

**NEW AWARD UNIT LICENSE APPLICATION
SCHOOLS AND YOUTH ORGANISATIONS**



Organisation Details

Name of Organisation

ABN

Postal Address

Postcode

Street Address

Postcode

Organisation Contact Number

Organisation Website

For schools please indicate type

Private/ Independent

Public/ Government

Authorising Officer details (the Authorising Officer is the most senior person in your organisation)

Title Name Male Female

Position within Organisation

Email

Work Phone

I acknowledge that if my organisation's application is accepted an Award Unit Licence document will be sent to me for completion and signing before any charges are incurred and before my organisation can commence operating as an Award Unit.

Authorising Officer Signature

Date

Award Leader 1 details (Award Coordinator within Organisation)

Each Award Unit must appoint an Award Leader. This person is the main contact for the Award Unit, and is responsible for running The Duke of Edinburgh's International Award in that organisation. In large organisations there may be other adult volunteers who assist in the running of The Duke of Ed – usually known as Assistant Award Leaders.

Title Name Male Female Date of birth

Position within Organisation

Work Phone

Mobile Phone

Email

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Do you have any experience with the Duke of Ed Award? Y N

- I have attached my completed Level 1 training
- I have booked in for Level 2 training
- I have signed and attached a copy of the Volunteer Code of Conduct
- I have attached a scanned copy of my Working With Children Check
- I have read and understood the Award Leaders have Roles and Responsibilities available at www.dukeofed.com.au/resource

Award Leader Signature Date

Award Leader 2 details (optional)

Title Name Male Female Date of birth

Position within Organisation

Work Phone Mobile Phone

Email

Do you have any experience with the Duke of Ed Award? Y N

- I have attached my completed Level 1 training
- I have booked in for Level 2 training
- I have signed and attached a copy of the Volunteer Code of Conduct
- I have attached a scanned copy of my Working With Children Check
- I have read and understood the Award Leaders have Roles and Responsibilities available at www.dukeofed.com.au/resource

Award Leader Signature Date

Further Information (this section must be completed in full)

Purpose for introducing the Award within your organisation

What current activities does the organisation have that can support the various Sections of the Award?
Service

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Skills	<input type="text"/>
Physical Recreation	<input type="text"/>
Adventurous Journey	<input type="text"/>
Residential Project	<input type="text"/>

Target Cohorts

Description (i.e. year group/ class)	Number Per Annum
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Total Participants Year 1 (projected)	<input type="text"/>
Total Participants Year 2 (projected)	<input type="text"/>
Total Participants Year 3 (projected)	<input type="text"/>

Initial Roll Out Plan (Year 1)

Will you be mentioning your involvement with the Duke of Ed on your website? Y N

Accounts department contact person	<input type="text"/>
Contact email	<input type="text"/>
Contact phone number	<input type="text"/>

Final Checklist

Prior to submitting your application please read through the below checklist and ensure you have all relevant documents attached:

- Award Unit License Agreement
- Public Liability Insurance
- Personal Accident Insurance
- Copies of Working With Children Checks for all Award Leaders
- A signed volunteer code of conduct for all Award Leaders

Please send completed application pack to teagan@awardswa.org.au