

Criteria for Award operators

General

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

By signing the licence application, the organisation commits itself to compliance. 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

- Responsibility within the Award framework requires all involved to behave in an exemplary manner and in a way that points the way ahead. The rights, safety and well-being of the participants are paramount. The organisation undertakes to comply with the association's [guidelines for the protection of children and young people](#).
- 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 its structures.
- Key to this are involvement and participation of all stakeholders.

Individual criteria

1. Providing a sound legal framework and ensuring compliant practice

- a. The organisation offers the programme as an official element of its portfolio with the necessary licence and a sound legal framework. The licence is valid for the current calendar year.
- b. The programme work is designed in such a way that the safety and well-being of all participants is guaranteed and the legal requirements, including the duty of supervision and insurance cover, are met. Internal guidelines of the organisation and the [child and youth protection guidelines of the association](#) as well as their [appendices](#) are adhered to.
- c. Award operator, staff and participants are formally enrolled and registered online in the Online Record Book.
- d. The employees are carefully selected, committed, qualified, instructed and informed.
- e. Parents have been informed about the programme and have authorised participation and the use of the Online Record Book. For their consent, the current registration form available on the website is used in each case. This can be adapted to meet the specific needs of the school/organisation if required. Before expeditions take place, parents will be informed of how supervision will be handled in the Expeditions section of the programme. All necessary consent forms are available prior to an expedition.

2. Defining a clear direction and developing a sustainable organisational foundation

- a. Based on its mission statement and strategy, the organisation anchors the purpose of its programme work in its *programme concept* and describes the implementation path in a verifiable way in the *development plan*. The first steps are taken at the programme training course.
- b. The programme work is integrated into the support system of the supporting association, has the necessary framework for information and communication and is embedded in the organisation, external environment and regional network. The infrastructure for the expeditions part of the programme exists or is being built up.

3. Implement planning through processes and pilot projects

- a. The day-to-day business, and in particular the recruitment and support of staff and participants, is carried out in coordinated processes, while larger development steps are carried out 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 organisation's internal annual report. The programme work follows the process of setting goals - planning implementation - implementation - evaluation - setting goals.
- c. At the beginning of the implementation, the licence is awarded on a trial basis. The full licence is awarded to organisations after evaluation of the first implementation period, if a) a cohort of at least 5 participants has been accompanied for at least 6 months, b) the choice of activities and the agreed objectives as well as the implementation of the activities and their documentation meet the programme standards, c) the expedition training has been carried out according to the training framework, d) the route planning and the actual expeditions have been carried out according to the requirements of the programme standards, e) the participation has been documented in the Online Record Book in a timely and complete manner and f) an internal evaluation has been carried out and objectives for further programme work have been agreed.
- d. It is recommended to send the routes marked on a topographical map at a scale of 1:25,000 (1:50,000 for cycle tours) as well as the completed route tables to the association at least 4 weeks before the first final expeditions are to be carried out, in order to receive feedback in advance and to be able to make adjustments if necessary.
- e. With the award of the full licence, the organisation will receive a plaque.

4. Ensuring an efficient team of motivated employees

- a. An Award Coordinator is the person in charge of the organisation's programme work, the leader of the team and the contact person for the supporting association.
- b. The team consists of at least the programme leader (programme coordinator and deputy), is trained according to the *respective level* (for the gold level, the assessor course is required) and has the necessary division of labour.
- c. The basic licence requires two deputies, the extended licence for the Gold level four. Exceptions can be agreed within the framework of special projects.

5. Adhering to programme standards and fulfilling the promise "There is more in you than you think!"

- a. The *programme concept* describes how the specifications of the handbook, accompaniment and support as well as prevention are implemented in order to enable all participants to fulfil the participation promise.
- b. The programme is known and recognised within the organisation. It positively highlights participation in media internally and externally.
- c. Internal opportunities and activities in the community allow for a qualified choice.
- d. The information needed for sustainable support is available. The annual programme includes mentoring and expedition calendars.

- e. Each participation is planned, carried out, documented, accompanied, supported, evaluated by survey and finally reflected upon according to Volume 1 of the handbook. In the expeditions part of the programme, training is carried out according to the *expedition training framework* and *expedition guide*.
 - f. The fulfilment of the participation pledge is monitored. Each graduate receives a badge and certificate at an Award ceremony (gold if possible and if desired at a national ceremony).
- 6. Ensure transparency vis-à-vis the organisation and the supporting association**
- a. The programme work is transparent vis-à-vis the organisation and the supporting association.
 - b. Incidents concerning the safety and well-being of participants will be dealt with in accordance with the [Child and Youth Protection Policy](#) and its [appendices](#) and reported to the supporting association if necessary.
- 7. Developing a fair partnership with the supporting association**
- a. The organisation shall refrain from activities reserved for the sponsoring association.
 - b. Justified deviations from the programme standards are reported to and agreed with the association.
 - c. All financial obligations towards the association are fulfilled.
 - d. The organisation uses *badges and certificates from* the Duke of Edinburgh's International Award Germany.
 - e. The logo for programme providers is given to organisations after their participation in the programme training course. They agree to place it on their website according to the specifications and to link it to the association's website if possible.

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