



Independent Award Centres

TRAINING FOR ADULTS IN THE AWARD

INTRODUCTION



Training of adults who deliver The Duke of Edinburgh's International Award (the Award) is critical to its success at your organisation and around the world.

The Delivering the Award training framework is part of a comprehensive support system for adults at licensed Independent Award Centres (IACs), which also includes a combination of peer-to-peer engagement opportunities and ongoing support from the IAC Operations team.

The Delivering the Award training framework is intended to equip people with the knowledge, skill and confidence to support participants to do their Award, specifically in the manner envisaged in our Guiding Principles. It not only provides detail on the Award framework; standards to be met; and delivery tools to be used, it also helps to develop key skills, including:

- ▶ Active listening
- ▶ Goal setting
- ▶ Coaching
- ▶ Giving constructive feedback
- ▶ Understanding risk

As the Award is always driven by the participant, we do not prescribe activity or content in any section of the Award. Therefore, we do not provide technical skills training (map-reading etc.) in relation to the Adventurous Journey (AJ) section or any other section. However, please be aware that there may be particular outdoor pursuits skills required during the preparation and delivery of the AJ, which should be delivered by a suitably competent expert.

Our training is only available to individuals at (or working with) licensed organisations. To find out how to become licensed to deliver the Award at your location, please visit: <https://intaward.org/deliver/deliver-as-an-organisation/>



DELIVERING THE AWARD: FOR IACs

Your Award team will require training as follows:

| TITLE | ROLE DESCRIPTION |
|---|--|
| Award Coordinator (AC) | Takes overall responsibility for the delivery of the Award in an organisation. They coordinate other Award staff, liaise with senior management, and work with the Foundation to ensure smooth operation of the Award at their organisation. |
| Award Leader | Actively mentors participants, helps them choose their activities, monitors their progress and coordinates aspects of their Award. The recommended ratio of Award Leader to participants is 1:12-20. |
| AJ Supervisor | Takes responsibility for the health and safety of groups while out on their Adventurous Journeys. Often responsible for organising and carrying out the AJ training/preparation with participants. |
| AJ Assessor | Responsible for certifying that the participants have successfully completed the Adventurous Journey section of the Award. |
| Award Verifier (AV) (Eligible IACs only) | Internal to an IAC, reviews and authorises the completed Awards submitted to them by participants at Bronze and Silver level. |
| Section Assessor | Conducts specific training for participants in any section of the Award and authorises completion. |
| Other Helper | Other staff/volunteers who indirectly support a participant's Award. |

TRAINING FRAMEWORK

| | LEVEL 1 | LEVEL 2 | KEY ROLES - AC | KEY ROLES - AV | AWARD COMMUNITY PEER GROUP |
|--|-----------|----------------|----------------|----------------|----------------------------|
| | Essential | Desirable | Essential | Not applicable | Yes |
| | Essential | Essential | Not applicable | Not applicable | Yes |
| | Essential | Essential | Not applicable | Not applicable | Optional |
| | Essential | Essential | Not applicable | Not applicable | Optional |
| | Essential | Desirable | Not applicable | Essential | Not applicable |
| | Desirable | Not applicable | Not applicable | Not applicable | Not applicable |
| | Desirable | Not applicable | Not applicable | Not applicable | Not applicable |

All online training, supplementary resources and peer engagement discussions are on the Award Community. <https://www.awardcommunity.org/ac/>

LEVELS OF TRAINING

LEVEL 1

Level 1 is e-learning. It introduces delegates to the components of the Award, and gives information about the knowledge, skills, behaviours and tools which are useful for delivering the Award. It consists of the following four online modules, which can be completed at the delegate's preferred pace:

- ▶ **Level 1: Award Induction** (approx. 1 hour)
- ▶ **Level 1: Award Delivery** (approx. 1 hour)
- ▶ **Online Record Book (ORB) for Award Leaders** (approx. 20 mins)
- ▶ **Online Record Book (ORB) for participants** (approx. 20 mins)

Delegates receive an e-certificate upon completion of Level 1.

Level 1 training is free of charge.

