

PARTICIPATING UNIT - OPERATING AUTHORITY AGREEMENT

Definition of Terms		
YAA	Youth Achievement Awards	<i>A peer-education accreditation, for young people aged 14 - 25</i>
YCh	Youth Challenges	<i>A peer education accreditation, for young people aged 11 - 13</i>
OA	Operating Authority	<i>An organisation licensed by UK Youth and ASDAN to run the YAA on their behalf in an area geographic area, through registered PUs. The Lifetrain Trust is the OA for Surrey.</i>
PU	Participating Unit	<i>A group of young people undertaking the YAA / the project through which the YAA are delivered</i>

Participating Unit: _____

Name of Key Contact: _____

Area	OA (Lifetrain) Responsibilities:	PU (named above) Responsibilities:
1: Policy	<ul style="list-style-type: none"> i. Have appropriate and adequate insurance for staff, volunteers and young people involved in the YAA 	<ul style="list-style-type: none"> i. Have appropriate and adequate insurance for staff, volunteers and young people involved in the YAA
2: Registration	<ul style="list-style-type: none"> i. Purchase the OA license from UK Youth ii. Authorise the PU to UK Youth using the official registration form iii. Invoice the PU a pro-rata registration fee, to license them until the following April iv. Provide and sign a PU-OA Agreement v. Invoice the PU in mid-march for the following year (April - April). vi. Inform the PU of any price adjustment at the earliest opportunity vii. Give the PU the opportunity to provide feedback about the OA with re-registration viii. Annually review the PU-OA Agreement and update if necessary 	<ul style="list-style-type: none"> i. Complete and sign a registration form. ii. Pay an initial pro-rata registration fee iii. Read and agree to the OA-PU Agreement iv. Pay re-registration fees promptly in April v. Provide feedback to the OA on their support as part of the re-registration process vi. Inform the OA at the earliest opportunity if not planning to re-register
3: Administration	<ul style="list-style-type: none"> i. Identify a named person (Key Contact) with primary responsibility for ensuring that this Agreement is complied with, and for overseeing the general running of the Awards ii. Ensure the PU knows their registration number iii. Provide access to all forms online, in a downloadable format 	<ul style="list-style-type: none"> i. Identify a named person (Key Contact) with primary responsibility for ensuring that this Agreement is complied with, and for overseeing the general running of the Awards ii. Inform the OA of any changes to contact details. iii. Ensure that the registration number is quoted on all forms and correspondence

4. Training	<ul style="list-style-type: none"> i. Provide Introductory Training at a local venue, at a reduced cost (<i>against a UK Youth run multi-agency event</i>) ii. Ensure all workers who attend training receive UK Youth endorsed certification iii. Maintain a database of all trained workers iv. Ensure that workers have their certificates renewed if appropriate 	<ul style="list-style-type: none"> i. Ensure workers involved in the planning and delivery of the Awards have attended Introductory Training ii. Ensure that all staff involved in delivery of the YAA have appropriate skills and experience
5. Moderation	<ul style="list-style-type: none"> i. Appoint an Agency Moderator to be trained by ASDAN ii. Conduct Agency Moderation for the PU iii. Enter and present the PU's moderated Awards to External Moderation, dealing with all ASDAN paperwork iv. Provide the PU with written feedback following moderation v. Provide a Challenge certificate per YAA challenge complete/Activity Certificates for each YCh Activity completed vi. Inform the PU of moderation dates and deadlines 	<ul style="list-style-type: none"> i. Facilitate the Portfolio and Booklet checklist with the Award Group for all completed Awards ii. Undertake the Award Group Worker Check, completing an Internal Checklist for each completed Award before requesting Agency Moderation iii. Submit an Internal Moderation Request Form. iv. Take moderation dates and deadlines into consideration when planning Awards and programmes v. Read and sign off feedback given by the Agency Moderator, following any recommended actions.
6. Support	<ul style="list-style-type: none"> i. Offer continual support to the worker(s) and young people involved in the running of the Awards ii. Stock Award Booklets and other materials for the PU to purchase iii. Manage the Booklet ordering process iv. Keep up to date with, and inform the PU of any changes to, the YAA and YCh v. Facilitate a young people's steering group and give members of the PU the opportunity to join vi. Organise and run an annual celebration/presentation event vii. Fundraise to ensure the continuation and growth of the Awards in Surrey 	<ul style="list-style-type: none"> i. Facilitate the Award Group Process, from setting challenges and targets, to reviewing and Award Group Comments. ii. Ensure all evidence submitted is genuine, relevant and authentic. iii. Encourage young people to consider evidence at the planning stage iv. Provide young people with an environment and the tools needed to collate a portfolio v. Purchase Award Booklets for each young person through the OA vi. Complete purchase paperwork fully and ensure payment is received promptly. vii. Inform the OA of any changes to contact details ASAP
7. Promotion	<ul style="list-style-type: none"> i. Promote the Awards to other possible PUs ii. Publicise the Award to FE/HE establishments and potential employers iii. Acknowledge the delivery and work done by the PU at point of contact 	<ul style="list-style-type: none"> i. Ensure that the OA (Lifetrain) is acknowledged in any marketing/publicity around your use of the Awards ii. Inform the OA of any internal YAA/YCh presentation events

I have read and understood the above Youth Achievement Awards and Youth Challenges Participating Unit - Operating Authority Agreement and agree to abide by the conditions and responsibilities therein. If there are any changes that affect my/my organisation's ability to deliver on this agreement, I shall notify the other party within a reasonable time frame.

Signed on behalf of PU: _____ Date: _____

Signed on behalf of Lifetrain, The OA: _____ Date: _____