



Proud to be

THE DUKE OF EDINBURGH'S  
INTERNATIONAL AWARD  
In South Africa



# Implementing the Award

There is a simple, 7 step process to implement or deliver the Award effectively in your organization.

Buy In

- Approval from management and support network to ensure success.
- Appointment of Award Leader(s) to run Award in organisation.
- Agree to roles, responsibilities and requirements. MOU signed.

Plan

- Plan implementation strategy; with year plan and budget if required
- Familiarise yourself with Award. Attend orientation/training. Use Handbook and access other resources on TPA and Award Programme.
- Start basic admin system to keep info/records on Award, participants, volunteers, etc.

Recruit

- Market the Award to youths through, e.g. presentations, pamphlets, etc. It is advisable to also inform parents and all staff.
- Submit completed enrolments and payments to TPA; unless participant enrolls online.
- Recruit assistance of other adult leaders as Award assistants, volunteers, activity coaches, assessors, etc.

Guide

- Assist participants with selection of appropriate activities for each Section and recording & verification of activities undertaken.
- Ensure participants fully understand and meet requirements by reviewing and/or gaining approval for planned activities; especially in Adventurous Journey and Residential Project.
- Assist where necessary in briefing of activity coaches.

Motivate

- Meet participants to monitor progress. Invite TPA staff to meet them to address queries/challenges and motivate completion.
- Network with other Award Leaders through attending Group Meetings for Award Leaders where best practice and Award matters are discussed. These events are informative and inspiring.
- Invite Award Holders to speak at events and motivate participants.

Publicise

- Publicise Award activities and share participants stories through local media, facebook, newsletter, etc.
- Share success stories internally with Management and staff. Having a TPA notice board is very useful.
- Arrange TPA presentation in assembly, staff meetings, etc.

Assess

- Pre-assess record book or port folio before sending completed record book / portfolio to TPA Programme Manager for assessment.
- Arrange appropriate presentation of Award to participant, e.g. hand out at assembly/prize giving.
- Encourage Award recipient to sign up for next level or join Alumni Association, called SAGAHA.