



## FairAchiever Checklist

The final step in the Fairtrade Schools Award is FairAchiever. At this point the school has embedded Fairtrade into daily life.

Schools need to submit evidence to become a FairAchiever School, which will be assessed by an independent assessor. This checklist will help your school get the evidence ready to submit your FairAchiever application using your school's profile page.

Of course the tasks can be completed in any order, up to two years from when the school received its FairActive Award. Evidence can be gathered and uploaded all at once or gradually.

Once finished uploading, just click submit and we'll do the rest.



Task	
1. Adopt a Fairtrade Policy	✓
2. Review the Action Plan	
3. Challenge: Embed Learning	
4. Challenge: Fairtrade Products	
5. Two more Optional Challenges	
6. Repeat Audits	

### Task 1: Adopt a Fairtrade Policy

Find support and help with creating a whole school Fairtrade Policy at [www.fairtrade.org.uk/schools](http://www.fairtrade.org.uk/schools).

Write and agree a whole school Fairtrade Policy that outlines what the school is doing to learn about, campaign for and support Fairtrade	
Tell us if it's a Fairtrade Foundation standard policy, adapted, or one the school has created	
Confirm that the policy has been signed by the Head Teacher and at least one young person	



**Task 2: Review the Action Plan**

Your school’s Action Plan is your planning record that tells you who’s doing what, and when, to support Fairtrade. Your school will have written this to get its FairActive Award.

Confirm that the Action Plan has been reviewed	
Add information about actions that are planned, underway or now completed	
Tell us which Optional Challenges the school has taken (at least two)	

**Task 3: Challenge – Embed Learning**

This is a compulsory challenge at FairAchiever. By this time Fairtrade learning should be embedded in school life. This will be different in each school. Get more inspiration, support and guidance on embedding learning at [www.fairtrade.org.uk/schools](http://www.fairtrade.org.uk/schools).

Tell us what the school has done to embed learning about Fairtrade and Fairtrade issues across the school	
Choose from a list of learning resources and provide more details about which resources, websites or packages have been used	
Upload 3-6 different pieces of evidence to show how Fairtrade learning has been embedded, including i) department plans or schemes of work; ii) lesson plans and/or lesson evaluations, <i>and</i> iii) examples of learners’ work	

**Task 4: Challenge - Fairtrade Products**

This is a compulsory challenge at FairAchiever. By this time products your school might be using could include tea, coffee and sugar in the staff room or at meetings, Fairtrade ingredients in cooking lessons, or Fairtrade fruit and juices in the canteen.

Tell us how your school has used, sold and/or promoted Fairtrade products, and how this reflects your school’s Action Plan	
Complete a Product Audit of where Fairtrade products are available around school	
Gather photos, receipts, purchase orders or other pieces of evidence showing three different ways Fairtrade products have been used, sold and/or promoted	
Tell us whether we can use / publish the evidence	



## Task 5: Optional Fairtrade Challenges

Your school could choose from any of the following:

- Make a Fairtrade Switch
- Run a Campaign
- Put on a Fairtrade Event
- Fundraise for Fairtrade
- Invite a visitor to speak about Fairtrade
- A school visit related to Fairtrade
- Hold a Fairtrade Conference
- Involve the wider community or another school
- Invent your own Fairtrade Challenge

Whichever two Challenges your school chooses, you'll need to provide information and evidence to show what happened, such as:

A written description of the challenge		
Tell us whether it was during Fairtrade Fortnight, and if so, information about how it fitted into other Fairtrade Fortnight activities		
Tell us if your challenge was covered by media and/or school newsletters, and upload the evidence		
Photos, receipts and/or invoices to show what happened and if Fairtrade products were used		
Tell us whether we can use / publish the evidence (e.g. photos)		
If your school raised money for Fairtrade, tell us how much was raised		
A record of how many people were involved		

Check out the individual challenges to see exactly what evidence is required for each one and look at what other schools have done, and get more ideas, information and inspiration at [www.fairtrade.org.uk/schools](http://www.fairtrade.org.uk/schools).

## Task 6: Repeat audits

Repeating audits around teaching and learning after completing other challenges will provide a snapshot of the impact of learning activities and challenges.

Repeat the Learner Audit that was completed to become a FairAware school, again with at least 60 learners, and make sure the results are uploaded (Different learners can complete the Learner Audit this time if necessary)	
Repeat the Teacher Audit to tell us where in school young people now learn about Fairtrade and Fairtrade-related issues	