# Register of Commercial and NFP Activity Providers

PART I: Overview

A Registered Activity Provider (RAP) is an organisation or company that has demonstrated that it can readily meet the program requirements and conditions of the relevant Section(s) of The Duke of Edinburgh’s International Award (the Award) and complies with all the required legislation related to providing the nominated activity(s).

Being included on the Register is not an endorsement and does not guarantee the suitability of the provider in terms of full technical competence, health and safety or its financial stability. The Award Unit organisation licensed to deliver the Award to young people, run by an Award Leader or an

Award Co-ordinator, has the final say on the appropriateness of a provider in this respect. Award Units will have their own process for checking the suitability of RAP’s programs in terms of relevance to their Award participants and any specific risk management requirements for their young people. An Award Unit however can approach an activity provider on the Register with the confidence (checked by the National Award Authority annually) that they:

* Are a proper legal entity
* Have a working knowledge of The Award and its requirements
* All staff working with Award participants have required Working With Children checks
* Are not a startup and have been providing services for the Award and wider market for several years.

Can I provide more than one activity?

Registered Activity Providers may provide one activity or more activities that meet the requirements of one or several sections e.g. a horse riding club can provide activities for the Adventurous Journey or the Physical Recreation section.

An activity provider does not need to be on the Register to be engaged by an Award Unit. The responsibility is on an Award Unit to approve all activity providers and in turn all people assessing an activity for their registered Award participants.

Does the Award have specific requirements for each Activity?

No it does not. The Award is not a subject matter expert in any activity including any of the forms of Adventurous Journeys. It relies on referring to the expertise and using the materials provided by the specialist peak bodies e.g. Outdoor Council of Australia, Australian Cycling Federation, Fitness Australia.

The register serves the primary purpose of assisting Award Units, participants and parents/guardians to source activity providers that have a clear understanding of the Award and are also compliant subject matter experts.

It is important to note that the Award’s Leaders and staff acquire expertise in interpreting and managing The Award. They are not required to have expertise in specific activities undertaken for the five (5) sections of The Award. This is the role of the Award Assessors. A RAP will typically undertake the role of being appointed an Assessor by the Award Unit.

What are the benefits of being a Registered Activity Provider?

* **Award logo:** Whether you are a large provider or a partnership, the Award’s logo provides a quality brand identifier for your Duke of Ed compatible activities with young people. You can use the logo on your internal and external promotional materials and be part of a Duke of Ed partnership with over 100,000 participants, Leaders and volunteers.
* **Award Unit Recognition:** Your activities will be readily available to Award Units (schools, clubs, associations) as being appropriate to fulfil The Award’s requirements.
* **Website:** You will be listed on The Award website and have a link to your own website to promote your organisation
* **Marketing opportunities:** You will have access to additional communication/marketing opportunities to Award participants, volunteers and Alumni. These are typically related to specific product/service offers.
* **Support:** We will support you regarding copy for your promotional materials and website copy.
* **Contact:** Direct contact and support from the National Award Team as well as your State/Territory Award Office.
* **Training:** Training courses are available so that your staff/volunteers can be trained as Award Leaders (min. one pending the scale and size of the organisation) or complete introductory training to better understand The Award’s requirements. A separate fee applies and online training will be available by January 2016.

Note: The RAP Register does not make any assurances as to the health and safety policies and procedures of the RAP or its financially stability.

How does my organisation become a Registered Activity Provider?

Follow the steps below to apply for Registered Activity Provider status.

What fees are applicable?

* Application Fee: $280 or $150 (GST inc) for a charity/NFP
* Annual Admin. Fee: $150 or $70 (GST inc) for a charity/NFP
* Training Fee: These are set by each State or Territory award Office

Fee reduction or exemption may apply subject to other partnership or sponsorship arrangements being in place.

# Register of Commercial and NFP Activity Providers

PART II: Program Delivery Policy – Governance Manual

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| --- | --- |
| Policy Name: | 4.11 Commercial & NFP Activity Providers |
| Date(s) Revised: | Sept 2014 |
| Review Cycle: | 3 yearly |
| Authority: | National Board |
| National Handbook Reference (s) | 2.2.1 Award Leaders |
| Related Policies: | Application Form |

Purpose of the Policy

To assist Award Units identify reliable sources for activity providers and assessors for their participants. These recognised providers will set a standard of disclosure and information necessary for Award Units and their Award Leaders to readily assess the suitability of the activity provider and their staff/volunteers as assessors.

