**The Duke of Edinburgh’s Award**

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**Agreement**

**Between**

**The Moray Council, MLAC (Moray Local Awards Centre)**

**And**

**DofE Centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Centre**:

**School** Secondary Independent Special School Further Education

**Youth Group** LA Youth Club Voluntary Youth Club Uniformed Organisation

**Other**  Residential Home Higher Education Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Gender**  Mixed Male Only Female Only

**Meeting Day**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Operating Authority Responsibilities**:

* Issue of Welcome Packs, eDofE credits and hold a library of literature and resources. 🞏
* Approval of Bronze, Silver and Gold completed records and coordinate the presentation of certificates

and badges. 🞏

* Ensure that the standards of the Duke of Edinburgh’s Award are maintained. 🞏
* An annual contact or visit to the Centre. Offer of other visits as and when required to provide support. 🞏
* Offer an input into DofE Centre enrolment events for participants and staff. 🞏
* Establish an effective monitoring and evaluation service on behalf of the Duke of Edinburgh’s Award. 🞏
* Provide advice and information/newsletters relevant to DofE. 🞏
* Provide access to local, regional and national training to support DofE work. 🞏
* Ensure specific certified training in Expedition Leadership, Supervision and Assessment. 🞏
* Provide approval for Expedition Supervisors and Assessors. 🞏
* Offer support for DofE Co-ordinators, Leaders, Instructors and Assessors working within the Operating Authority. Your nominated contact is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 🞏
* Provide access to DofE facilities and resources. 🞏
* Offer access to all the DofE programmes initiated by the Operating Authority. 🞏
* Provide a basic Insurance cover for all activities directly organised by them. 🞏
* Provide access to the ‘Protecting Vulnerable Groups’ disclosure procedure, identifying the organisation

as the Moray Council. 🞏

* Provide an annual adult summit and develop a youth voice for feedback. 🞏
* Support MLAC to achieve DofE objectives. 🞏
* Will monitor a random sample of expeditions to ensure that they comply with expedition guidelines. 🞏
* Please add any specific amendments or additional information:

**DofE Centre Responsibilities:**

* Nominate a DofE co-ordinator for the centre and where there are multiple groups in a centre, a DofE leader for each group. Your nominated DofE co-ordinator is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 🞏
* Create a budget specific for DofE activity. This could include the bulk costs of welcome pack enrolments, volunteer travel costs, photocopying or ordnance survey mapping costs for example. 🞏
* Collect participant fees. 🞏
* Supply a code for journal entry to be charged at point of supply of goods/services. 🞏
* All new volunteers or leaders should complete the volunteer application forms and submit to the

Operating Authority. 🞏

* Utilise Edofe for all participants, leaders and helpers involved in the centre. 🞏
* Hold supplies of literature and appropriate resources. 🞏
* Ensure that the standards of the Duke of Edinburgh’s Award are maintained as laid down in the most

recent Handbook and Expedition Guide. 🞏

* Ensure that all leaders and helpers are aware of and have access to the Moray Council’s DofE operating guide, detailing the policies and procedures which must be adhered to including all consents. 🞏
* Use the Evolve management information system. 🞏
* Ensure all DofE adults and participants have access to appropriate training. 🞏
* Ensure access and maintenance of equipment for DofE use within the centre. 🞏
* Return any equipment borrowed from the DofE office immediately after use. 🞏
* Facilitate regular meetings with the Operating Authority’s Development Worker to discuss issues with

the DofE Co-ordinator. 🞏

* Establish a system that satisfies the Operating Authority of the suitability of volunteers for each section. 🞏
* Ensure access to a regular meeting space with IT for participants/leaders. 🞏
* Ensure that all expeditions/outdoor activities are carried out safely and adhere to the DofE Guidelines.

All such activities must follow Moray Council safety procedures. 🞏

* Nominate a representative to attend the MLAC unit and expedition meetings and AGM. 🞏
* Nominate someone to attend the Adult Summit. 🞏
* Support young people to participate in ‘youth voice’ activities as a representative of the DofE centre. 🞏

Please add any specific amendments or additional information:

Use of school librarians on e dofe/ drop ins

Use of tablets

First aid training event 29th April EHS

Kit

**MLAC’s role and responsibilities:**

MLAC (Moray Local Awards Committee) is a charitable organisation that’s sole aim is to support the delivery of the DofE Award in Moray. It is a constitutional organisation made up of volunteers who meet as a committee to vote on ways to support the award in Moray.

* MLAC agree to abide by their constitution by providing regular meetings for all volunteers involved in

DofE in Moray. 🞏

* MLAC undertake to fundraise to provide support for the award in priority areas. 🞏
* MLAC collect a nominal expedition fee per participant in order to provide 50% of funding for key

areas such as training of volunteers. 🞏

* MLAC will use its funds at the discretion of the committee to provide the financial support for centres,

groups and individuals. 🞏

* MLAC will undertake to apply for larger grants to support the award. 🞏
* MLAC will undertake to develop sponsorship relationships with local businesses to support the award. 🞏
* MLAC will be made up of representatives from award centres and other volunteers so that any decision

made is representative of all views on the committee. 🞏

* MLAC will provide regular information about MLAC activities to all volunteers. 🞏
* MLAC will liaise with Moray Council to support and promote the Award. 🞏
* Funds permitting MLAC will celebrate and thank volunteers with an annual social event. 🞏
* MLAC will provide an MLAC website with resources and contacts across Moray to support the award. 🞏
* MLAC will provide a regular meeting for supervisors early in the season to discuss supporting expeditions. 🞏
* Please add any specific amendments or additional information:

**DofE Centre Responsibilities specific to MLAC:**

* Collect annual expedition fee from all participants and pass to MLAC treasurer 🞏
* Repair and maintain equipment that has been granted to centre by MLAC 🞏
* Encourage pupils to raise funds to support MLAC activities 🞏
* Send a representative from each centre to MLAC meetings 🞏
* Provide award centre reports to each MLAC meeting in order to allow MLAC to plan to meet annual

support needs. 🞏

Please add any specific amendments or additional information:

**Length of Agreement**

This agreement is valid from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and thereafter revised annually.

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| **On behalf of Moray Council:** | **Name:** | **Position:** |
| **Signature:** |  | **Date:** |

|  |  |  |
| --- | --- | --- |
| **On behalf of the Centre:** | **Name:** | **Position:** |
| **Signature:** |  | **Date:** |