

INDEPENDENT AWARD CENTRE LICENCE APPLICATION FORM



INTRODUCTION

Thank you for your interest in becoming licensed as an Independent Award Centre (IAC) to deliver The Duke of Edinburgh's International Award. As a licensed Award Centre, your organisation will join a global network of over 22,000 schools and other youth organisations which are helping more than one million young people every year to find their purpose, passion, and place in the world.

LICENSING

Independent Award Centres (IACs) are licensed directly by The Duke of Edinburgh's International Award Foundation (the Foundation) to deliver the Award, through English, with their eligible students/ youth members at a single location (i.e. on one campus). The IAC licence application process is designed to assess your organisation's status and capacity, to help us ensure that all new IACs are fully briefed and prepared to deliver the Award in accordance with the licence standards.

Licensing will take a minimum of four weeks, however this is dependent on various factors including the timely return of the Licence Application Form, supporting documents and payment of the Annual Licence Fee.

Below is an indicative chart of what you can expect from the process, from today until you get up and running as an IAC:



Once the IAC Licence is issued and you start delivering the Award, there will be ongoing quality assurance processes including regular licence reviews.

Please complete and return this application form, along with the requested documents, to operations@intaward.org

If you have any questions, please have a look at the [FAQs list](#) at the end of this document. If your query is not answered in the FAQs, please get in touch with us.

APPLICATION FORM

SECTION A. ORGANISATION DETAILS

1 Name of organisation (Licensee name) – as registered in legal documents:

Known as (if different):

2 Registration number of organisation. This is the number which identifies your organisation as a legal entity. Please specify the number and the type.

Number:

Type:

3 Billing address (as registered in legal documents):

This will be the address on all invoices

Postal address (if different):

4 Telephone:

Twitter:

Website:

Instagram:

Facebook:

5 Is your organisation:

A)

- International School
- Private School (delivering national curriculum only)
- Government / Public / State School

B)

- Commercial Organisation
- NGO turnover under £50,000
- NGO turnover over £50,000
- Other (specify)

If you answered B), please go to question 7

6 Curriculum (e.g. British, U.S., I.B., national) / activities undertaken:

- British
- Cambridge Int Examinations (CIE)
- IGCSE
- International Baccalaureate (IB)
- National Curriculum of Country Located
- US
- Other – please specify

7 Number of young people aged 14-24 in your organisation:

8 Language(s) of instruction/delivery:

9 Relevant accreditations, affiliations or memberships (e.g. WAGGGS, WOSM, ECIS, IBO):

SECTION B. AWARD TEAM DETAILS

1 Details of the proposed Licence Holder:

This person is the senior manager who is responsible for the IAC Licence Agreement. This person has agreed the decision that the Award should be offered by the organisation, has signed the licence and holds the overall responsibility for ensuring adherence to the terms of the licence.

Name:

Position:

Email:

2 Details of the proposed Award Coordinator:

This person takes overall responsibility for the delivery of the Award within their organisation. They coordinate other Award staff, liaise with senior management, and work with the Foundation to ensure smooth operation of the Award in their organisation.

Name:

Position:

Email:

SECTION C. INFORMATION ABOUT THE PROPOSED AWARD

1 How did you hear about the Award?

Education conference
(please specify which conference):

Publication
(please specify which publication):

- Internet search
- Personal Experience
- Other member of staff

Other (please specify):

2 When are you planning to start delivering the Award?

Please be aware that this information will be reviewed and can be amended, during the licensing process.

Please select date:

3 With how many pupils/young people at each level are you planning to start (*Bronze, Silver and Gold*)?

Please be aware that this information will be reviewed and can be amended, during the licensing process.

Award level

No. of participants

Bronze 14+

Silver 15+

Gold 16+

4 How much time will be allocated weekly for volunteers/staff to supervise the operation of the Award?

Please choose one option.

1-2 hours

2-3 hours

3-4 hours

4 hours

Other – Please specify:

5 Names and positions of the adults you intend to send on [training delivered by the Foundation](#) and who will form your Award Team. (Please note at least two adults must receive training delivered by the International Award Foundation as Award Leaders and Adventurous Journey Supervisors/Assessors):

Name:

Award position:

Training (previous training attended can also be recorded here):

Name:

Award position:

Training (previous training attended can also be recorded here):

Name:

Award position:

Training (previous training attended can also be recorded here):

Name:

Award position:

Training (previous training attended can also be recorded here):

If you have additional adults in your Award team, please include details as an email attachment.

SECTION D. BRANDING

As a licensed IAC, you will be sent a branded wall plaque that you will be required to display in your organisation to help promote the Award. These are available in five different languages. Please select in which language you would like your plaque:

- Arabic
- English
- French

نفر بتقديم
Proud to deliver
Fiers d'offrir

- Portuguese
- Spanish

Orgulhosos de oferecer
Orgullosos de ofrecer

SECTION E. INVOICING

- 1** VAT identification number. (Please see the following [link](#) for explanation and the correct format of your country's VAT number):

- 2** PIN (Personal Identification Number issued for tax purposes – to be completed when the owner of the organisation is an individual and there is no other registration number available):

- 3** Fees can be invoiced and paid in **Pounds Sterling (GBP)**, **United States Dollars (USD)**, or **Euros**. The first Annual Licence Fee will be invoiced in pro rata terms from the term start date of your licence. Please confirm your currency preference.

