

## LICENCE APPLICATION TERMS AND CONDITIONS

This Licence is granted by The Duke of Edinburgh's International Award Aotearoa New Zealand | Hillary Award (*the Award*) for the period of one year 1 July – 30 June or any part of a year concluding on 30 June, on receipt of the signed Licence Application form, these signed Licence Application Terms and Conditions, Consent for Disclosure of Information form (Police Vetting) or Teachers only, copy of practising certificate card/approval letter; and payment for the Award Unit Licence.

The Licence authorises «**Organisation**» the Award Unit to operate the Award.

The Award Unit:

- a. Is responsible for the safe and lawful operation of the Award and must understand and comply, at all times, with the requirements of the Health and Safety at Work Act 2015 and Regulations made under that Act including any amendments to that Act and Regulations. The Award Unit must also understand and comply with any other delegated legislation made under the Act, health and safety practice guidelines, and Approved Codes of Practice relevant to the Award Unit's activities.

This includes but is not limited to:

- Consulting, co-operating with and co-ordinating activities with Recognised Activity Providers and the Award, as applicable
  - Understanding the purpose, content and limitations of a Recognised Activity Provider's licence from a health and safety perspective
  - Completion of the online training, and updates as introduced
  - Compliance with Education Outside the Classroom requirements for the activities provided
  - 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 (Police Vetted)
  - Working to the Ara Taiohi Code of Ethics <http://www.arataiohi.org.nz>
  - 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.
- b. Understands that for a licence to be approved the Award Unit must have in place a Child Protection Policy
  - c. Notifies the Award of any notifiable event as outlined by WorkSafe, or a child protection issue, as defined by the Children's Act 2014, including outlining what happened and providing the Award with copies of any internal reports or WorkSafe investigation,<sup>1</sup> where relevant.
  - d. Operates the Award to comply with all principles of the Award, both fundamental and operational, and agrees to fulfil its philosophy in accordance with the guidance provided by the Award, including any local conditions. It is expected that Award Unit operations follow the International Award guidelines provided in the International Handbook for Award Leaders and with International Award material provided as guidance on the online Award Community.
  - e. Is responsible for using the correct visual identity and resources of the Award (such as the Award logo) in line with the Award brand guidelines.

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<sup>1</sup> <https://www.worksafe.govt.nz/notifications/what-events-need-to-be-notified/>

- f. Agrees to maintain accurate records of staff, participants, leaders and volunteers in the Award Unit, this includes notifying the National Office when personnel changes.
- g. Ensures that all registration fees and any assets are fully accounted for and used for the intended purpose.
- h. Agree to a Quality Assurance Audit by the Award, and to provide evidence of policies as and when requested.
- i. Complies with the Award's Privacy Policy agreeing not to share participant information without prior consent from the participant and (where applicable) their guardian.
- j. Notifies, when travelling overseas with an Award Participant/s, the local Award National Office (where relevant) of your visit to the country.

This licence may be terminated by the Award Unit or the Award if:

- a) the Award Unit finds itself unable to fulfil or does not observe the provisions of this licence
- b) the Award decides that continuation of the Licence to the Award Unit would be detrimental to the interests of the Participants, or the Award or the Award Unit.