

Northern Beaches Secondary College

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD



Bronze Award 2020

Student Information

NOTE

- To commence the Bronze award in 2020 you must be 14 or approaching your 14th birthday
- There are several steps to register - Follow the timeline **Getting started in 2020**
- Make sure your email address is correct, consistent and current across all documents.
- Registration is due by the beginning of **Week 5 - Monday 24 February 2020** to your campus front office or via email to the co-ordinator vicki.busse@det.nsw.edu.au
- Payment is to be completed online via the *NBSC Freshwater Senior Campus* website only.

IN THIS BOOKLET

- General Information
- Expeditions, fees and hike dates
- What is the Duke of ED
- Bronze Award checklist
- Online Record Book (ORB) participant registration guidelines

Information, registration and permission notes for Somerset Practice Hikes will be emailed directly to registered students in Week 5. Please also check the NBSC College website often for further and ongoing information and updates nbsc.schools.nsw.gov.au (see College opportunities).



Dear Parent and Student,

Thank you for your interest in The Duke of Edinburgh's International Award program. The opportunity to pursue the Award is offered to Northern Beaches Secondary College student's in Year 9 and above. Students must be turning 14 to commence the Award.

The Duke of Edinburgh's Award began in the UK in 1958. The Duke believed that young people should be helped to develop their individual interests in a real-world setting. His idea was to provide young people with a challenging program of activities that encourages self-reliance, initiative and effort. Recipients of the Duke of Edinburgh Award are highly regarded by potential employers and universities for their commitment, leadership, compassion and organisational abilities both nationally and internationally, identifying them as being **#worldready**.

Attention to detail in organizing, logging and reporting activities along the way in the Award program is paramount. Students must be diligent in recording progress.

For information regarding the Award structure and requirements of Northern Beaches Secondary College students refer to the content in this booklet. For further Parent/caregiver information relevant to the Award in Australia go to <https://dukeofed.com.au/doing-the-award/for-parents/>

Adventurous Journey Expeditions

Each student participates in a Practice and Qualifying Hike, which includes preparation and training. In the interest of safety and so that we can offer a comprehensive program, NBSC outsources expeditions to *Somerset Outdoor Learning Centre* in the Colo River region, just beyond Windsor in Sydney's West. Somerset is a professional and well-regarded family-owned business who have been operating for over 30 years in the Outdoor Education industry. They provide qualified and experienced instructors, have access to 24-hour state of the art remote communication equipment and weather tracking devices as well as comprehensive first aid training and equipment. **Note:** NBSC teaching staff do not attend these expeditions. Duty of Care is given by Somerset staff.

Information and permission notes regarding the Practice Expeditions will be emailed to registered participants by Week 5. Four options for each are offered to avoid significant clashes with school and weekend commitments. Please check your email in-box for booking instructions and the College website nbsc.schools.nsw.gov.au

Fees

The following fees can be expected to participate in the Duke of Ed. program in 2020:

- \$170 Duke of Ed Registration fee. Payable to NBSC Freshwater Senior Campus as part of the Duke of Ed registration process. The fee includes State Duke of Ed. registration, insurance, administration and the bus fare to Somerset (*one way / practice hike only*).
- \$315 Expedition fee for a 2-night practice hike, and 1 day of preparation and training (day1 meals included). *Paid directly to Somerset.*
- \$209 for the overnight qualifying hike. *Paid directly to Somerset.*
- Other incidental costs at own expense (e.g. pack, shoes, waterproof clothing, cooking utensils, freeze dried meals, tent hire). Equipment hire & purchase is available from Somerset at a very reasonable cost. Please check their website for cost of items.

NBSC Hike Dates 2020

BRONZE PRACTICE HIKES	
3 days, 2 nights (includes 1-day Preparation and Training)	Somerset Outdoor Learning Centre, Colo River, Upper Colo
Option 1: Week 7 (T1) Friday 13 th – Sunday 15 th March 2020	Option 2: Week 8 (T1) Friday 20 th – Sunday 22 nd March 2020
Option 3: week 1 (T2) Friday 1 st May - Sunday 3 rd May 2020	Option 4: week 3 (T2) Friday 15 th May - Sunday 17 th May 2020
BRONZE QUALIFYING HIKES	
2-day overnight hike	Somerset Outdoor Learning Centre, Colo River, Upper Colo
Option 1: week 1 (T4) Saturday 17 th - Sunday 18 th October 2020	Option 2: week 2 (T4) Saturday 24 th - Sunday 25 th October 2020
Option 3: week 3 (T4) Saturday 31 st October - Sunday 1 st November 2020	Option 4: week 5 (T4) Saturday 14 th - Sunday 15 th November 2020

Transport

Practice Hike - a coach is arranged to take students to the start of the Practice Hike on the Friday. Parents are to arrange private pick-up at 2pm Sunday. **Qualifying Hike** – students and parents are to arrange private transport to and from Somerset. Consider car-pooling.