LEVEL 2

Level 2 delivers more advanced lessons to build on the knowledge learned during Level 1, and on the Award experience gained by delegates in the interim. It also provides in-depth guidance on the requirements of the Adventurous Journey section. It consists of two modules:

- ▶ **Level 2: Adventurous Journey Pre-Learning** (e-learning)
- ▶ **Level 2: Delivering the Award is an instructor-led workshop.**
Delivered either by a 2-day face-to-face workshop, or a virtual workshop consisting of 3 sessions of 3 hours each. For dates, fees and booking details for upcoming workshops, visit: <https://intaward.org/deliver/training-events/>

Delegates receive a certificate upon successful completion of Level 2.

A newly established IAC Award team must have completed Level 2 before undertaking a Qualifying AJ.

ADVANCED KEY ROLE TRAINING

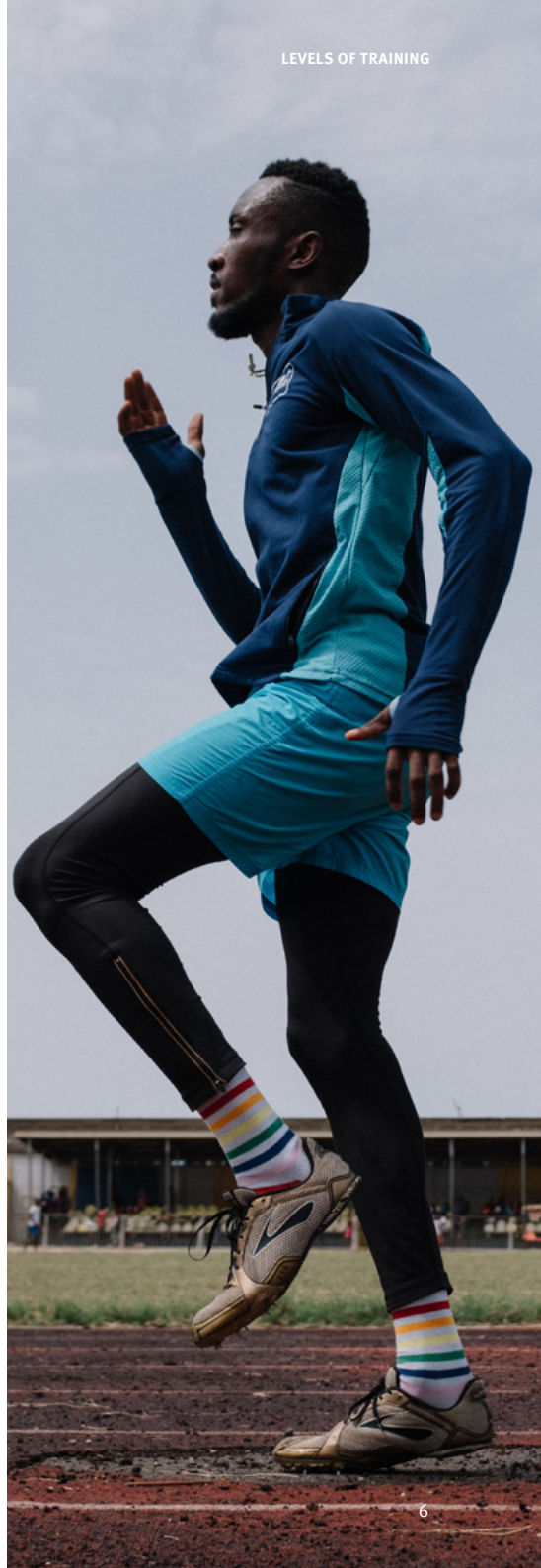
Award Coordinator training

e-learning module – aiding understanding of how to manage delivery of the Award within an IAC: coordinating logistics; leading and supporting Award Leaders; and overseeing Award groups.

Award Verifier training

(Eligible IACs only)

e-learning module, providing the necessary knowledge to review Awards (at Bronze and Silver level) in a fair and unbiased way, covering: the purpose of the role; time requirements; Award requirements; ORB requirements and where to find additional support/information.



LICENCE REQUIREMENTS

MANDATORY TRAINING

The IAC licence requires each Independent Award Centre to maintain a minimum of:

- ▶ Two active team members, fully trained in the roles of Award Leader, AJ Supervisor, AJ Assessor
- ▶ One team member trained as Award Coordinator

An individual can carry out a number of these roles at the same time. Therefore, at a minimum, an IAC can meet the licence requirements with two individuals fulfilling all the roles.

