



Criteria for Award Operators

General

The "Criteria for Award Operators" summarise the requirements for programme work including implementation provisions.

In the licence application, the organisation undertakes to comply with them. The supporting association monitors this; in the event of a deviation, it informs the provider, clarifies the facts and, if necessary, agrees on a deadline for rectification of a maximum of six weeks.

Code of Programme Work

- Responsible programme work requires leadership in particular as a guiding and exemplary behaviour. Adherence to rules and above all rights, safety and well-being of the participants are paramount.
- The necessary performance and fitness for the future can only be achieved with open and learning programme work - in terms of attitudes, values and culture, but also in terms of structures.
- Key to this are inclusion and participation.

Einzelkriterien

1. Provide a sound legal framework and ensure good practice

- a. The organisation offers the programme as an official element of its portfolio with the necessary license and a sound legal framework. The license is valid for the calendar year from January 1 – December 31.
- b. The programme work is designed to ensure the safety and well-being of all participants and to meet legal requirements including supervision and insurance cover.
- c. Provider agencies, staff and participants are formally registered and registered online.
- d. Staff are carefully selected, engaged, qualified, briefed and informed.
- e. Parents are informed and have approved participation and supervision in the Award section. Necessary consent forms have been obtained.

2. Define a clear direction and develop a sustainable organisational foundation

- a. Based on its mission statement and strategy, the organisation anchors the purpose of its programme work in the overall concept and describes the implementation path in a verifiable manner in the development plan.
- b. The programme work is integrated into the aid system, has the necessary framework for information and communication and is embedded in the organisation, external environment and regional network. The infrastructure for the Award section Expeditions is in place.

3. Implement the planning through processes and pilot projects

- a. The day-to-day work and in particular the recruitment and support of staff and participants takes place in coordinated processes, larger development steps in pilot projects.
- b. Implementation, processes and pilot projects are documented, monitored and controlled using the necessary key figures and summarised and evaluated in the annual report.

4. Ensure an efficient team of motivated staff

- a. A programme coordinator (Award Coordinator) is the person responsible for the organisation's programme work, leads the team and is the contact person for our Association.
- b. The team consists at least of the programme coordinator and deputy, is trained according to the course regulations and has the necessary division of labour.
- c. The basic license requires two deputies, the extended license four.

5. Adhere to the programme standards and fulfil the promise to participants “There is more in you than you think!”

- a. The programme concept describes how the guidelines of the manual on programme, monitoring and support as well as prevention are implemented to enable each participant to fulfil the participation promise.
- b. The programme is known and recognised within the organisation. It positively highlights participation in its media.
- c. Internal opportunities and activity frameworks in the community allow for qualified selection.
- d. Information necessary for sustained support is available. The annual programme includes mentoring and expedition calendars.
- e. Each participation is planned, carried out, documented, accompanied, supported, evaluated by questionnaire and finally reflected upon according to Volume 1 of the manual. In the Expeditions section, training is carried out according to the “Stoffplan” and expedition guide.
- f. The fulfilment of the participation promise is monitored. Each graduate receives a badge and certificate at an Award ceremony (gold at the national ceremony).

6. Ensure transparency vis-à-vis the organisation and our Association

- a. The programme work is transparent towards the organisation and the supporting association and complies with the communication guidelines.
- b. The deadline for the annual report is December 31st, unless an extension is officially provided.

7. Maintain a good and fair partnership with our Association

- a. The organisation refrains from activities reserved to our Association.
- b. Pilot projects, expedition audits and on-site visits are prepared and carried out according to the specifications.
- c. All financial obligations towards the sponsoring association are fulfilled.
- d. The organisation uses accompanying booklets (either printed or digital via the Online Record Book) and badges and certificates obtained from the Award Operator and the special logo for Award Operators in accordance with our Brand Guidelines.