

# General information pack

## What is an Approved Activity Provider?

An Approved Activity Provider (AAP) is an organisation which has been granted a licence by The Duke of Edinburgh's Award to provide Volunteering, Physical, Skills, Expedition or Residential opportunities to participants. The AAP will have satisfied the DofE that their proposed programme of activity will meet and adhere to the sectional requirements of the DofE.

It is mandatory for an organisation to hold an Expedition AAP licence in order to run any aspect of the Expedition section. It is, however, possible to offer activities that may count towards the Volunteering, Physical, Skills or Residential section without an AAP licence.

AAPs come in all different shapes and sizes; they may be commercial organisations, not for profit or charities, they may also operate on a local, national or international scale.

All AAPs sign the same sectional licence which guarantees a level of consistency and quality across the UK regardless of the size and type of organisation.

## How do I become an AAP?

Complete an Initial Interest Form (available from <http://tinyurl.com/DofEIIIF>) and we will contact you to discuss your proposed programmes. We will then send out the application pack for you to complete. The AAP Team is on hand to assist you throughout the application process.

If you have any questions please contact us:

E: [aap@DofE.org](mailto:aap@DofE.org)

Expedition enquiries: 01753 727482

Volunteering/Physical/Skills/Residential

enquiries: 01753 727458

## What are the benefits?

There are a number of benefits associated with holding an AAP licence regardless of the section(s) that you wish to offer (please note that it is compulsory for an organisation to hold an AAP licence in order to offer the Expedition section).

- **AAP logo:** Whether you are a large provider or a sole trader, the AAP licence provides a quality 'kite mark' for your DofE activities with young people. You can use the DofE AAP logo on your internal and external promotional materials to publicise your DofE partnership to over 350,000 participants, Leaders and volunteers.



- **Pre-approved activity programme(s):** Your approved programmes will be accepted by Licenced Organisations (LOs) as being pre-approved for fulfilling DofE requirements for the relevant section(s).
- **Website:** You will be listed on the DofE website and have your own web page to promote your organisation and link to specific parts of your own website.
- **DofE network:** We will notify our network of leaders, volunteers, participants and DofE Regional /Country Offices of your new partnership status.
- **Marketing opportunities:** You will have access to discounted marketing opportunities in the *DofE magazine*, website and e-mail Newsletter.
- **Support:** We will support you to create and develop new DofE programmes as well as promotional materials such as leaflets and website copy.
- **Contact:** Direct contact and support from the AAP Team based at the DofE Head Office in Windsor as well as your local DofE Regional/Country Office.
- **Training:** Training courses are available so that members of your AAP can act as Expedition Supervisors and DofE Accredited Assessors for the Expedition section (expedition providers require different individuals to provide both roles). We can also deliver bespoke courses to your staff if required.



## The steps to obtaining an AAP licence

Submit an Initial Interest Form and discuss your proposed programme(s) with the AAP Team.

Complete an application form.

Supply key organisational policy documents as required. For example, your child protection, health & safety and equal opportunities policies.

Submit details of your proposed DofE AAP programme, including any training that a participant will undertake. Training is particularly important for those applying for an expedition AAP licence.

Sign your AAP sectional licence.

Pay an Application Fee and an Annual Licence Fee (please note that there is a separate Annual Licence Fee for each separate sectional licence that you hold).

Nominate an AAP Manager on your team who will be the main contact between your organisation and the DofE.



## What will I have to do when I become an AAP?

- Your AAP Manager will need to attend the one day 'Introduction to the DofE' course within six months of your first AAP licence being issued.
- You will be required to submit a report on participant numbers twice a year in April and September (this is a short online survey and shouldn't take too long!).
- You will need to adhere to section conditions for the licenced section that you deliver.
- Notify the DofE of any incidents that occur during the delivery of any of your DofE programmes.
- Submit organisation policies and documents as requested to complete the DofE AAP re-licence and quality audit processes.
- Pay your annual licence fee.
- Expedition only: submit relevant expedition paper work in good time.

## General FAQs

### What should I do if I have a question?

There are a number of different resources available to assist. We have a comprehensive FAQ section on our website, you can also get in touch with the AAP Team using the contact details on the first page and we will be more than happy to help.

### I am a DofE Leader/Manager at an existing Licenced Organisation (LO)/DofE Centre/ DofE Group and I have set up an AAP to deliver a section the Expedition Section.

#### Can my AAP offer services to the participants I already look after?

If an individual is employed by an AAP on a part time or full time basis or runs / owns an AAP, and also has a DofE role (e.g. DofE Leader, DofE Manager) at an LO, centre or group, they cannot offer their AAP services to the participants at that LO, Centre or group. However, they are still able to run expeditions for their participants under the LO licence. Expeditions under their AAP licence can be offered to participants from other LOs.

### Do I need to attend the Intro to the DofE course before I become an AAP?

As per the AAP Licence you will need to attend the Intro to the DofE course within six months of your AAP Licence being issued. You can find information about the Intro to DofE course as well as upcoming dates within the Training section of our website.

