

Operating Agency Registration



Agency applying for registration				
Name				
Details of Agency				
Address <i>(correspondence will be sent here)</i>				
Post Code		Telephone		Fax
Key Contact			Email	
Invoicing details (if different from above)				
Name				
Address				
Post Code		Telephone		Fax
Order Number			Email	

I, on behalf of the above named Agency wish to register to participate in the Youth Achievement and Dynamic Youth Awards as an Operating Agency.

I accept the responsibilities of operating the Awards as detailed in the 'Operational Outline' overleaf.

I acknowledge the cost involved for annual registration (currently £1250) and I *have enclosed a cheque / *wish to be invoiced.

**Please delete as appropriate*

Signed:

Position:

Date:

For Office Use Only		
Date received	Date Stamp	
Cheque enclosed Y / N	Value £	Number
Passed for processing	Name	Date
Pack despatched	Name	Date
Invoice sent	Name	Date
Invoice details	Number	Date
Database updated	Name	Date
Nominal Code 4505	Dept Code 520	



YOUTH ACHIEVEMENT AND DYNAMIC YOUTH AWARDS OPERATING AGENCY OPERATIONAL OUTLINE

1. REGISTERING TO ACCESS THE AWARDS

There are two tiers of registration to access the Awards:

a) Operating Agencies

These are generally Local Authorities, Local Authority Services (e.g. Youth Service, Social Work Service, Education Service etc.), Area Associations of Youth Scotland, Regional or National Organisations or larger scale projects. Operating Agencies promote and support delivery of the Awards to their own Participating Units including organising YAA Induction Training. A Schools and Colleges Operating Agency Licence is also available.

b) Participating Units

These are generally individual youth clubs, youth groups, small projects, regional/local branches of National Organisations, Off Campus support units, Alternative Curriculum Groups etc. Participating Units access the Awards through and are supported by their Operating Agency.

2. OPERATING AGENCY FEES

Operating Agency fees are currently £1,250. If you wish to withdraw from delivering the Awards then please notify Youth Scotland prior to your annual registration fee becoming due or within 14 days of receipt of the renewal invoice. Please note that no refund of fees can be made after 14 days of receipt of invoice.

3. WHAT WILL OPERATING AGENCIES RECEIVE IN RETURN?

a) AS AN OPERATING AGENCY YOU WILL RECEIVE THE FOLLOWING:

- o 20 Promotional Flyers
- o 10 Awards Materials Order Forms
- o 10 Participating Unit Registration Forms
- o Youth Achievement Awards;
 - 1 Copy of Youth Achievement Awards Guidance Notes
 - 1 Sample YAA Bronze Booklet (Not for Moderation)
 - 1 Sample YAA Silver Booklet (Not for Moderation)
 - 1 Sample YAA Gold Booklet (Not for Moderation)
 - 1 Sample YAA Platinum Booklet (Not for Moderation)
 - 1 Sample promotional postcard
 - 1 Sample promotional poster
 - 1 Sample External Moderation Form
- o Dynamic Youth Awards;
 - 1 Copy of Dynamic Youth Awards Guidance Notes
 - 1 Sample completed Dynamic Youth Awards Challenge Sheet
 - 5 Dynamic Youth Awards Challenge Sheets
 - 1 Dynamic Youth Awards External Moderation Form
 - 1 Dynamic Youth Awards Dates and Information for External Moderation Meetings Sheet
- b) A licence for your Operating Agency to register up to 20 Participating Units, each of which can present up to 25 Youth Achievement Award portfolios for accreditation in any registration year and an unlimited number of Dynamic Youth Awards.
- c) A regular Newsletter detailing developments within the Awards.
- d) A unique registration number. This number will be notified to you after your registration has been processed and should be quoted on all correspondence.
- e) A Youth Achievement Awards Induction Training event for up to 16 of your staff. Access to additional free Agency Moderator Training for identified staff that would enable them to Internally Moderate your Agency's portfolios prior to submitting them for External Moderation.

4. WHAT ARE THE RESPONSIBILITIES OF AN OPERATING AGENCY?

- a) As an Operating Agency it is your responsibility to maintain and oversee the quality and standards in the operation of the YAA within your agency/organisation and all registered Participating Units.
- b) It is the Operating Agency's responsibility to ensure that all workers involved in the YAA within the Agency and Participating Units that are registered through you, have attended the YAA Introductory Training. This is to ensure the appropriate support for young people who are working towards their Award.
- c) You may opt to nominate a number of workers who will undergo additional Agency Moderator training and assume responsibility for internally moderating the Awards and for the development of the Youth Achievement Awards within your Agency.
- d) You must identify a key contact within your agency. This contact will receive mailed updates from Youth Scotland for dissemination within your Volunteer Centre.

5.

GETTING STARTED?

Please complete and return this registration form to:

Youth Scotland
Balfour House
19 Bonnington Grove
EDINBURGH
EH6 4BL

E-mail: awards@youthscotland.org.uk

Tel:0131 554 2561 Fax:0131 454 3438

Web site: www.youthscotland.org.uk

If you have any queries or need help with completing this form please do not hesitate to contact us.

Youth Achievements Awards is a UK wide programme operated by ASDAN, UKYouth, Youth Scotland, Youth Action Northern Ireland and Youth Cymru.
Dynamic Youth Awards is a UK wide programme operated by Youth Scotland and accredited by ASDAN.