



# Northern Beaches Secondary College

## THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD



### Bronze Award

### Information & Registration 2019

#### NOTE

- To commence the Bronze award in 2019 you must be 13 years and 9 months.
- There are several steps to register - Follow the timeline “**Getting started in 2019**” (page 6).
- Make sure your email address is consistent, correct and current throughout all documents.
- Registration is due by **Week 4 - Friday 22<sup>nd</sup> of February** to your campus front office or via email to the Coordinator [vicki.busse@det.nsw.edu.au](mailto:vicki.busse@det.nsw.edu.au)
- Payment is completed online via the NBSC Freshwater Senior Campus website only.

#### IN THIS BOOKLET

- General Information
- About the Award
- Getting started in 2019
- NBSC Program Participation Form 2019
- NSW Participant Award Plan
- Assessor Commencement Guide (3 copies to be distributed – more at [www.dukeofed.com.au/resources/](http://www.dukeofed.com.au/resources/))
- Online Record Book (ORB) Participant registration steps

Information, registration and permission notes for the Somerset Outdoor Learning Centre Hike will be emailed directly to registered students in Week 5.



## Information for commencing the Bronze Award in 2019

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

The Duke of Edinburgh's International Award is a self-development program available to all young people. The Award is non-competitive and encourages young people to set and achieve goals at a level appropriate to their needs and aspirations. The Award is very prestigious and highly regarded by many employers and tertiary education institutions. 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/Guardian information related to the Duke of Ed in NSW please refer to: <http://www.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 the *Somerset Outdoor Learning Centre* in the Colo River region, located just beyond Windsor. Somerset is a professional and well-regarded family-owned business 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.

Information and permission notes regarding the Practice Expeditions will be emailed to registered participants by Week 5. Please check your email in-box for notes.

### Fees

The following fees can be expected to participate in the Duke of Ed program in 2019:

- \$160 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*).
- \$305 Expedition fee for a 2-night practice journey and hike, including a day of preparation and training (some meals included). *Paid directly to Somerset.*
- \$199 for the overnight qualifying journey. *Paid directly to Somerset.*
- Other incidental costs at own expense (e.g. pack, shoes, waterproof clothing, cooking utensils). Equipment hire & purchase is available from Somerset at a very reasonable cost. Please check their website for cost of items.

## NBSC Hike Dates 2019

BRONZE PRACTICE HIKES	
3 days 2 nights (includes 1-day Preparation and Training)	Somerset Outdoor Learning Centre, Upper Colo
Option 1: Week 7 (T1) Friday 15 <sup>th</sup> – Sunday 17 <sup>th</sup> March 2019	Option 2: Week 8 (T1) Friday 22 <sup>nd</sup> – Sunday 25 <sup>th</sup> March 2019
BRONZE QUALIFYING JOURNEYS	
2 day overnight hike	Somerset Outdoor Learning Centre, Upper Colo
Option 1: week 1 (T4) Saturday 19 <sup>th</sup> – Sunday 20 <sup>th</sup> October 2019	Option 2: week 2 (T4) Saturday 26 <sup>th</sup> – Sunday 27 <sup>th</sup> October 2019

### Transport

Practice Hike - a bus takes students to the start on Friday and parents are to arrange pick up by 2pm Sunday.  
Qualifying Hike - arrange own transport to and from Somerset. Consider car-pooling.

### Registration process

There are a couple of steps required to register and begin the Bronze Award. Please refer closely to the timeline “**Getting started in 2019**” on page 6 of this booklet. To secure your child’s place and to ensure a smooth start please adhere to the program deadlines and complete all information in full.

Complete the *NBSC Program Participation Forms* and return with payment by **Friday 22<sup>nd</sup> February 2019**, then register online.

### Assessors

The Award Leader (Ms Busse) must approve individual Assessors before the Participant can start Duke of Ed activities. For that to happen each Assessor must complete a *NSW Assessor Commencement Guide (ACG)* Students collect from their Assessor and return page 5 of the ACG with Appendix 11 (pages 6-8) to Ms Busse as quickly as possible. Additional copies can be found at [www.dukeofed.com.au/resource/nsw-assessor-commencement-guide/](http://www.dukeofed.com.au/resource/nsw-assessor-commencement-guide/)

We hope your child will take advantage of this great opportunity and join this internationally recognised program. To learn even more about The Award go to <http://www.dukeofed.com.au/>

Duke of Edinburgh’s Award Leader and Coordinator  
Ms Vicki Busse  
Northern Beaches Secondary College  
P: 02 9939 6942  
E: [vicki.busse@det.nsw.edu.au](mailto:vicki.busse@det.nsw.edu.au)

## About the Award

The Award is a leading structured (non-formal education) youth development program, empowering young Australians between age 14 to 25 to explore their full potential regardless of their location or circumstance. The Award is a fully inclusive program and has no social, political, or religious affiliations.

