

Participating Unit Registration



Operating Agency supporting registration application				
Operating Agency Name			Registration Number	Sc
Details of Group applying for registration				
Name of Group				
Address <i>(start up pack 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 wish to register this Group as a Participating Unit to deliver Youth Achievement and Dynamic Youth Awards.

I have the agreement of the named Operating Agency and, with their co-operation, I undertake to ensure that the necessary standards are maintained as detailed in the 'Operational Outline' overleaf.

I acknowledge the cost involved for annual registration (currently £48) 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 PARTICIPATING UNIT OPERATIONAL OUTLINE

1. REGISTERING TO ACCESS THE AWARDS

There are two tiers of registration to access the Awards:

1.1 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.

1.2 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. PARTICIPATING UNIT FEES

Participating Units pay an annual registration fee (currently £48). Participating Units will automatically be sent renewal invoices. 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 PARTICIPATING UNITS RECEIVE IN RETURN?

AS A PARTICIPATING UNIT YOU WILL RECEIVE THE FOLLOWING:

- a) On initial registration you will receive a 'Start-Up Pack' that includes:
 - 1 Promotional Leaflet
 - 1 Material Order Form
 - 1 Copy of Youth Achievement and Dynamic Youth 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 completed Dynamic Youth Challenge Sheet
 - 5 Dynamic Youth Awards Challenge Sheets
 - 1 Dynamic Youth Awards External Moderation Form
- b) A license for your Participating Unit to 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.

4. WHAT ARE THE RESPONSIBILITIES OF A PARTICIPATING UNIT?

- a) Operating Agencies must approve the registration of Participating Units.
- b) Each Participating Unit must ensure that all workers using the Youth Achievement Awards have attended YAA Induction Training. Training is not a requirement to deliver the Dynamic Youth Awards.
- c) Regular liaison with your Agency Moderator is essential to maintain the quality and standards of the Awards within your group.
- d) Participating Units are required to operate the Awards in a non-discriminatory manner within an agreed code of practice that reflects Youth Scotland's commitment to Inclusion and Equal Opportunities.
- e) There is an expectation that everyone involved in delivery of the Awards becomes an advocate of good practise in relation to the Awards

5. GETTING STARTED?

Please complete and return this registration form to:

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

E-mail: george.cherrie@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.