Registration steps

There are a couple of steps required to register and begin the Bronze Award. Please refer closely to the timeline “**Getting started in 2020**” distributed at Information night and available on the NBSC website. To secure your child’s place and to ensure a smooth start please adhere to the program deadlines and complete all information in full.

Registration due by **Monday 24th February 2020**.

Assessors

Identifying an appropriate assessor who will support and guide the participant throughout their involvement is an integral part of doing the Award. The Award Leader (Ms Busse) must be given all working with children (wwc) information for individual assessors before the student can start any Duke of Ed. activities. Every assessor must be sent a link to the NBSC assessor information booklet and then subsequently provide NBSC with their complete wwc details in the google form provided. Activities and logging of hours cannot commence until this information is provided.

We hope your child will take advantage of this great opportunity and become a participant in the Duke of ED.

Further information can be found at <https://sport.nsw.gov.au/dukeofedinburgh>

Ms Vicki Busse
NBSC Duke of Edinburgh’s Award Leader and Coordinator
P: 02 9939 6942 E: vicki.busse@det.nsw.edu.au

WHAT IS THE DUKE OF ED?

The Duke of Edinburgh's International Award is a voluntary program that's been enriching the lives of young people since 1956. Participants design their own unique program that challenges them to set and meet goals while forging qualities of strength, resolve and commitment. Open to young people aged 14 to 25, the Program is run in over 140 countries and is available at Bronze, Silver and Gold levels. Each of these levels has four Sections - Skill, Service, Physical Recreation and Adventurous Journeys. Additionally, the Gold Award has an fifth Section - the Residential Project.

SECTION	WHAT IT'S ABOUT FOR PARTICIPANTS
Skill	Unleashing talents and broadening abilities and interests - anything from refereeing, to digital production, learning an instrument, to jewellery making.
Service	Connecting with the community and providing service to others - activities such as youth work, environmental and charity work.
Physical Recreation	Improving physical fitness and wellbeing by getting active - team sports, individual pursuits or getting creative and working up a sweat.
Adventurous Journey	Inspiring a spirit of adventure and discovery in unfamiliar and challenging environments - building resilience and team spirit along the way.
THERE IS AN ADDITIONAL SECTION FOR GOLD ONLY	
Residential Project	Broadening horizons and challenging views of the world - in Australia or anywhere around the globe

Participants design their own program and set their goals according to the minimum requirements summarised below. Full requirements are set out in more detail in the Handbook to The Duke of Edinburgh's International Award - Australia: dukeofed.com.au/Handbook.html

	BRONZE	SILVER	GOLD
Skill	3 months*	6 months*	12 months*
Service	3 months*	6 months*	12 months*
Physical Recreation	3 months*	6 months*	12 months*
Plus for the Major Section	All Participants must complete an additional 3 months in either Skill, Service or Physical Recreation	Participants who have not achieved a Bronze Award must complete an additional 6 months in either Skill, Service or Physical Recreation	Participants who have not achieved a Silver Award must complete an additional 6 months in either Skill, Service or Physical Recreation
Adventurous Journey	2 days + 1 night**	3 days + 2 nights**	4 days + 3 nights**
Residential Project	N/A	N/A	5 days + 4 nights
Minimum age to start	14 years	15 years	16 years
Minimum age to finish (without exception)	14 years 6 months	Bronze Awardees: 15 years 6 months Direct entrants: 16 years	Silver Awardees: 17 years Direct entrants: 17 years 6 months
Maximum age to finish (without exception)	Before 25th birthday	Before 25th birthday	Before 25th birthday

* These are minimum time requirements and are expressed in whole months, during which there should be regular commitment. Regular time commitment is based on at least one (1) hour per week, two (2) hours per two week period or four (4) hours per four week period.

** Satisfactory completion of the Adventurous Journey Section includes Preparation and Training appropriate for the journeys being undertaken and at least one practice journey of a similar nature and duration as the qualifying journey (at each Award Level).

HOW DO I GET INVOLVED?