For new IACs, the organisation becomes eligible to deliver the Award with participants as soon as at least two team members have completed Level 1 and have enrolled to complete Level 2 (on a date within the following 6 months).

Please note, every individual acting in any Award role must have completed the relevant training for that role. Should your participant numbers rise beyond a number that can be effectively supported by your existing Award team, it is expected that the number of trained adults fulfilling these roles will increase too.

RECOGNITION OF TRAINING

There are IACs delivering the Award in more than 60 countries around the globe. Find out more here:

<https://intaward.org/do/regions-locations/>

Our Delivering the Award training is recognised uniformly across that network; and, once completed, your training remains valid for as long as you stay active without significant gaps in your Award delivery.

We currently do not recognise prior training which was completed with a National Award Operator (NAO). Recognition of previous IAC training for anyone seeking to deliver the Award in an NAO country is at the discretion of that NAO.



STEPS TO COMPLETE DELIVERING THE AWARD TRAINING

STEP 1 REGISTER ON THE AWARD COMMUNITY

Register/log in to our online community learning platform, the Award Community. <https://www.awardcommunity.org/ac/>

When registering, please only select 'IAC' as your organisation type if you are from a licensed Independent Award Centre.

If you are acting as an external activity provider (not affiliated with any organisation licensed by the Foundation) please select 'External Activity Provider'.



STEP 2 COMPLETE LEVEL 1 (ONLINE)

On the Award Community homepage, select the Award Course List.

Complete the following modules:

- ▶ Level 1: Award Induction (approx. 1 hour)*
- ▶ Level 1: Award Delivery (approx. 1 hour)*
- ▶ Online Record Book (ORB) for Award Leaders (20 mins)**
- ▶ Online Record Book (ORB) for Participants (20 mins)**

* You will receive an e-certificate upon completion of these modules

** ORB modules are not required to be completed before you can register for a Level 2 training course but must be completed in conjunction with starting to use the ORB.

STEP 3 REGISTER TO ATTEND A LEVEL 2 WORKSHOP

Upon completion of Level 1, register to attend a Level 2 Delivering the Award workshop taking place within 6 months or in advance of your first intended Qualifying AJ (whichever is soonest).

For dates, fees and booking details for upcoming workshops (virtual and/or face-to-face) please click here:

<https://intaward.org/deliver/training-events/>

Please note: your registration to attend a workshop will only be accepted if:

- ▶ you have successfully completed Level 1
- ▶ your IAC has no outstanding debts
- ▶ there are spaces available for your chosen workshop

STEPS TO COMPLETE THE DELIVERING THE AWARD TRAINING

STEP 4 BEGIN DELIVERING THE AWARD

- ▶ Register on the Online Record Book (ORB) – the online platform for overseeing your participants' Awards. (Your ORB registration will only be verified if you have completed Step 3 on page 10).
- ▶ Begin delivering the Award as an Award Leader. Seek support from colleagues and/or your dedicated Operations Manager.
- ▶ Use this time to document questions you may have; you will be given an opportunity to ask them during the Level 2 workshop.

STEP 5 COMPLETE LEVEL 2 (ONLINE & INSTRUCTOR-LED)

In advance of attending your chosen 2-day Level 2 Workshop, complete the following:

- ▶ Level 2: Adventurous Journey pre-learning (e-learning module)
- ▶ Pay the training fee in full

Attend your chosen Level 2 Delivering the Award workshop. 100% attendance is required for successful completion.

Success! Upon successful completion of the Level 2 Delivering the Award, delegates will receive an International Award certificate and are certified as an Award Leader, an AJ Supervisor and an AJ Assessor.

ARE YOU, OR ARE YOU WORKING WITH, AN EXTERNAL PROVIDER?



Some IAC Award teams may collaborate with external experts when delivering the Award, most commonly, in relation to the Adventurous Journey. It is at the discretion of the IAC Award team to choose with whom to work as technical experts. The only instance in which an external contractor is required to have undergone training with the Foundation is when an IAC wishes to outsource the specific roles of AJ Supervisor and/or AJ Assessor. In that case, it is the responsibility of the IAC Award Coordinator to check the individual is on the Foundation's register of trained external AJ Supervisors and Assessors, and to ask to see proof of training from the individual(s) in question.

