



Running the Award in 6 stages

The Duke of Edinburgh's International Award Romania Foundation

Stage	Actions	People involved
<p>Stage 1 License signing to become Award Operational Unit</p>	<ul style="list-style-type: none"> - Establishing procedures - Establishing the Award volunteer team that will be part of the training and will have different roles in delivering the Award - Sending necessary documents from the Foundation to future to be Unit - License contract signing with institution representatives (online or face to face) - License package to be issued by the Foundation for the new Award Unit 	<ul style="list-style-type: none"> - National coordinator - The future Award coordinator inside the institution - The director/ president of the institution that is to be licensed
<p>Stage 2 Training course for new Award Leaders</p>	<ul style="list-style-type: none"> - Accessing Online Learning Hub by members of the Award Unit - Organizing the course for Award Leaders - Attending the Award Leaders Course 	<ul style="list-style-type: none"> - Foundation training manager who will take care of organizing the course - Foundation's volunteer trainers who will deliver the course for Award Leaders - Minimum 4 people from the Unit, attending the course (1 coordinator, minimum 2 Award Leaders and 1 instructor for the Adventurous Journey, or a potential Supervisor or Assessor)

<p>Stage 3 Starting the programme within the Award Unit</p>	<ul style="list-style-type: none"> - Organizing an activity to start the Award programme (by means of interactive presentation, games) - Award Leaders will meet their participants 	<ul style="list-style-type: none"> - Trained Award Leaders - Potential participants, young people aged 14-24 - Potential activity instructor / assessor, Adventurous Journey instructors
<p>Stage 4 Promoting the programme to the community</p>	<ul style="list-style-type: none"> - Facilitating contacts for potential organizations and locations where young people could do their activities - Promoting young participants' activities and experiences - Online promoting 	<ul style="list-style-type: none"> - Trained Award Leaders - Representatives of the licensed institution - Young participants - National team (collaboration contract, facilitating contacts and counseling where needed)
<p>Doing the programme and monitoring young participants</p>	<ul style="list-style-type: none"> - Meetings between Award Leaders and participants - Mentoring young people - Re-examining the proposed objectives for each activity 	<ul style="list-style-type: none"> - Award Leaders - Participants - Activity assessors
<p>Preparing and developing the Adventurous Journey Section</p>	<ul style="list-style-type: none"> - Leaders present the Adventurous Journey Section to the participants - Forming groups (4-7 young people) - Choosing the type of Adventure (exploration, expedition, other type of travel) 	<ul style="list-style-type: none"> - Award Leaders - Participants - Parents
	<ul style="list-style-type: none"> - Organizing training sessions for the groups (activity form/Progress Record Book to be consulted to see the Adventurous Journey initial training), including a session of journey risk management 	<ul style="list-style-type: none"> - Award Leaders - Activity assessors - Participants

	<ul style="list-style-type: none"> - Undertaking practice journeys (with focus on identifying the aim for the qualifying journey) 	<ul style="list-style-type: none"> - Award Leaders - Activity Coach /Supervisor - Participants
	<ul style="list-style-type: none"> - Sending the documents to inform -adventurous journeys of young people to the Award Foundation 	<ul style="list-style-type: none"> - Award Leaders - Adventurous Journey instructor/Supervisor - National team
	<ul style="list-style-type: none"> - Carrying out a risk assessment session of the route of the qualifying journey 	<ul style="list-style-type: none"> - Supervisor - Participants
	<ul style="list-style-type: none"> - Undertaking qualifying journeys in and for the chosen environment and level 	<ul style="list-style-type: none"> - Supervisors and Assessors - Participants
	<ul style="list-style-type: none"> - Creating and presenting the journal or report of the qualifying journey 	<ul style="list-style-type: none"> - Supervisors and Assessors - Participants
Stage 5 Assessing young people	<ul style="list-style-type: none"> - Filling in the Record Books by the activity coaches - Closing the sections with a final activity that will prove the accomplished progress 	<ul style="list-style-type: none"> - Participants - Activity instructors - Leader (optional)
	<ul style="list-style-type: none"> - The Leaders conduct an assessment discussion of the programme done by the participants, emphasizing their success and progress - The Leaders make sure the Record Books are filled out - The Leaders complete the Attainment Form and send it to the Award Foundation 	<ul style="list-style-type: none"> - Leaders - Participants - National Team

Fundația The Duke of Edinburgh's
International Award Romania

CIF 33302919
Banca Transilvania
office@dofe.ro
www.dofe.ro



Stage 6 Award Ceremony	<ul style="list-style-type: none">- Organizing an Award ceremony at local level for Silver and Bronze after receiving approval from the Foundation (after verifying Attainment forms)- Certificates and pin payments toward the Foundation- Preparing participants who will be part of the ceremony with an artistic moment or speech,	<ul style="list-style-type: none">- Leaders- Participants- Volunteers of the organisation- National Team
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**Note: for a better understanding of the delivery of the Award programme and its implications ask for "Award Management Manual" from the National Coordinator mihaela.stanciu@dofe.ro*