



Education Agency Registration Form to deliver Youth Scotland's accredited Awards

Please see attached Operating Agency Descriptor for details

Name of Education Agency applying for registration:

Key Contact Name:

Address of Education Agency:
(Start-up Pack will be sent here)

Telephone and Fax:

Email

Please note that your contact information will be used only in accordance with Youth Scotland's data protection policy. Contact Youth Scotland for more information.

I, on behalf of _____ (Education Agency) wish to register to offer the Dynamic Youth Awards and/or Youth Achievement Awards and accept the responsibilities involved as outlined in the attached Operational Outline.

A Cheque for £500 should be enclosed, made payable to Youth Scotland OR mark here to be invoiced at the above address.

Purchase Order number (If applicable)

Signed:

Position:

Date:

Please 'phone, fax or email Youth Scotland for support and return this completed form to register. Delivery of Start Up Packs may take up to 3 weeks.

Youth Scotland, 19 Bonnington Grove, EDINBURGH. EH6 4BL
TEL 0131 554 2561 FAX 0131 454 3438 Email info@youthscotland.org.uk

OPERATING AGENCY OUTLINE

1. Purpose of the agreement

This agreement describes the services offered by Youth Scotland, and the responsibilities of the Secondary School in registering to delivery of the Dynamic Youth Awards and Youth Achievement Awards.

2. Agencies involved in delivery

Youth Scotland

Youth Scotland's mission statement is to enable young people throughout Scotland to maximise their full potential through the provision of quality educational and social opportunities. Youth Scotland provides services to circa 600 affiliated youth group members and to 200+ non-affiliated agencies, e.g. Local Authorities, Education Agencies.

ASDAN

Youth Scotland contracts the services of ASDAN (Awards Scheme Development and Accreditation Network) to externally accredit Awards. ASDAN is an approved Awarding Body for the National Qualifications Framework.

Definitions of user agencies

Education Agency Operating Agency

An Education Agency registered through this agreement to offer Dynamic Youth Awards and/or Youth Achievement Awards to its own learners. The Education Agency may offer the opportunity to its feeder Agencies to register as Participating Units.

Participating Unit

With the agreement of the registered Education Agency, feeder Agencies may register with Youth Scotland as Participating Units to deliver the Dynamic Youth Awards and/or Youth Achievement Awards. A Feeder Agency Participating Unit Registration Form should be completed.

3. Delivery Structure

This agreement provides access to the Dynamic Youth Awards and Youth Achievement Awards for the Education Agency named on this agreement and for it's feeder Primary Schools to register with Youth Scotland as Feeder Primary School Participating Units to deliver the Dynamic Youth Awards.

4. Registration Costs

Awards Education Agencies pay an annual Operating Agency registration fee of **£500**.

Participating Unit annual registration fee is **£48**.

Amendments in fees will be communicated to registered groups via the newsletter.

5. Operational Costs

Awards Material Order Forms are included in start up packs, available by post from Youth Scotland or to download from the Youth Scotland website. No charge is made for certification.

6. Services provided by Youth Scotland through this agreement:

- 1) An Education Agency Start Up pack of materials for both accredited Awards.
- 2) A regular newsletter providing accreditation news, case studies, training opportunities and conference information.
- 3) Discounted places at annual accreditation conferences.
- 4) A Youth Achievement Awards Induction Training day for up to 16 workers hosted and promoted by the Operating Agency and delivered by Youth Scotland.

- 5) The opportunity to attend External Moderation Events, meet other deliverers and discuss operational issues with the qualifications authority, ASDAN.
- 6) An annual review/planning meeting with Youth Scotland Development Staff.
- 7) A license to accredit up to 500 young people through YAA in each registration year.
- 8) No limit to the number of Dynamic Youth Awards made in each registration year.
- 9) Free certification for all externally moderated portfolios.
- 10) Access to telephone support from Youth Scotland Development staff.
- 11) Annual updates on the number of Awards made through your Operating Agency.
- 12) A unique license number that should be quoted on all correspondence.
- 13) Access to additional training opportunities as promoted in the accreditation newsletter.
- 14) Delivery of regular Youth Achievement Awards Agency Moderator Training events.
- 15) Youth Scotland undertakes to continually develop support services.

7. Responsibilities of the Awards Education Agency Operating Agency

- 1) Appoint a key contact within your Agency and at least one Agency Moderator who should attend training within one year of initial registration. These roles may be delivered by the same person.
- 2) Maintain quality assurance of delivery of the Awards as outlined in the Guidance Notes.
- 3) Ensure that all those involved in delivering Youth Achievement Awards have completed Youth Achievement Awards Induction Training.
- 4) Agency Moderators may opt to deliver their own YAA Induction Training provided that Youth Scotland training materials are used and that evaluations and attendance lists are forwarded to Youth Scotland.
- 5) Cascade information to workers and Participating Units within your Operating Agency.
- 6) To deliver the Awards in a non-discriminatory manner and in accordance with the guidance notes provided in your Start Up pack.

8. Education Agency Start Up Pack Contents

10 Awards Material Order Forms
 10 Participating Unit registration forms
 20 Dynamic Youth Awards/Youth Achievement Awards promotional leaflets
 Sample poster and postcard promotional material
 5 Sample completed Dynamic Youth Awards Challenge Sheets for promotional purposes
 Dynamic Youth Awards and Youth Achievement Awards Guidance Notes
 Dynamic Youth Awards and Youth Achievement Awards External Moderation Forms
 20 Dynamic Youth Awards Challenge Sheets
 Sample Youth Achievement Awards booklets at Bronze, Silver, Gold and Platinum levels

9. GETTING STARTED?

Please contact:

George Cherrie
 Youth Achievement Award Development Worker
 Youth Scotland
 19 Bonnington Grove
 EDINBURGH
 EH6 4BL

Tel: 0131 554 2561
 Fax: 0131 454 3438

E-mail: george.cherrie@youthscotland.org.uk Web site: www.youthscotland.org.uk.

Youth Achievements Awards are a UK wide programme operated by ASDAN, UKYouth, Youth Scotland, Youth Action Northern Ireland and the Welsh Association of Youth Clubs.