## How is an Award Achieved?

Each young person who takes part in the Award learns a skill, improves their physical wellbeing, volunteers in their community and experiences a team adventure in a new environment. While engaging in these activities participants are supported by a network of adult Award Leaders, Assessors, Supervisors, and teacher mentors.

## The key elements of the program are:

- Open to all between the ages of 14 to 25.
- Three levels: Bronze, Silver, and Gold, each progressively more challenging.
- Four Sections: Physical Recreation, Skill, Service, Adventurous Journey plus Residential Project (Gold Level only).
- Achieving an Award recognises individual goal setting and self-improvement through persistence and achievement.
- Participation is logged via the Online Record Book (ORB)

There are three levels to the Award:



### BRONZE

For those over 14 years.  
6 months minimum participation.



### SILVER

For those over 15 years.  
12 months minimum participation.



### GOLD

For those over 16 years.  
18 months minimum participation.

Each level of the Award has four sections:

And at Gold level only:

Service	Physical Recreation	Skills	Adventurous Journey	Residential Project
Participants volunteer in their communities, make a positive contribution to society and demonstrate social responsibility.	Encourages young people to improve their fitness and performance, and enjoy healthy lifestyles for good mental and physical well-being.	Enables participants to develop their talents, broaden their abilities, increase their self-confidence and improve their employability.	Young people discover a spirit of adventure and gain a deeper understanding of the environment and the great outdoors.	Participants broaden their experience by staying in an unfamiliar environment with other young people, taking part in a worthwhile project and building new relationships.

## Timescales

You can start your Bronze Award if you are 14 years old or more. You'll need to do your activities in each section regularly for a minimum amount of time, for an average of an hour a week:

Physical Recreation	minimum 3 months	} Plus an extra 3 months in one of these sections
Skills	minimum 3 months	
Service	minimum 3 months	
Adventurous Journey	2 days + 1 night	

Remember to regularly log your activities on the Online Record Book (ORB).



## Sections and timescales



**Service**



**Physical Recreation**



**Skill**



**Adventurous Journey**




**Residential Project**

<b>BRONZE</b> 14+ years	3 months	3 months	3 months	2 days/1 night (1 x practice journey & 1 x qualifying journey)	N/A Gold Level only
Averaging at least 1 hour per week. Plus additional 3 months for a Major Section-either Service, Skill or Physical Recreation *					
<b>SILVER</b> 15+ years	6 months	6 months	6 months	3 days/2 nights (1 x practice journey & 1 x qualifying journey)	N/A Gold Level only
Averaging at least 1 hour per week. Plus additional 6 months of a Major Section if Bronze Award not completed.*					
<b>GOLD</b> 16+ years	12 months	12 months	12 months	4 days/3 nights (1 x practice journey & 1 x qualifying journey)	5 days/4 nights
Averaging at least 1 hour per week. Plus additional 6 months of a Major Section if Silver Award not completed.*					

\* A Major Section must be chosen for each Award level where a Participant hasn't completed a previous Award level. This includes all Bronze Participants, all Silver Participants who have not completed their Bronze Award and all Gold Award Participants who have not completed their Silver Award. The Major Section is undertaken for an additional length of time. A Participant can choose their Major Section from Physical Recreation, Skill or Service. The time taken varies dependent on the Award level.



