



Ignite Leader Details

Name:	
Phone (work):	
Mobile:	
Email:	
Date of birth:	
Award Agent (School/ Organisation):	
Position within organisation:	

Privacy

Your personal information will only be accessed by authorised officers who may provide the information to Volunteers and participants associated with Awards WA to facilitate the Award program and to update and maintain records.

Your personal information will not be used for any other purpose or disclosed to any other party unless we have your consent or it is required by law. Your personal information is collected and managed in accordance with the Information Privacy Principles described in the Information Privacy Act 2009. You can access your own personal information by contacting Awards WA.

By signing this agreement I give my consent for Awards WA to provide access to my personal and/or organisational information to volunteers and participants to facilitate the Award program and maintain compliance requirements..

Signature:		Date:	
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Working With Children Check

The Working with Children (Criminal Record Checking) Act 2004 (WWC Act) aims to contribute to the protection of children from harm by providing a high standard of compulsory national criminal record checking for people wishing to do paid, unpaid, or voluntary child-related work in Western Australia. For more information on whether you may be exempt from requiring to hold a Working with Children card, please visit the Working with Children Check Website for WA at www.checkwwc.wa.gov.au or call Working with Children Screening Unit on 1800 883 979 (free call).

Working with Children Check Card Details	Notice Number _____
	Expiry Date _____
<input type="radio"/> Copy attached to this form.	



Ignite Leader Duties and Responsibilities

- Develop and/or implement strategies for attracting a broad spectrum of young people to participate in the Award.
- Advising, guiding and assisting young people to participate in the Award.
- Ensuring members of all groups within the Award Agent are considered and catered for wherever possible.
- Providing young people access to registration and the distribution of Record Books and other literature/resources as required.
- Encouraging participants to choose a diverse and challenging range of activities, and to reach beyond their grasp, and approving their program (activity selection)
- Assisting participants to find suitable Award Guides.
- Checking Award Guide's suitability (i.e. experience and/or qualifications) and approving them and keeping a record of all Volunteers.
- Ensuring all Volunteers meet Child Protection Legislation requirements within Western Australia.
- Ensuring all Volunteers have agreed to the Ignite Award Volunteer Code of Conduct by ticking the box in the participant's Record Book.
- Keeping records of participants approved by the Award Agent.
- Assisting Participants with understanding the Record Book and logging their activities as required.
- Pre-approval and final sign-off of all activities, including all components of the Adventure activity.
- Final assessment and approval sign-off on behalf of Award Agent.
- Encouraging participants to complete their Award, and progress to the next level where possible.
- Liaising and, where appropriate, coordinating activities with other Award Agents of the Award in relevant area.
- Arrange Award presentations as required.
- Publicising and promoting the Award.
- Exercising appropriate duty of care regarding the safety and wellbeing of the participants.
- Managing the operation of Award within the Award Agent.
- Maintaining and upholding the policies and requirements of Award (as provided for in the Ignite Award Reference Book).
- Ensuring that any documents, collateral, website pages or other items that utilise the Award logo meet all requirements of the Brand Identity Guidelines (available from Awards WA).
- Ensuring that all new materials that utilise the Award logo and contains interpretive content regarding the Award is approved by Awards WA prior to being circulated.
- Undertaking the role of a volunteer in a safe work environment.

Benefits and recognition: This position provides valuable experience for project management and anyone with a passion for young people. Volunteers are highly valued members of Awards WA team and contribute to making a significant difference in the organisation's ability to help young people to discover and learn.

For the purposes of Awards WA, and therefore this document, a "Volunteer" means anyone over the age of 18 who assists with the Ignite Youth Award (Ignite Award), either in a paid or unpaid capacity. This includes all Ignite Leaders and Ignite Guides.

Ignite Award Volunteer Code of Conduct

I undertake as Volunteer Ignite Leader of the Award Agent, _____

I undertake that I will:

- a. Comply with and exercise due care in carrying out my Duties and Responsibilities as outlined in the Ignite Award Reference Book available at www.awardswa.org.au
- b. Comply at all times with the requirements of the Ignite Award and with all applicable laws relevant to fulfilling my obligations to Awards WA.
- c. Meet all applicable Child Protection Legislation requirements in Western Australia.
- d. Undertake training requirements, as appropriate.
- e. Respect the privacy of persons served by Awards WA and hold, in confidence, sensitive, private and personal information collected in relation to the Ignite Award in accordance with the Privacy Policy of Awards WA [ABN 31 619 327 859] and the law (reports of child abuse or neglect will be handled under the relevant Western Australian legislation).
- f. Immediately advise my Award Agent of any matter of which I am involved that has or could lead to criminal conviction. Advise the Award Agent of any Officer or employee of the Award Agent; or any Ignite Leader/Guide/Volunteer involved in the management and/or delivery of the Ignite Award, who I believe has acted in a way which may be detrimental to the good name of the Awards WA.
- g. Represent Awards WA with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
- h. Undertake my role in a safe work environment. This includes: taking reasonable care for my own health and safety; ensuring that my conduct does not adversely affect the health and safety of others; compliance with any reasonable instructions relating to health and safety; and cooperation with any reasonable policy or procedure relating to health and safety that applies to me, my colleagues, people I am supervising or who are considered to be in my care.
- i. Follow through and complete agreed tasks and commitments.
- j. Conduct myself in a respectful manner, exhibit good conduct and be a positive role model.
- k. Display respect and courtesy for participants of the Ignite Award, other Volunteers, staff, contractors and property.
- l. Provide a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
- m. Work cooperatively as a team member with employees of Awards WA and other Volunteers.
- n. Undertake to provide assessment for the Ignite Award only in areas where I am suitably qualified and/or experienced.
- o. Copy and distribute materials given to me only for the purposes of the Ignite Award and not otherwise use them without the prior written consent of Awards WA.
- p. Not use those materials in any way which would bring the Ignite Award and/or Awards WA into disrepute.
- q. Immediately stop use of all materials once my involvement with the Ignite Award ends.
- r. Ensure that any improvements, developments, or new versions of the materials, including new materials I create based on or incorporating them, belong to Awards WA and I assign all rights, including intellectual property rights in them, to Awards WA.
- s. Ensure that any documents, collateral, website pages or other items that utilise the Ignite Award logo meet all requirements of Awards WA.
- t. Ensure that all new materials utilising the Ignite Award logo which contain interpretive content regarding the Ignite Award has been approved by Awards WA prior to being circulated. A copy of all such materials will be retained by Awards WA for reference purposes.



	I agree to the terms of the Ignite Award Volunteer Code of Conduct	
	I am 18 years and over	
Please tick		
Name:		
Signature		Date