



The Duke of Edinburgh's International Award - Germany e.V.  
Branitzer Platz 2

14050 Berlin

## Licence application

We declare that we wish to become a provider of The Duke of Edinburgh's International Award programme:

### 1. School/Organisation

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Name: .....

Award Coordinator:in - Name: .....

Award Coordinator:in - e-mail: .....

### 2. Number of team members

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Size: \_\_\_\_\_ (at least 3 persons, after consultation at the beginning 2 persons)

### 3. Declaration of the organisation management

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We undertake to comply with the attached *criteria for programme providers*, which are part of this licence agreement. We undertake to place the logo for programme providers on our website and to link to the [Duke Award e.V.](#)

Name: .....

Place and date: .....

Signature and stamp, if applicable: .....

Special arrangements (optional):

## Criteria for programme providers

### General

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The "Criteria for Programme Providers" summarise the requirements for programme work including implementing 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 in programme work requires all participants to behave in an exemplary manner and in a way that points the way ahead. The rights, safety and well-being of participants are paramount. Programme providers undertake to comply with the [child and youth protection guidelines of the Duke Award e.V.](#)
- 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

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#### 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. Suppliers, staff and participants are formally registered and entered 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. If necessary, this can be adapted to meet the specific requirements of the programme provider. Before expeditions take place, parents will be informed about the handling of supervision 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 - implementing - evaluating implementation - setting goals.
- c. Before the implementation of the first trial expedition on the bronze level as well as on the gold level, the sending of the expedition planning (route table and route) is required.
- d. With the successful implementation of the first year, the organisation receives the plaque for partner schools.

## **4. Ensuring an efficient team of motivated employees**

- a. A Programme Coordinator (Award Coordinator) is the person responsible for the organisation's programme work, the leader of the team and the contact person for the supporting association.
- b. The team consists at least of the programme leader (programme coordinator and deputy), is trained according to the *respective level* (for the gold level, the reviewer 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.
- d. The association will be informed when team members leave.

## **5. Adhering to programme standards and fulfilling the promise "You can do more than you think!"**

- a. The *programme concept* describes how the specifications of the manual on programme, accompaniment and support as well as prevention are implemented 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 activity frameworks 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 manual. In the expeditions part of the programme, training is carried out according to the *material plan* 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 [annexes 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 sponsoring 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.

*Licence application\_Criteria for programme providers Vs. 2023.docx  
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