Please note, external activity providers may not fulfil the role of Award Leader, Award Coordinator or Award Verifier.

If you are an external activity provider wishing to fulfil the roles of AJ Supervisor and/or AJ Assessor for client IACs, you are welcome to complete Level 1 and Level 2 training. Please contact: **operations@intaward.org** for more information.

ARE YOU DELIVERING THE AWARD WHERE THERE IS A NATIONAL AWARD OPERATOR?



If you are in a country where an NAO is operating, please contact your NAO to:

- ▶ Get information about delivering the Award
- ▶ Find out more about the training requirements in your country
- ▶ Find out if the NAO recognises IAC training within their Award Centres

You can find a list of all our NAOs here:

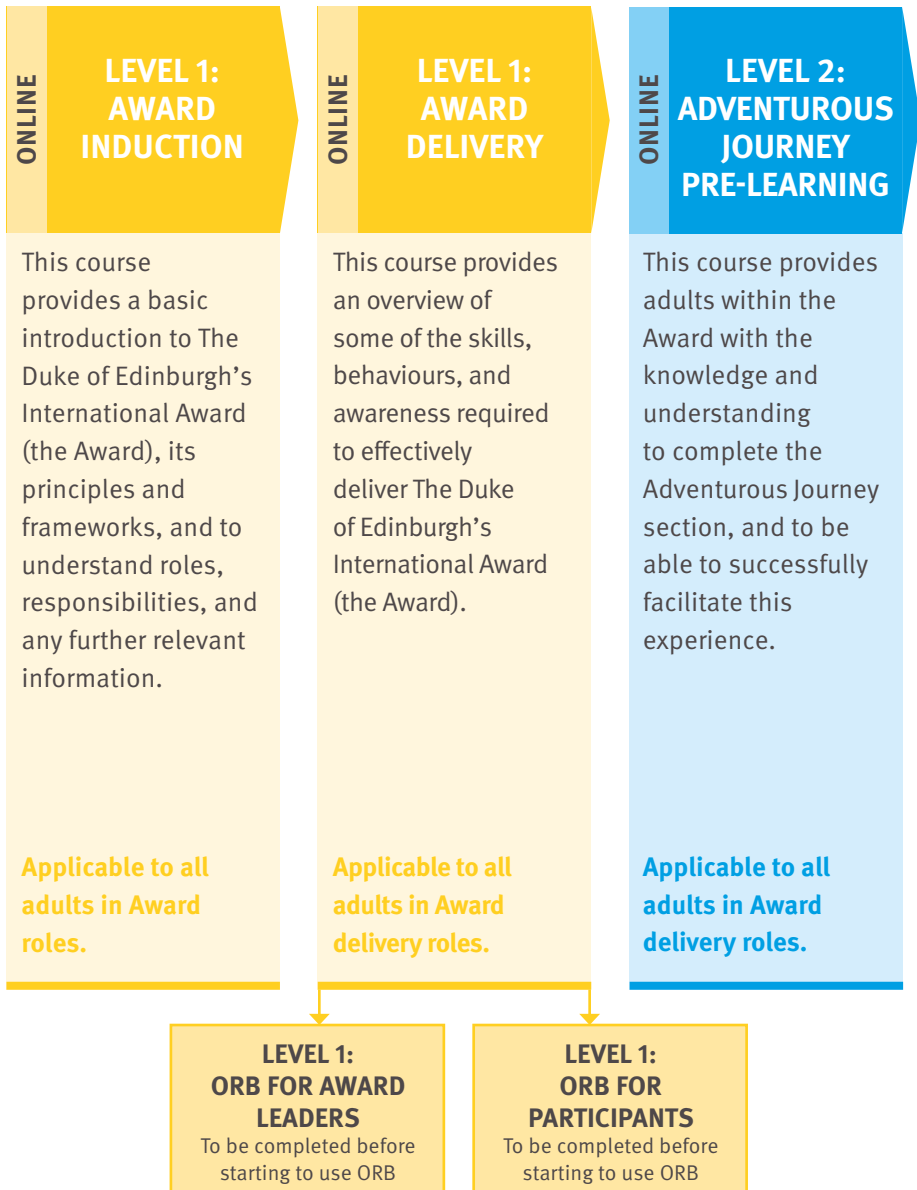
<https://intaward.org/do/regions-locations/>

If you have any questions about this information, or about The Duke of Edinburgh's International Award generally, please contact: **operations@intaward.org**

ARE YOU DELIVERING THE AWARD WHERE THERE IS A NATIONAL AWARD OPERATOR?



