

ROLE OF AN AWARD CO-ORDINATOR

The role of an Award Co-ordinator is crucial to the successful operation of the Award Programme within a school or an organisation.

Schools and organisations should ensure that their Award Co-ordinators are familiar with the concept, objectives, requirements and conditions of the Award Programme, and most importantly, the Award Co-ordinators must enjoy working with young people.

Some participants have the initiative and ability to select their own activities, get organised and finish the programme. These participants require minimal guidance and supervision from the Award Co-ordinator. Other participants will require greater involvement by the Award Co-ordinator to assist them in deciding on the activities for the programme and guidance as to how to acquire access to their chosen activities.

Responsibilities of the Award Co-ordinator

1. Promote the NYAA Scheme to young people in the organisation.
2. Maintain liaison with the NYAA Secretariat.
3. Obtain and distribute promotional materials and literature provided by the NYAA Secretariat.
4. Discuss with the participants their choice of activities.
5. Assist Award participants in registration and distribute the diaries and record books issued by the NYAA Secretariat to the participants.
6. Obtain parental support and consent where applicable.
7. Collate and submit enrolment forms of new participants to the NYAA Secretariat for registration.
8. Keep track of the participants' progress periodically. Check that they have been recording their activities in the diary. Arrange for a meeting from time to time to ensure participants are kept informed of NYAA activities.
9. Arrange with the Award Council for the presentation of awards to the participants upon completion of the programme.

The success of the Award Programme in any school or organisation undoubtedly lies in the degree of enthusiasm and motivation of the Award Co-ordinator. This key role is to supervise the participants, ensuring that the participants gain maximum benefit from every aspect of the Award Programme, and that they complete their programme.

Co-ordinating the NYAA Programme

Co-ordinators can serve as a supervisor or instructor for one of the sections in addition to their primary role if they have a special interest or expertise in a particular area of the Award Scheme. For example, an Award Co-ordinator who is a PE teacher may wish to coach his or her participants in a particular sport. However, this is entirely up to the individual.

How to Get Started

1. Display the publicity materials such as posters and brochures provided by the NYAA Secretariat in prominent locations to promote the Award Scheme.
2. Provide a contact number for interested young people to contact you.
3. Gather a group of 15-20 young people and contact the NYAA Secretariat to arrange a talk or presentation. Alternatively, the Award Co-ordinators can conduct the orientation himself or herself.
4. Register those who are interested to participate in the Award Programme by getting them to fill in the enrolment form and obtaining parental consent. Issue diaries and record books to the Award participants.

Completion of Award Activities

1. Make sure all completed activities are properly recorded and endorsed by their instructors or assessors.
2. Submit the completed record books and reports to the NYAA Secretariat for final approval.
3. Notify participants of the Award Presentation Ceremony and arrange for them to receive the Award.
4. Upon completion, encourage the participants to participate in the next level of the Award Programme.