Policy

1. A register of “recognised” activity providers will be maintained by the NAA and made available to Award Units via the website
2. The register will highlight that these are recognised providers and as per the Award Unit’s licence, the final decision to accept an activity provider or assessor fully rests with the Award Unit, typically via the Award Leader.
3. Activity providers seeking to be included in the Register must provide all information request on the application form (see p^ of this
4. The NAA Board may at any time remove an activity provider from the register due to non-compliance with Award requirements, unsafe practices, matters of unethical activity, reputational damage and/or complaints made and upheld.
5. The NAA will apply an application fee and an annual fee for administering Register and ensuring information is current.
6. Activity providers may use the Award logo “Proud to Support”.



# Register of Commercial or NFP Activity Provider

PART III: Application Form

|  |  |  |  |
| --- | --- | --- | --- |
|  | Organisation/Company name: |  | |
|  | Address: |  | |
|  | Website: |  | |
|  | Telephone: |  | |
|  | Principal Officer or Contact Person: | Name: | Tel: |
|  | Email of Contact Person: |  | |
|  | Owner or Chair of Board: | Name: | Tel: |
|  | Type of Organisation (legal entity) and ABN, State of Registration: |  | |
|  | Year formed/established:  (min. 2 years is sought) |  | |
|  | Is the Organisation/Company financially solvent? |  | |
|  | Activity(s) provided: |  | |
|  | Section(s) of The Award that your Activity aligns With: |  | |
|  | Location of Activity: |  | |
|  | Access to Site Restrictions:  (wheel chair friendly) |  | |
|  | Age Restrictions: |  | |
|  | Will the Award Participant be supervised? (Details) |  | |
|  | If Fee applicable - Typical Cost/Fee (estimated range): |  | |
|  | Any Duke of Ed Discounting Applicable on Fee? |  | |
|  | Access to public transport? |  | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Duke of Ed Award Training and Experience by Staff/Volunteers:  (dates/details of when training completed) | Number: | Names: |
|  | Subject/technical qualification of staff: (provide evidence) |  | |
|  | Do all staff/volunteers working with youth under 18 have Working With Children Checks?  (Confirm & provide details for at least 2) |  | |
|  | Will all staff working with Award participants be over 18 yrs of age? |  | |
|  | What is your history of working with Duke of Ed Award Units:  (Essential for all applications) |  | |
|  | Award Unit Referees:  (Min. 2 is required) Names, email, phone |  | |
|  | Insurances policies currently held: (incl. Public liability & Accident)  Does policy specifically include the activity being provided? What is the level of cover for each policy?  (Name of Insurer/s and copies of certificates of currency required) |  | |
|  | Any record of adverse media, fines, non-compliant activity: |  | |
| Please complete and send to: [activityprovider@dukeofed.com.au](mailto:activityprovider@dukeofed.com.au)  *OR*  Activity Provider Register Officer  Duke of Edinburgh’s International Award – Australia  Suite 3, Level 33, 88 Phillip Street  Sydney NSW 2000 | | | |

Conditions

1. We recognise that the NAA Board may at any time and at its sole discretion remove the supplier from the register due to non-compliance with Award requirements, unsafe practices, matters of unethical activity, reputational damage and/or complaints made and upheld.
2. If we are a commercial entity, we agree to pay an application fee and an annual fee for administering Activity Supplier Register and for the NAA ensuring information is current.
3. The use of The Award’s logo on documentation or electronically including website(s) is subject to prior approval by the National CEO of The Duke of Edinburgh’s International Award – Australia. With approval, activity suppliers and providers may use the Award logo with the words “Proudly Supporting, as per The Award’s Branding Policy”.
4. As a recognised Award Activity Provider and therefore Activity Assessors we will ensure the participant is mentored, guided and supported to complete their relevant section of The Award in accordance with The Award Handbook and record this in accordance with the Online Record Book.
5. We will abide by The Duke of Edinburgh’s International Award - Australia Code of Conduct as published in The Award Handbook (signed copy is required, see pp 8-9).

