

Welcome to the Award Community!

A toolkit to all the resources you need

We are happy that we are going to set up the Award together with jullie at your school. This toolkit takes you through the steps needed to start as a new Award Center or a new Award Leader.

1. Register at the Award Community.

[Register via this link.](#)

If you register, choose the *NAO* option for your organization, and select Netherlands as your country. Choose *Award Leader* or *Award Coordinator* as your Award role. You will then receive a login (your email address) and a password in your mail.

2. Take the e-courses.

Under the heading 'Enhance your skills' you will find numerous interesting and useful e-learning modules. Before starting as an Award Centre, we advise you to at least complete Level 1 and Level 2. This includes the following components:

- The history, philosophy, structure, design, and requirements of the Award.
- The impact of the Award on young people.
- Explanation of how to enthuse people to participate in the Award or to support the Award.

The other learning modules are also definitely worth a look but can be done at a later stage.

These parts are about:

- COVID19 and continuing the Award
- Introduction to the safety rules that all adults involved in the Award must observe.
- The Award: the story of a participant during COVID19
- ORB for participants
- ORB for Award Supervisors.

3. Register for the Award Leaders training

Several times a year, the Award office provides training for Award Leader. These trainings are held at various locations in the Netherlands. The dates on which the Awardbegeleider training courses are held are communicated via the newsletter and on our website:

<https://www.award.nl/trainingen.html>

[Register for the training via this form](#)

4. The Award Leader training

This training is designed to prepare Awardleaders as well as possible for their task as a coach of the Award participants.

The topics covered during the training are:

- The history, philosophy, structure, design, and requirements of the Award.
- The different roles in executing and supporting the Award.
- The impact of the Award on young people.
- Role of coach in guiding the Award participants.
- Coaching and motivating young people.
- The information, resources, and resources available to the Awardleaders for the performance of their task.
- Explanation of how to use the Online Record Book (ORB).
- Start up time planning and further roll out the Award at school

After the start of the first participants in the Award process, the preparations for the final Expedition start. For this, too, the Award office netherlands offers training that train expedition supervisor and expedition assessor. There is no need to follow these trainings right away. Especially in the start-up phase, it is possible for the Expedition to use already experienced Evaluators. Please contact the Netherlands Award Office for this.

Of course, it is allowed! Therefore, here is some information:

Expedition Supervisor and Expedition Assessor training

The topics covered during the training are:

- The Expedition, task of the group, time investment and maintaining the right standard standards during the Expedition.
- Different types of Expeditions.
- Insight into which skills/training a group of participants needs to start an Expedition well prepared.
- Insight into the things that are needed for the practice expedition and the actual Expeditions.
- Evaluate and give feedback on the (practice) Expedition with the participants.
- The different roles/functions in the execution of the Expedition.
- Insight into information and available resources and tools for organizing and executing an Expedition.
- Safety for all persons involved during the (practice) Expedition.

5. Signing Sub-license Award Netherlands

To ensure that everyone involved in carrying out the Award at school is well prepared, we have chosen to do the signing of the sub-license (the official moment) only after everyone has had their training. After the training we plan a date on which the school director (or manager) and the director of De Award Nederland sign the sub-license.

By signing the sub-license, the school agrees that they will offer the program of the Award according to the established rules and standards of The International Award for Young People and that they will behave as worthy members of the international Award Community. The agreement between the Award and the school is valid for a period of 2 years and is based on the mutual commitment to enable young people to follow the programme of the Award. Before the expiry of the sub-license, an evaluation takes place between De Award and the school to see if the cooperation will continue.

[Here you will find the template of the sub-license.](#)

By signing the sub-license, the school officially joins the international Award Community. Of course we make this a festive moment.

6. Register in the Online Record Book (ORB)

Before Award participants can start tracking their activities and progress in the ORB, you register as an Award Leader in the ORB. First register your organization as a new Award Center in the ORB. In the e-course the *Online Record Book for Awardleaders* on the Award Community is explained step by step in videos how to do this registration (Eng). Or go to <https://www.onlinerecordbook.org/fo/>. Here you can download 'user manual' in Dutch. For help, you can of course always contact the Award Office Netherlands.

7. Start rolling out the Award at school

Award Netherlands

During the Awardleaders training we discussed which activities should be on the annual planning. [Here](#) you can discover new ideas and share best-practice tips on how to make the most of Award activities in your school throughout the year. And click the button to find all the necessary forms, presentations, communication materials, videos and manuals to download from our website. Here you will also find more background stories, you can check the webpages of other Award Centers about the Award and you find examples of activities. Missing something? Contact your Award Coordinator at your Award Centre. (Award Coordinators: contact your contact person at the National Award Office.)

Downloads

Award community

There also has been developed a lot by Awardleaders around the world. Check the different groups on the Award community for valuable links, resources and downloads that have been made to make even better use of the impact of the Award. Such as fun recruitment videos, scripts for Award ceremonies, beautiful interviews with parents and references to organizations that have been worked with for the Expedition and the Residential project. Explore the groups Award Leaders, Impact, Keeping those involved with the Award safe from harm, Key Governing Documents, Online Record Book, Branding and Communications and Covid-19 and impact on the Award.

Award Community

Global Family

The Award is an international organisation. All national Award offices are part of the Award Foundation. The Foundation monitors the principles, practices and behaviors set out in the IAA Memorandum of Understanding, which sets out how the Award should be implemented. The website intward.org is the international website of the Award Foundation.

Here you can download *Key Resources*: research, policies, publications, impact reports and tools and the handbooks for participants and Award supervisors.

The website of the Award in England has a distributed Resource Centre where many useful materials can be found. Please note, some documents and materials are specifically aimed at the Award in England. Therefore, use these resources only as a guide and for internal use. Always check with the Award office what information is up to date and what is available in the Netherlands.

Key
Resources Foundation

Resource Centre
Award UK

Start recruiting Award participants and volunteers

There are several ways to do this. You have the freedom to decide for yourself what suits your students and your school best. You can visit all classes to inform the students about the Award, write an article in the newsletter and organize a parents' meeting. Or you can hang the school full of posters and organize a plenary meeting. It's all possible and we would love to hear your success stories. Let us know how we can support you from our knowledge and from our network.

Here are some videos you can show:

- Information for students: [Discover you](#)
- A [special message of HRH Prince Edward](#), the Earl of Wessex, founder of The International Award for Young People.
- And because it is always nice to see the experiences of other participants (from Australia) [this inspiring video](#).