([DofE.org/training](https://www.dofe.org/training))

### When do I to pay my one-off application fee?

Once your AAP licence has been issued we will send out an invoice for your one-off application fee and your annual licence fee.

### Can I deliver whole DofE programmes as an AAP?

No – an AAP cannot deliver entire DofE programmes on behalf of a LO or centre, only the sections which they are licensed to deliver. Only LOs are able to deliver the whole DofE programme to participants.

### Can I use the DofE logo on my website or other advertising material?

Yes – as an AAP you will be given rights to use The Duke of Edinburgh's Award AAP logo. We will also supply a copy of our brand guidelines once your AAP licence has been issued. Please note you cannot use the DofE main logo, only the DofE AAP logo, as will be provided to you.

### I run an organisation that is not based in the UK, can I still become an AAP?

We are only able to licence organisations that are registered in the UK. If you are based outside of the UK and would like to get involved in The Duke of Edinburgh's Award please get in touch with The Duke of Edinburgh's International Award ([info@intaward.org](mailto:info@intaward.org), 0207 222 4242) or visit: [intaward.org](https://www.intaward.org)

### Does my AAP licence endorse my health and safety policies?

No – the AAP licence focuses solely on your DofE specific programme(s). We encourage LOs, Schools and/or parents to check that an organisation's safety policies adhere to the LO's requirements.

### Why does the DofE need to see my organisation's accounts?

We ask all of our AAP's to submit their most recent accounts for a couple of reasons. Our Finance Director looks at each set of accounts as part of our due diligence check process and we also use your accounts to define and confirm which fee band your organisation fits within. We appreciate that new organisations may not have full accounts within the first year of trading and in these circumstances please get in touch for further guidance.

### My organisation speaks and produces publications in Welsh – can the DofE accommodate this?

Yes – The DofE recognises organisations which can deliver their whole service in the Welsh language.

## Can I be an AAP for more than one section of the DofE?

Yes you can. However you will need to apply for each section separately and fulfil all the requirements of that section and the annual licence fee will need to be paid for each section. It is unlikely that an organisation will be licenced as an AAP for three or more sections of the DofE.

## Volunteering section FAQs

### Do I need an AAP licence to offer Volunteering section opportunities?

You do not have to be an AAP to provide Volunteering section opportunities (you must be an AAP for Expeditions). The benefits of becoming a Volunteering AAP are that you will be able to advertise to your prospective participants that their Volunteering will count as it has already been approved by the DofE. You will also have your own webpage on our website and we will inform our network of over 300,000 participants and 50,000 volunteers of your AAP status.

### I'm not a charity or a not-for-profit, can DofE participants volunteer for my organisation?

Volunteering must not be done for a business but can be undertaken for a charity or a not-for-profit organisation. Therefore we cannot licence your organisation unless you are a registered charity or not-for-profit organisation.

## Physical section FAQs

### Do I need to be an AAP licence to deliver a Physical section activity?

You do not have to be an AAP to provide physical section opportunities (you must be an AAP for expeditions). The benefits of becoming a Physical section AAP are that you will be able to advertise to your prospective participants that your Physical section activities will count as it has already been approved by the DofE. You will also have your own webpage on our website and we will inform our network of over 300,000 participants and 50,000 volunteers of your AAP status.

## Skills section FAQs

### Do I need to be an AAP licence to deliver a Skills section activity?

You do not have to be an AAP to provide Skills section opportunities (you must be an AAP for expeditions). The benefits of becoming a Skills section AAP are that you will be able to advertise to your prospective participants that their skills section activities will count

as it has already been approved by the DofE. You will also have your own webpage on our website and we will inform our network of over 300,000 participants and 50,000 volunteers of your AAP status.

## Expedition section FAQs

### My business is setting up as an Expedition AAP; do I need to have an AALA licence?

This is dependent on many factors, such as which level of expeditions you plan to offer, the age of participants and where you intend to run your expeditions. In most circumstances Bronze and Silver expeditions will be conducted outside of the AALA remit. At Gold level the expectation is for participants to enter remote areas which typically require an AALA licence. For further guidance please contact AALA directly (AALA@hse.gsi.gov.uk or 0292 075 5715).

### I'm an AAP Manager and I have already completed the Expedition Accredited Assessor Scheme (EAAS) Course – do I still need to attend the Introduction to the DofE course?

Yes – the EAAS is focused on the Expedition section of the DofE. The Introduction to the DofE course takes a broader view on the DofE and explains the hard work that a participant puts in to achieve their Award.

## Residential section FAQs

### Do I need an AAP licence to deliver a residential activity?

You do not have to be an AAP to provide Residential section opportunities (you must be an AAP for Expeditions). The benefits of becoming a Residential AAP are that you will be able to advertise to your prospective participants that their residential will count as it has already been approved by the DofE. You will also have your own webpage on our website and we will inform our network of over 300,000 participants and 50,000 volunteers of your AAP status.

### A group or pair of friends want to book a residential that I am planning to run, is this ok?

Participants should ideally join a residential as an individual. A few participants may know each other when they are joining a larger group, where possible these participants should be separated. This is because developing the social skills to establish new friendships and working relationships is an essential part of this section.