TRAINING PATHWAY



INSTRUCTOR - LED

**LEVEL 2:
DELIVERING
THE AWARD
WORKSHOP**

This course provides adults in Award roles with an understanding and consistent interpretation of their role, and provide an overview of some of the skills, behaviours, and awareness required to effectively deliver The Duke of Edinburgh's International Award (the Award) in line with the experiential learning philosophy of the programme.

Applicable to all adults in Award delivery roles.



**ONLINE
ADVENTUROUS
JOURNEY REFRESHER**

For external activity providers only

ONLINE

**LEVEL 3:
AWARD
COORDINATOR
COURSE**

For Coordinators only

This course provides Award Coordinators with the knowledge to understand their role and responsibilities. It provides details of the tasks to be completed in the role including the frequency as well as resources available to a Coordinators.

Applicable to Award Coordinators only.

ONLINE

**LEVEL 3:
AWARD
VERIFIER
COURSE**

For eligible IACs only

This course provides those who have been approved as Award Verifiers with the understanding and the awareness required to assess each participant's Award on its own merit when deciding whether it meets the criteria to be authorised.

Applicable to Award Verifiers only.

MODULE BREAKDOWN

LEVEL 1: AWARD INDUCTION

- ▶ The Award and non-formal education
- ▶ Award overview
- ▶ History and timeline
- ▶ The Award family
- ▶ Philosophy and Guiding Principles
- ▶ Section and levels overview
- ▶ Voluntary Service
- ▶ Skills
- ▶ Physical Recreation
- ▶ Adventurous Journey
- ▶ Gold Residential Project
- ▶ Useful definitions

LEVEL 1: AWARD DELIVERY

- ▶ Safeguarding
- ▶ Experiential learning
- ▶ Effective goal setting
- ▶ Introduction to mentoring
- ▶ Award promotion

LEVEL 2: ADVENTUROUS JOURNEY PRE-LEARNING

- ▶ Introduction
- ▶ Requirements
- ▶ Adult Roles
- ▶ Preparing participants
- ▶ Skills training
- ▶ Levels of supervision
- ▶ Practice Journey
- ▶ Qualifying Journey and Assessor role
- ▶ Debrief and presentation
- ▶ 12 Steps Overview

LEVEL 2: DELIVERING THE AWARD WORKSHOP

- ▶ Award overview
- ▶ Adult roles
- ▶ Effective goal setting
- ▶ Mentoring overview and case studies
- ▶ Group dynamics
- ▶ Adventurous Journey Requirements and processes
- ▶ Risk assessment
- ▶ Adventurous Journey: Role practice and debrief
- ▶ Adventurous Journey case studies

LEVEL 3: AWARD COORDINATOR COURSE

- ▶ Starting out as an Award Coordinator
- ▶ Taking over as an Award Coordinator
- ▶ Running the Award as an Award Coordinator
- ▶ Licence review as an Award Coordinator
- ▶ Handing over to a new Award Coordinator

LEVEL 3: AWARD VERIFIER COURSE

- ▶ What is an Award Verifier
- ▶ Key tasks of an Award Verifier
- ▶ Time requirements
- ▶ How is an Award Verifier supported?
- ▶ What to look for when verifying an Award
- ▶ Steps an Award Verifier must follow on the ORB to authorise or reject an Award for sign off

For any queries contact
operations@intaward.org



CONTACT US

The Duke of Edinburgh's
International Award Foundation
Award House
7-11 St Matthew Street
London SW1P 2JT
United Kingdom



©2020 The Duke of Edinburgh's International Award Foundation
All images © 2020 The Duke of Edinburgh's International Award Foundation
Registered charity in England and Wales number 1072453
Company limited by guarantee number 3666389