Contact Office of Sport for more information on 13 13 02, email dukeofed@sport.nsw.gov.au or visit dukeofed.com.au

Bronze Award Checklist

This checklist should be used as a guide in both planning a Bronze Award as well as checking all activities have been completed correctly in the Online Record Book (ORB) before submitting to an Award Leader for approval. Incomplete or incorrect submissions will significantly delay Award approval.

General

- Activities logged are AFTER 14th birthday*
- Activities logged are AFTER approval was given by the Award Leader on the ORB (This is the ORB Award Start Date)
- Activities logged were unpaid
- Goals for each activity are challenging and realistic, they were set in consultation with Assessors and these goals have been entered in the ORB
- Logs for each activity are complete (including an individual description for each log)
- Logs show commitment, progress and improvement towards set goals
- Assessors/Supervisors are NOT family members (ie a parent, sibling or relative)
- Assessors have approved completed activities via the ORB OR a signed offline Assessor report has been uploaded for each activity
- All 4 Sections have been submitted to the Award Leader for approval

Section Specific Requirements

Skills

- Activity is a non-physical skill

Voluntary Service

- Activity is for a genuine cause or need in the community
- Activity is NOT assisting a business
- Activity is NOT of benefit to family or a favour to a friend or neighbour
- Activity is NOT based on a required vocational or work experience activity

Adventurous Journey (AJ)

- Preparation and Training was completed and approved by Award Leader prior to departing for Practice Journey
- Practice and Qualifying Journeys used the same Mode(s) of Travel (eg hiking, canoeing)**
- Practice and Qualifying Journeys were of a similar nature (eg type, terrain and climate), difficulty and duration, and in a similar environment, but not over the same route
- Practice and Qualifying Journeys only involved simple self-catered accommodation
- Practice and Qualifying Journeys were both conducted in a group of between 4 and 7 people
- Practice and Qualifying Journeys were of at least 2 days duration
- Each day of journey(s) involved at least 6 hours per day (on average) of purposeful effort
- Correct dates are entered in ORB and the Practice Journey dates are prior to Qualifying Journey dates

Adventurous Journey Report (Qualifying Journey)

It is recommended that the [NSW Gold Award – Written AJ Report Template](#) be used for written reports.

The Report may be completed on an individual or on a group basis however the thoughts/reflections must be completed individually.

Adventurous Journey report contains:

<input type="checkbox"/> Pre-Journey information	<input type="checkbox"/> Comprehensive clothing review
<input type="checkbox"/> Map(s)	<input type="checkbox"/> Food list/Menu Plan
<input type="checkbox"/> Route Plan(s)	<input type="checkbox"/> Comprehensive food review
<input type="checkbox"/> Equipment List	<input type="checkbox"/> Daily descriptions (min of ½ page description per day)
<input type="checkbox"/> Comprehensive equipment review	<input type="checkbox"/> Supporting evidence (photos, etc...)
<input type="checkbox"/> Clothing List	<input type="checkbox"/> Thoughts/Reflections (minimum ½ page description)

- Qualifying Adventurous Journey Report has been uploaded to the ORB (as a single PDF)

Note: File size is limited to 10mb per file.

Contact Details

- Contact details are updated and correct in the ORB

(make sure email address is one that can be accessed after leaving an Award Centre)

Submitting a Bronze Award

Please allow approximately 2 weeks for Bronze Awards to be assessed. Incomplete or incorrect submissions will delay Award approval. If an Award submission is not approved, the Award will need to be re-submitted after addressing any missing or incomplete requirements. The Award will then be placed back in the queue and subject to the 2 weeks processing time. After a Bronze Award has been approved Participants are able to register their interest for a higher level Award if they wish.

**At Bronze level, if a person is aged 13 but part of a school year/peer group where the majority are 14 years or older that young person can start their Bronze Award with the rest of the group upon the approval of the Award Leader.*

*** Special condition – If a Practice Journey was multi-mode (eg hiking and canoeing), the Award Leader, after consulting with the Practice Journey Supervisor/Assessor, may permit a Qualifying Journey to be undertaken using only one of those modes (as long as sufficient competence in that single mode has been demonstrated)*