## Getting started in 2019

Action	Steps	By the end of:	Tick when complete
Register with NBSC - complete the Award Forms, and pay the registration fee.	Complete and submit (email preferred with POP payment) signed and completed <i>NBSC Registration Forms</i> (attached) to Ms Busse, or to your campus front office. <ol style="list-style-type: none"> <li><i>NBSC Program Participation Form</i>, with \$160 registration fee</li> <li><i>General NBSC Permission to Publish</i> form</li> <li><i>Participant Duke of Ed. Application Form 2019</i></li> </ol>	Week 4 (22 <sup>nd</sup> Feb)	
Register online via the Online Record Book (ORB)	<ol style="list-style-type: none"> <li>Go to the login page of Online Record Book at <a href="http://www.OnlineRecordBook.org">www.OnlineRecordBook.org</a></li> <li>Select <b>Award participant</b> option under '<b>Not Registered?</b>' on the right hand side of page</li> <li>Click <b>Register</b> button.</li> <li>Complete all fields, clicking on the <b>Continue</b> button to continue through the sections.</li> <li>Enter <b>Australia</b> into <b>Select Country</b> field</li> <li>Enter <b>NSW</b> into <b>Select your Operating Authority</b> field</li> <li>Enter <b>Northern Beaches Secondary College</b> into <b>Select Award Unit</b> field.</li> <li>You will be asked if you know your Award Leader: You do! Vicki Busse, <a href="mailto:vicki.busse@det.nsw.edu.au">vicki.busse@det.nsw.edu.au</a> (02) 9939 6942</li> </ol> <p>*Continue through the setup steps and refer to the attachment at the end of this document for further instructions.</p>	Week 5 (1 <sup>st</sup> March)	
Register for the Practice Adventurous Journey Hike with Somerset.	<ol style="list-style-type: none"> <li>Register for your first Hike with Camp Somerset online (includes a fee), refer to permission note from Ms Busse. **Check email in week 5 for instructions**</li> <li>Return NBSC permission note to Ms Busse. </li> </ol>	Week 6 (8 <sup>th</sup> March)	
Assessor Commencement Guides (ACG)	Distribute, collect and return (3) completed <i>Assessor Commencement Guides</i> (ACG) (attached) must include the assessors Working with Children number and the DEC Appendix 11. Return only pages 5-8 to Ms Busse. Electronic copy is OK. Note: <ul style="list-style-type: none"> <li>100-point check NOT required for Duke of ED Assessors</li> <li>Department of Education teachers do not need to complete the ACG but do need to be asked if they will be your assessor.</li> <li>Assessors cannot be immediate family members.</li> </ul>	Week 6-7 (15 <sup>th</sup> March)	
Once activated on the ORB, setup your sections/activities on the ORB for approval.	Fill out an <i>Award Plan</i> for your reference (page 7) Once Ms Busse has activated you, add comprehensive detail to the ORB for each section (Physical Rec, Service, and Skill). Include; <ul style="list-style-type: none"> <li>Type of Activity</li> <li>A goal – comprehensive and achievable</li> <li>Assessor name – must include their email address</li> <li>Select a “Major” – one activity for 6 months</li> </ul>	Week 7 (15 <sup>th</sup> March)	
Commence activities. Record your hours on the ORB (after Award Leader approves sections)	Once all steps above are complete and Ms Busse has approved your Sections you can begin your activities and record your hours on the ORB.  Please log details of what you did each time you engaged in activities. For example “Attended Football training” is not enough information! Explain how your training is working toward your goal.	Week 8+	

## Northern Beaches Secondary College Duke of Edinburgh's International Award PROGRAM PARTICIPATION FORM

I hereby consent to my child/ward \_\_\_\_\_ (full name) of \_\_\_\_\_ NBSC Campus participating in the Duke of Edinburgh's International Award, as described in the information notes provided.

*Tick the appropriate box*

I understand my child/ ward will participate in the Award at:

- |                          |                          |        |                   |
|--------------------------|--------------------------|--------|-------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | BRONZE | Costing: \$160.00 |
| <input type="checkbox"/> | <input type="checkbox"/> | SILVER | Costing: \$160.00 |
| <input type="checkbox"/> | <input type="checkbox"/> | GOLD   | Costing: \$160.00 |

My child/ ward is anaphylactic and carries an epi-pen  YES  NO

My child/ward has the following special medical and/or dietary needs  
(Please provide full details and include any relevant medical details)

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*Circle appropriate section below before signing*

I **do /do not** grant permission for my child/ward to be photographed and/or filmed and his/her image to be used in print and/ or digital media (including the NBSC website and Facebook).

I **do /do not** give permission for my child/ward to receive medical treatment in case of emergency.