GBP USD Euros

This will apply to Annual Licence Fees, Participant Registration Fees (PRFs) and training fees. Please see the IAC [Fee Schedule](#) for more information.

- 4** I confirm that sufficient funding is available to cover all costs (Annual Licence Fee, insurance, cost of compulsory training courses, etc.):

SECTION F. SUPPORTING DOCUMENTS

In addition to this completed application you are also required to submit the following documents to evidence that your organisation is able to meet the standards of the licence agreement.

Please submit copies of these documents with this application form. Please be aware that you will not be able to complete the licensing process prior to the submission of these documents.

1 Safeguarding / Child Protection Policy

2 Health and Safety Policy

3 Evidence of suitable insurance

Please note that additional evidence will be required to be submitted as part of the ongoing quality assurance process.

SECTION G. DECLARATION

I confirm that all the information given in this application form is correct and accurate to the best of my knowledge. I am ready to sign the IAC Licence Agreement as the basis of the relationship between my organisation and The Duke of Edinburgh's International Award Foundation.

Name of Senior Manager (proposed Licence Holder):

Signature / e-signature of Senior Manager (proposed Licence Holder):

Date

FAQS

Q: How long will the licensing process take?

A: This varies, but can take as little as four weeks.

You can help this progress quicker by ensuring that all documents are returned and any payments are made to us as soon as possible.

Q: Can I start delivering the Award as soon as the licensing process is complete?

A: Not yet. Please see the ten steps [graphic on page 2](#). Before you can begin delivering the Award, at least two adults (possibly more, depending on the size of your IAC) will first need to complete our online Level 1 training modules and register for one of our upcoming face-to-face Level 2 training workshops. This attendance should take place within the first six months of being licensed. In order to get you up and running as quickly as possible, you can register on the Online Record Book (ORB) and start delivering the Award as soon as this registration is complete.

Q: If a young person registers to do the Award and then withdraws, do we still have to pay their Participant Registration Fee?

A: Yes. The Participant Registration Fee is required to be

paid for all participants in order to register for each level of the Award they undertake. If a participant withdraws after their Award Leader has approved their registration, the fee will still be collected and will not be returned. The registration will still be valid for the participant should they wish to complete their Award before their 25th birthday.

Q: If, after obtaining a licence and paying the Annual Licence Fee, my IAC finds that it cannot recruit enough students or is unable to offer the Award, will all or part of the Annual Licence Fee be refunded?

A: As explained in the IAC Licence agreement, in the case of termination of the licence agreement no part of the Annual Licence Fee will be refundable by the Foundation.

Q: Why do I need a licence?

A: To ensure that all the IACs around the world are delivering the Award correctly and to a high standard. It's an agreement between your organisation and the Foundation and helps us prepare you for running the Award.

Q: How much will it cost?

A: There is an Annual Licence Fee for operating as an IAC, Participant Registration Fees, training fees and your own running costs for supplies such as certificates and badges. Please see the current IAC Fee Schedule here.

Q: Can we register young people to do the Award who are not part of our organisation?

A: No. Your licence allows you to register participants who are formally associated with your organisation only.

Q: What about training?

A: We have a lot of useful online training modules available to you, as well as face to face workshops which take place frequently throughout the world. Your IAC Licence will require you to have at least two adults fully trained by the Foundation in order to deliver the Award, but this can be completed within six months of being licensed, so don't worry about it yet.

Q: I previously attended a training course for Award Leaders, Adventurous Journey Supervisors or Adventurous Journey Assessors in another country. Does this past training count?

A: If you have previously attended Award Training delivered by the Foundation, there is no requirement to attend another course. However, you may wish to refresh your knowledge by revisiting the online Level 1 training modules. Please note that if you have attended training which was delivered by a National Award Operator, such

as in the UK or Canada, you will need to complete Award Training delivered by the Foundation. If you are unsure, please contact operations@intaward.org.

Q: How much staff time is involved in delivering the Award?

A: The administration of the Award and mentoring of participants will require a regular commitment and the number of hours required per week will vary depending on the number of participants registered. The time commitment also varies depending on the time of year, with the start and end of the academic year often requiring substantially more time as participants are typically embarking on and then completing their Awards.

Q: How will the licence standards be monitored?

A: After the first 18 months of being licensed, the IAC will undergo a licence review. The purpose of this is to ensure that the appropriate standards are being met. This will involve the submission of a portfolio of information and evidence. After this first review, the IAC will go through additional licence reviews every three years, to ensure continued compliance with the standards.

Q: What support is available to me?

A: You have a dedicated Operations Manager who you will be introduced to during the licensing process. They are Award experts and will guide and help you through every situation throughout your time as an IAC. You can also contact operations@intaward.org for any query.