

**The Duke of Edinburgh's Award
Foundation Bangladesh**

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The responsibilities of an Award Leader:

Award Leaders are the key to helping young people undertake and complete their Award. Therefore, they must know their role to support and deliver the Award effectively.

- Undertake the necessary training to be an effective Award Leader (as stipulated by your Licensed Operator)
- Ensure that your Award Centre complies with the necessary licence requirements
- Advise, guide and assist young people to participate in the Award
- Provide participants with Award Materials as well as access to the Online Record Book (or equivalent) and approve Award programme activity for each participant
- Ensure that the participants upload evidence onto the Activity Organizer
- Ensure the Awards gained are authorised and presented
- Publicise the Award
- Ensure the safety and well-being of the participants
- Ensure that the policies of your Award Centre are being complied with in respect to all Award activities undertaken by your participants

The responsibilities of an Award Coordinator:

Award Coordinator is the nominated one amongst the Award Leaders in an Award Centre, who is the key contact person between the Award Centre and the National Award Operator.

- Carry out the responsibilities of an Award Leader
- Liaise and coordinate with the National Award Operator whatever seems necessary for the standard delivery of the Award/operation
- Form groups of Award participants and appoint Award Leaders to each group ensuring convenient supervision
- Maintain the operation of the Award within the group of Award Leaders and keep them updated with necessary information provided by the National Award Operator
- Carry out periodic liaison with the Activity Assessor, in case you or/and any of your Award Leaders are not the assessor, to ensure continued support for the participants.
- Appoint other adult volunteers involved in Award delivery; e.g. Adventurous Journey Assessor, Activity Coach, Instructor etc.
- Ensure the operation of the Award in the Centre meets the requirements of the International Declaration and Principles and that the standards of the Award are upheld at all times.