We confirm that the information provided above is accurate and representative of what is the case in the foreseeable future and will immediately inform in writing The Duke of Edinburgh’s International Award – Australia of any changes.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signed |  | Signed |
| Name |  | Name |
| Role/Title |  | Role/Title |
| Date |  | Date |

OFFICE USE:

|  |  |  |  |
| --- | --- | --- | --- |
| Received |  | Saved in Data Base |  |
| Fee Paid (amount) |  | Referred to for validation: |  |
| Notes: |  | | |

# Register of Commercial and NFP Activity Providers

PART IV: Code of Conduct – Activity Provider

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| --- |
| In consideration of, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [name of Organisation / Group / Company] |

I undertake that all persons working on our behalf to provide relevant activities to the Duke of Edinburgh’s International Award (‘the Duke of Ed’), I will:

1. Comply with and exercise due care in carrying out Roles and Responsibilities as an activity provider performing the role of Assessor/Supervisor/Instructor (as outlined in Section 2.2 of The Duke of Ed Handbook, available at www.dukeofed.com.au/resource/handbook).
2. Comply at all times with the requirements of The Duke of Ed and with all applicable laws relevant to fulfilling my obligations to The Duke of Ed.
3. Meet all applicable Child Protection Legislation requirements in the State/Territory of the activity.
4. Undertake training and meet accreditation requirements, as appropriate.
5. Respect the privacy of persons served by The Duke of Ed and hold, in confidence, sensitive, private and personal information collected in relation to The Duke of Ed in accordance with the Privacy Policy of The Duke of Edinburgh’s International Award in Australia [ACN 114 269 195] (National Award Authority) and the law (reports of child abuse or neglect will be handled under the relevant State/Territory legislation).
6. Immediately advise the aforementioned The Award of any matter of which I am involved that has or could lead to criminal conviction. Advise The Award of any Officer or employee or volunteer; or any Award Leader/Assessor/Supervisor/ involved in the management and/or delivery of The Duke of Ed activity, who I believe has acted in a way which may be detrimental to the safety of Participants and other people or to the good name of The Duke of Ed.
7. Comply with the Key Principles of The Duke of Ed (as outlined in Section 1.5 of The Duke of Ed Handbook available at www.dukeofed.com.au/resource/handbook)
8. Represent The Duke of Ed with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
9. Undertake my role in a safe work environment. This includes: taking reasonable care for my own health and safety; ensuring that my conduct does not adversely affect the health and safety of others; compliance with any reasonable instructions relating to health and safety; and cooperation with any reasonable policy or procedure relating to health and safety that applies to me, my colleagues, people I am supervising or who are considered to be in my care.
10. Follow through and complete agreed tasks and commitments.
11. Conduct myself in a respectful manner, exhibit good conduct and be a positive role model.
12. Display respect and courtesy for Participants of the Duke of Ed, other Volunteers, staff, contractors and property.
13. Provide a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
14. Work cooperatively as a team member with employees or Volunteers of The Duke of Ed and its licensed Award Units.
15. Undertake to provide assessment for The Duke of Ed only in areas where I am suitably qualified and/or experienced.
16. Copy and distribute materials the Award Unit gives me only for the purposes of The Duke of Ed and will not otherwise use them without the prior written consent of the NAA.
17. Not use those materials in any way which would bring The Duke of Ed, Award Unit, State/Territory Award Operating Authority or the National Award Authority into disrepute.
18. Immediately stop use of all materials once my involvement with The Duke of Ed ends.
19. Ensure that any improvements or developments or new versions of the materials, including new materials I create based on or incorporating them, belong to the National Award Authority and I assign all rights, including intellectual property rights in them, to the National Award Authority.
20. Ensure that any documents, collateral, website pages or other items that utilise The Duke of Ed logo meet all requirements of the National Style Guide (available from the NAA).
21. Ensure that all new materials utilising The Duke of Ed logo which contain interpretive content\* regarding The Duke of Ed has been approved by the National Award Authority prior to being circulated. A copy of all such materials will be retained by the National Award Authority for reference purposes.

**I am aware of my obligations as outlined in this document and that my approval as an Activity Provider/Volunteer/Award Leader/Assessor/ Supervisor in relation the Award may be terminated as a result of any breach by me of the undertakings in this document.**

**I agree to the above terms.**

**I am over 18 years of age.**

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| --- | --- |
|  |  |
| Name | Role |
| Address | Email |
| Phone | Date |
| Signed |  |

\* Interpretive content refers to any information published by The Duke of Edinburgh’s International Award Foundation

or The Duke of Edinburgh’s International Award – Australia which has been re-worded.