### EMERGENCY CONTACT DETAILS

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Return by Friday 22 February 2019 to the NBSC Administration Centre, Freshwater Senior Campus**  
**Duke of Edinburgh's International Award - Registration**

Student Name: \_\_\_\_\_ Campus \_\_\_\_\_ Year \_\_\_\_\_

REGISTRATION BRONZE - \$160.00  REGISTRATION SILVER - \$160.00

REGISTRATION GOLD - \$160.00

**Payment Method:**  POP (Parent's Online Payments) via the **NBSC Freshwater Senior Campus website** only <http://www.nbscfreshw-h.schools.nsw.edu.au/>. Please indicate in your payment description the Duke of Ed level "**(Gold, Silver or Bronze) Duke of Ed Registration.**"

POP Online Receipt number \_\_\_\_\_ Date Paid \_\_\_\_\_

OR:  Cash  Cheque (to Freshwater Senior Campus)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_ Mobile number: \_\_\_\_\_

## General Permission to publish and disclose information

Dear Parent/ Caregiver,

I am seeking your permission to allow the school/Department of Education to publish and/or disclose information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service.

This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media.

The communications in which your child's information may be published or disclosed include but are not limited to:

- Public websites of the Department of Education including the school website, the Department of Education intranet (staff only), blogs and wikis
- Department of Education publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Department's websites
- Official Department and school social media accounts on networks such as YouTube, Instagram, and Facebook
- Local and metropolitan newspapers and magazines and other media outlets.

Parents should be aware that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked to by third parties.

Please complete the permission slip and return with your Duke of Ed Participation Form to your campus or directly to NBSC Administration Centre by **Friday 22<sup>nd</sup> February 2019**.

Yours sincerely

Mrs Stacey Exner

Principal

**Northern Beaches Secondary College**

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### Permission to Publish

I have read this permission to publish and:

*Tick the appropriate box*

I give permission

I do not give permission

to the school/Department of Education to publish information about my child as described above, including in publicly accessible communications.

This signed permission remains effective until I advise the school otherwise.

Child's name: \_\_\_\_\_

Child's NBSC Campus: \_\_\_\_\_

Parent/carer/caregiver's name: \_\_\_\_\_

Parent/carer/caregiver signature: \_\_\_\_\_

Date: \_\_\_\_\_



## PARTICIPANT APPLICATION FORM (for participants under 18 years of age)

### SECTION 1

Name: .....  
[Given Name(s)] [Family Name]

Home Address .....

City/Suburb.....State/Territory.....Postcode: .....

Gender:  Male  Female

Date of Birth: ..... Age: .....

Phone: (Home) ..... (Mob).....

Email: .....

Award Unit: .....  
(Name of School/Organisation/Group)

Level of Entry:  Bronze  Silver  Gold

Registration Fee Enclosed: \$.....

### PARTICIPANT DATA (VOLUNTARY):

This information is collected and used for statistical purposes only, to enable us to collect information for the purposes of improving the Duke of Edinburgh's International Award - Australia (the "Award Program") design, evaluation, access, delivery and equity. This information is voluntary. Please tick where appropriate:

Do you identify as being of Aboriginal or Torres Strait Islander origin?

Yes  No

Do you speak a language other than English at home?

Yes  No

Do you consider yourself to have a disability, impairment or long-term health condition?

Yes  No

## PARTICIPANT AGREEMENT

- I have read, understood and agree to comply with, the requirements and conditions of my participation in the Duke of Edinburgh's International Award - Australia, as described on the website: [www.dukeofed.com.au](http://www.dukeofed.com.au), and also set out in Section 2 below.
- I understand that all my participant activities must be covered under the Award Unit's insurance policy and that it is my responsibility to check with my Award Unit that my participant activity is covered by my Award Unit's insurance policy. If my participant activity is not covered by my Award Unit's insurance policy, and subject to my Award Unit agreeing to this activity, I understand that it is my responsibility to take out insurance for the activity and provide evidence of insurance cover to my Award Unit, or, alternatively, I may choose an activity which is covered by the Award Unit's insurance.
- I acknowledge that there may be an inherent risk of personal injury in physical activities that will be undertaken as part of the program, and I accept that risk.

