Application/Renewal for User Unit Authorisation

Cambridgeshire County Council
Education, Libraries & Heritage

This form is to be completed by the Unit leader and countersigned by the Head of Establishment. Home contact numbers are required for emergency only and will not appear on any contact lists.

The Unit

Name of Unit: _____

Type of Unit LEA School ? Foundation School ? Independent School ? Open Award Centre ?

other (please state) _____

Usual meeting place _____

Address _____

_____ Post Code _____ E-Mail _____

Telephone _____ FAX _____

The Unit Leader

Name of Unit Leader _____

Contact Address (if different from above) _____

_____ Post Code _____ E-Mail _____

Telephone _____ Mobile _____ FAX _____

Home Address _____

_____ Post Code _____ E-Mail _____

Telephone _____ Mobile _____ FAX _____

The Expedition Leader (if this function is carried out by the Unit Leader strike through and write as above)

Name of Expedition Leader _____

Contact Address (if different from above) _____

_____ Post Code _____ E-Mail _____

Telephone _____ Mobile _____ FAX _____

Home Address _____

_____ Post Code _____ E-Mail _____

Telephone _____ Mobile _____ FAX _____

The Unit's Head of Establishment (Headteacher, Manager etc)

Name of Head of Establishment _____ Title (Headteacher etc) _____

Contact Address (if different from above) _____

_____ Post Code _____ E-Mail _____

Telephone _____ Mobile _____ FAX _____

Other Leaders/Volunteers/Helpers (Please list any other significant people overleaf)

Participants (please record the number of young people currently participating at this unit - Existing *groups only*)

Bronze Male _____ Female _____ Total _____

Silver Male _____ Female _____ Total _____

Gold Male _____ Female _____ Total _____

We agree to abide by the Conditions of Authorisation shown overleaf.

_____ _____ _____ _____

Signature of Unit Leader | Date | Signature of Head of Establishment | Date

Other Leaders/Volunteers/Helpers		
Name	**Role**	**Qualification/ No of years Experience**

Conditions of Authorisation

Before being registered as an Award Unit the organisation must assure the Operating Authority (Cambridgeshire County Council) that they are able to undertake the following responsibilities:

1) Designate a specific adult as Unit Leader to be responsible for all matters relating to the Award within the organisation and make arrangements for the day to day running of the Award.

2) Obtain via the Operating Authority, current copies of the Award Handbook, Programme File, Expedition Guide, and other literature.

3) Register young people to enter the Award in Accordance with the age requirements and obtain a Record Book on their behalf from the Operating Authority.

4) Run the Award according to the philosophy, conditions and requirements laid down in the current edition of the Award Handbook.

5) Monitor the progress of all participants through the Award and provide appropriate guidance, supervision and support to them.

6) Check that Record Books have been filled in properly and that the Award conditions have been met before submitting the books to the Operating Authority to claim an Award.

7) Review, evaluate and regulate the delivery of the Award Programme to maintain the quality, standards and credibility of the Award.

8) Provide statistics and/or information for the Operating Authority when required.

9) Maintain a system of approval of Instructors, Supervisors and Assessors, which ensures that they are appropriately qualified/experienced and are acceptable for their roles in accordance with the Operating Authority's policy and guidelines.

10) Ensure the safety of participants and adults during Award activities by working to the safety procedures laid down by The Operating Authority.

11) Notify CCC of all Expeditions/Explorations/hazardous activities in accordance with the County's notification procedure.

12) Facilitate the inspection of Expeditions and activities by the Adventure Activities Licensing Authority where such activities fall within the scope of the AALA.

13) Be aware of, and comply with, the CCC child protection procedure.

14) Ensure that the Unit Leader attends the autumn and spring business meetings. (Failure to attend these events could result in the Unit being charged for on-site training).

15) Notify the Operating Authority of any changes in leaders/helpers.

16) Ensure continuation of the Award should the Unit Leader leave the organisation.

The Operating Authority reserves the right to withdraw authorisation at any time in the event of failure to comply with the above conditions.

Application for authorisation should be submitted to the County Award Officer.

A ***Certificate of Authorisation*** can be provided on request.

For Office Use only

Application/Renewal for User Unit Authorisation approved _____ _____

Derek Budd County Award Officer — Date