

A Quick Guide to:
Becoming an Award Unit



Becoming an Award Unit

Setting yourself up as an Award Unit can be quick and easy. It's really a matter of making sure your organisation has all the right checks and balances in place to run the Award safely, and are fully equipped to deliver a great Award experience for your participants.

Award Costs

The cost for your organisation to run the Award is \$125 per year, which covers support and training, access to Award resources and connection to our Award network in Aotearoa. There is also a cost applied to participants as they register for each Award level. These are one off charges.

- Bronze Award \$95
- Silver Award \$95
- Gold Award \$125

Award Leaders

To get started, choose someone in your organisation to be the Award leader. This person will be your Award champion and be responsible for operations.

Each Award Leader is required to complete an online training course and be police vetted before approval. Registered teachers can opt to provide their teacher's registration number instead of going through the police vetting process

Health and Safety

Your organisation is responsible for the safe and lawful operation of the Award. You must comply with the Health and Safety at Work Act 2015 and any other relevant regulations, codes of practice or best practice guidance that apply to your activities.

This includes, but is not limited to:

- Compliance with Education Outside the Classroom requirements
- Ensuring a Health and Safety Management System is in place that effectively manages your health and safety risks.
- All staff who have substantial contact with young people being safety checked.
- Working to the Ara Taiohi Code of Ethics
- Have a complaints procedure in place.
- Ensure all Award Leaders, Adventurous Journey Supervisors and Assessors receive health, safety and skills training, information, instruction and supervision relevant to their work or activity they are undertaking.

Getting Started

Firstly, you will need to complete an Application form and send it to us. Once submitted, your Award leader will be sent information regarding their online training and police vetting. plus, your organisation will be invoiced for the Award license fee. After everything is complete and all the checks have been done, we can approve your application.



Step 1

Get in contact with our team in Wellington either by phone or by email to express your interest in running the Award.

Step 2

Our team will talk to you about the Award and answer any questions you may have.

If you're on board, we'll send you an application form. it's important to include as much information as possible.

Step 3

Once submitted, your chosen Award leader will be sent an email with information regarding their online training and police vetting.

Your organisation will also be invoiced for the annual Award license fee.

We are here to support your team through this.

Step 4

Once the Award Leader training and police vetting is complete, we will create an account for your Award Leader on the Online Record Book. This is where all Award activity will be recorded.

Your organisation will be emailed an Award Unit license and your chosen Award leader will also be emailed their licence.

You will need to decide whether participants pay their registrations fees to us directly, or pay your organisation and we invoice you for the amount.

Step 5

You are now a fully licensed Award Unit and can register participants.

Your Award Leader will be fully supported by our Wellington team and be given access to all the resources they need to run the Award.

We offer regular communications with tips and advice.

Your Award Leader will also be supported through our national network, offering opportunities to connect with fellow Award Leaders at events and online workshops.

Our job is to help you succeed in delivering a great Award experience.



THE DUKE OF EDINBURGH'S
INTERNATIONAL AWARD

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