Online Record Book – Participant Registration

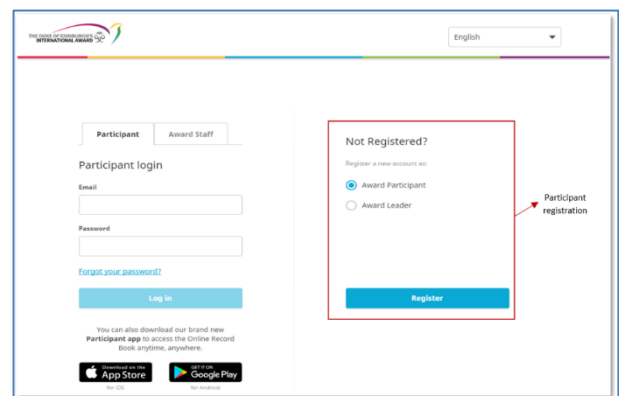
Before you register

Before registering to the Online Record Book, you will need to have:

1. An email address for you to use for communication about your Award through the ORB and a contact telephone number
2. The name and email of your Award Leader, if available.
3. An email address and telephone number for a parent or Guardian, if you are under 18
4. Your Award Leader's preference for collecting parental consent (online or paper) and payment (direct to them or direct to Duke of Edinburgh's Award)

Registering to become an Award Participant

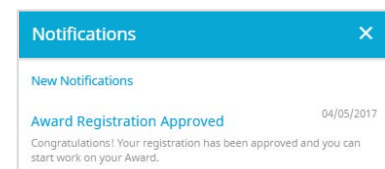
1. Go to the login page of Online Record Book at www.OnlineRecordBook.org*
2. Select **Award participant** option under '**Not Registered?**' on the right hand side of page
3. Click **Register** button.
4. Complete all fields, clicking on the **Continue** button to continue through the sections. The browser's back button can be used in you want to go back and review/modify the details inserted.
5. Enter *Australia* into **Select Country** field
6. Enter the *State* you reside in into **Select your Operating Authority** field (unless you are doing your Award through a national operator i.e. Australian Air Force Cadets, National Award, Muscular Dystrophy Association, Department of Human Services. In this case, just enter the relevant national operator name.)
7. Enter the *name of the organisation* you are doing the Award with (e.g. school, community organisation) into **Select Award Unit** field. If you are unsure of the name of your Award Unit, contact your nominated Award Leader (the person who is responsible for you doing the Award.)
8. You will be asked if you know your **Award Leader**:
 - If you select 'Yes' you must insert their correct email address
 - If you select 'No', your Award Leader will update details during the registration approval process.
9. Select the **Award Level** you're registering for (Bronze, Silver or Gold)
10. Enter your **Contact Details**: email address and contact phone number. Double check your email address for errors as this email address will be where the ORB sends all messages about your Award.
11. Enter your **Personal Details**: name, birthday, gender, address.



12. **Parental Consent:** If your birthday indicates you are under 18, you will be asked to provide details for a Parental/Guardian to provide consent for you to participate in the Award. If your birthday indicates that you are older than 18 years old, you won't be asked to provide parental/guardian consent.
13. Answer the **Profile Questions**
14. Select your **Payment Type:** if you select to pay online and are over 18, you will be asked to provide payment details. If you select to pay online and you are under 18, payment details will be requested as part of the parental consent.
15. Set your **Online Record Book Account password:** Your username for the system defaults to be your email address. Select a password that you can easily remember
16. Once all details have been inserted click on Submit to send your registration for approval.

Next steps

1. **Email address verification:** Check your email account (for the email you used for registration) – you should have been sent a **verification email**. This email will include a link for you to click to verify your email address. Your email address needs to be confirmed in order for the application to progress.
N.B If within 24 hours you have not received the email confirmation, please contact the ORB Helpdesk[#]
2. **Parent/Guardian consent:** If you are under 18, your parent/guardian needs to provide their consent. If you selected this to be provided online, the parent/guardian you nominated in the registration form will receive an email featuring a link to a form for them to complete. Your Award Leader will provide a paper form for this if they prefer to manage parent/guardian consent offline.
3. **Award Leader approval:** Once you have verified your email address, your parent/guardian has provided consent (if you're under 18) and payment has been made, you Award Leader can accept your registration on the Online Record Book. When that happens, you can log in to the ORB website and app using your email address as the username and the password that you set up in the registration form.
You will receive a notification when your registration has been reviewed and approved by your Award Leader. Once received, you are able to log into the website and app



The Apps for the Online Record Book are supported on the latest versions only:

- Version 4.1 and above for Android devices
- Version 10 and above for iOS devices

Activity cannot be created until your registration is approved

Note: If you log on to the ORB and your registration is still awaiting approval, an error message will be displayed at the bottom of the screen in case, for example, you wish to start logging your activities.

* Registration must be done via the web, this functionality is not available on the app.

[#] ORB Helpdesk support is available via email at orb@dukeofed.com.au or by phone on 1300 438 537.