

## Quality criteria for the granting of a licence for the use of the trademarks Orff® and Orff-Schulwerk®

### 1. Requirements for granting a license for an Orff-Schulwerk® Association

Submission of a comprehensive written presentation of the institution:

- a. Name, registered office and purpose of the institution,
- b. Available funds to achieve the purpose as well as the presentation of a cost and financing plan for the requested duration,
- c. Tasks and areas of activity,
- d. Organisational structure (it must be demonstrated that the institution is based on a democratic structure, e.g. by submitting statutes, organisational charts or comparable evidence in accordance with country-specific legal provisions),
- e. Rights and obligations of the individual institutions,
  - i. Proof that the vast majority of members of the Executive Board are represented by persons who have been trained or educated in the area of Orff-Schulwerk (or comparable areas);
  - ii. Presentation of goals, activities and projects planned in the requested term;
  - iii. in the case of license renewal, the additional submission of an activity report. If the Institution gets financial support from the COS a cost and performance calculation for the duration of the contract period has to be submitted.

An Orff-Schulwerk association or similar institution cannot be set up by individuals or educational institutions (e.g. schools, academies, colleges, universities). Cooperations of an Orff-Schulwerk association with other institutions must be clarified with the licensor and require a permit. Likewise, single or multi-level further education or training courses that are completed with a certificate (e.g. courses, master classes or comparable courses) must be clarified with the licensor and applied for.

### 2. Prerequisites for a license for a Carl Orff® model school:

- a. Submission of a comprehensive written presentation of the school:
  - i. Name, registered office, type of school and organisational structure,
  - ii. Content-related concept, which makes a clear reference to Orff-Schulwerk,
  - iii. Submission of detailed timetables that demonstrate how and to what extent the Orff-Schulwerk-specific music lessons take place,
- b. Proof that the Orff-Schulwerk-specific content is taught by qualified teachers with sufficient teaching experience (a minimum requirement is a certified qualification in Orff-Schulwerk or in a comparable area);
- c. Presentation of goals, activities and projects planned in the requested term;
- d. In the case of an application for an extension of the license, in addition, submission of a detailed activity report for the duration of the contract period.

**3. Requirements for the granting of a license for the implementation of single- or multi-level Orff-Schulwerk® certification courses (e.g. level courses, master classes or comparable offers):**

- a. Submission of a detailed course description:
  - i. Presentation of the course contents in a balanced theory-practice relation, taking into account the pedagogical, didactic and methodological basic principles of Orff-Schulwerk, its objectives with regard to the content areas "Speaking/Singing", "Instrumental performance", "Movement and Dance", "Music Teaching", "Aural training", "Elemental Composition" and "Elemental Music Theatre" as well as strategies for lesson planning, execution and reflection in the sense of elemental music and movement pedagogy;
  - ii. Presentation of the total number of hours (at least 250 units of 45 minutes each);
  - iii. Description of the target group, entry requirements, selection criteria and requirements for successful completion of the course;
- b. Proof that the content is taught by qualified teachers with sufficient teaching experience (minimum requirement is a completed music pedagogical university degree plus a certified qualification in Orff Schulwerk or a comparable area if the university degree was not expressly obtained in this field);
- c. Submission of detailed timetables, which represent the number of lessons with clear course titles;
- d. Presentation of the certificate for coordination with the licensor;
- e. Presentation of the organisational framework including submission of detailed cost and activity accounting.

**4. Requirements for the award of a licence for the implementation of individual Orff-Schulwerk® offers or projects (e.g. further training offers with confirmation of participation, multiplier programmes in the Orff-Schulwerk area):**

- a. Submission of a detailed contents description of the offer or project, taking into account the basic pedagogical, didactic and methodological principles of Orff-Schulwerk, its objectives with regard to selected topics of elemental music and movement pedagogy;
- b. Description of the target groups to which the offer or project is directed;
- c. Proof that the content is taught by qualified teachers with sufficient teaching experience (a minimum requirement is a certified qualification in Orff-Schulwerk or in a comparable area);
- d. Submission of a detailed timetable showing the number of lessons with clear course titles and corresponding allocation to the named teachers;
- e. Presentation of the framework conditions including a detailed cost and performance calculation.