must be provided to the State Award Office when an organisation registers as a Licenced Operator or if there is a change in Award Coordinator/s.

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For further information call 1300 4 DUKES or visit www.dukeofed.com.au