

Policy Number	D.14
Policy Name	Partnership with the Duke of Edinburgh's International Award Foundation
Version	002
Approved by the Board on	June 2023
Scheduled review date	June 2025

## 1. Policy

- 1.1. GBWA will operate an Award Centre to deliver the Duke of Edinburgh's International Award program (Award) for girls and leaders registered with a GBA company.
- 1.2. GBWA will follow the Sub Licence agreement with Awards WA Inc (AOA)

## 2. People

### 2.1. The Board will

- 2.1.1. appoint a Leadership Member as the Award Coordinator at the first Board meeting each year. This is a voluntary position.
- 2.1.2. Ensure the Award Coordinator maintains the minimum training required by AOA.

### 2.2. The Board Member – RMO is responsible to

- 2.2.1. Check P2P applications for all activities conducted by Leadership members, including the Award Coordinator, for the Award program.

### 2.3. The Board Member – Governance is responsible to

- 2.3.1. Ensure that Obligations of the Award Centre, detailed in the Sub Licence agreement, meet the GBWA Policies and Procedures.

### 2.4. The Board Member – Finance is responsible for

- 2.4.1. Ensuring the Insurance Obligations as per the Sub Licence.

### 2.5. The Award Coordinator is responsible to

- 2.5.1. Understand and follow the obligations of the Award Centre and Award Coordinator under the Sub Licence agreement.
- 2.5.2. Be the main source of information, guidance and support for the participants and their company leaders.
- 2.5.3. Provide a written report to each Board meeting including any support required to enable them to do the role.
- 2.5.4. Consistently deliver the Award in line with GBA Values and mission as well as the objectives and requirements of the Award.
- 2.5.5. Ensure all participants have completed the Participant Application Process
- 2.5.6. Ensure volunteers assisting in relation to the Award program, accepts in writing or electronically the Award Volunteer Code of Conduct and any requirements under the GBA P2P.
- 2.5.7. Submitting the P2P and any approvals required by AOA for activities run by GBA for Award program.

- 2.5.8. Submitting details of any incidents through GBA SMO and AOA as soon as possible after becoming aware of any incidents.
- 2.5.9. Ensure the GBA Privacy Policy and the Award privacy requirements as listed in the Sub Licence are followed.
- 2.6. The Operations Manager is responsible for
  - 2.6.1. informing AOA of changes in Award Coordinator.
  - 2.6.2. Ensuring that the licence to be an Award Centre is displayed in a public place at the GBWA office.
- 3. Procedure
  - 3.1.1. The Award will be promoted by the Award Coordinator and relevant information given to Captains at the beginning of each year. Dates of Events to be included on the GBWA calendar.
  - 3.1.2. Participants will complete the online participant application process and pay the required fee direct to the AOA.
  - 3.1.3. GBWA will offer activities, run by the Award Coordinator, to assist participants achieve their Adventurous journey. A fee to cover costs may be charged.
  - 3.1.4. Other activities may be offered through the GBA program run by the participant's company.
- 4. Papers
  - 4.1. Sub Licence agreement

Date of approval by the Board \_\_\_\_\_

Signature of State Commissioner \_\_\_\_\_

The Girls' Brigade Western Australia