**Privacy notice:** The Award Unit, the National and State and Territory Award Authorities are committed to respecting your privacy. The Personal Information that is collected on this form by the Award Unit is required for the purpose of your participation in the Award Program. If you do not provide this information to us, you may not be able to participate in the Award Program (note that non-provision of Participant Data does not have this consequence). We may disclose your Personal Information to other Australian and international organisations and service providers who assist us in the operation and administration of the Award Program including, but not limited to, the NAA and the Award Operating Authority.

The Privacy Policies of the NAA and the Award Operating Authority contain information about how you may access your Personal Information and seek the correction of such information. The Privacy Policies of the NAA and the Award Operating Authority also contain information about how you may lodge a complaint about a breach of the Australian Privacy Principles, and how we will deal with such a complaint. If you would like to contact us, please write to:

Attn: CEO

The Duke of Edinburgh's International Award - Australia

Level 33, 88 Phillip Street

Sydney NSW 2000

You may also contact the NAA or where applicable, the Award Operating Authority, to request a copy of their Privacy Policy.

Participant's Signature: ..... Date .....

The Award Unit agrees to accept the above-mentioned as a participant on the terms contained in this form (including section 2 below).

Signed on behalf of

The Award Unit: .....Date: .....

## SECTION 2

### PARENTAL OR GUARDIAN CONSENT

This Section Must Be Completed For Participants Under 18 Years of Age

I, .....  
(full name of parent or guardian)

of.....

..... State: ..... P/C.....

Tel Home: (.....)..... Mobile: .....

Email: .....

I am the parent/guardian of ..... (the participant named in Section 1). I consent to him/her participating in the Award Program under the supervision of **[insert name of Award Unit]** (the "Award Unit") and undertaking activities to fulfil the requirements of the Award Program.

### REQUIREMENTS AND CONDITIONS

Unless otherwise provided, capitalised terms in this section have the same meaning as in the Licence Agreement between The Duke of Edinburgh's Award NSW Division and **[Insert name of Award Unit]** on **[Insert date of relevant Licence Agreement]**.

- 1 I understand that the Participant cannot participate in the Award Program until this form has been completed (including Section 2 – Parental or Guardian Consent), returned to the relevant Award Unit with the registration fee and then accepted by the relevant Award Unit.
- 2 I consent to the Award Unit and any other individuals, including volunteers, who are involved in or assist in organising the Award Program, transporting the Participant for the purpose of participating in activities or functions related to the Award Program, as required. I understand that the Award Unit will notify me in advance of when and where such travel will occur.
- 3 I understand that all participant activities must be covered under the Award Unit's insurance policy and that it is the Participant's responsibility to check with the Award Unit that the participant activity is covered by the Award Unit's insurance policy. If the participant activity is not covered by the Award Unit's insurance policy, and subject to my Award Unit agreeing to this activity, I understand that it is the Participant's responsibility to take out insurance for the activity and provide evidence of insurance cover to the Award Unit, or, alternatively, the Participant may choose an activity which is covered by the Award Unit's insurance.
- 4 I acknowledge that there may be an inherent risk of personal injury in physical activities that will be undertaken as part of the program, and I accept that risk.
- 5 I authorise employees, officers or agents of the Award Unit and any other individuals who participate in, are involved in or assist in organising the Award Program, in the event of any accident, injury, illness or loss suffered by the Participant whilst participating in, or travelling to and from, any activities or functions related to the Award Program, to obtain any necessary medical assistance or treatment including, but not limited to, engaging any doctors, nurses or hospital accommodation.
- 6 I consent to pay all such doctors, nurses or hospital accommodation fees and expenses incurred on behalf of the Participant as a result of any such accident, injury, illness or loss suffered by the Participant whilst participating in, or travelling to and from, any activities or functions related to the Award Program.

- 7 I consent to and understand that photographs may be taken of the Participant participating in certain activities related to the Award Program and such photographs may be used for promotional purposes provided that an appropriate release form has been signed by both the Participant and their parent/guardian.
- 8 I have read and understand the different levels and requirements of the Award Program set out in the Attachment to this Participant Application Form.
- 9 I understand every Participant must participate in the Award Program through an Award Unit who has the discretion to accept or reject participants and proposed activities to be undertaken as part of the Award Program.
- 10 I understand that the Participant cannot commence any particular section of the Award Program until I have satisfied myself that any instructor or assessor nominated by the Participant, who is not an employee of the Award Unit, is suitably experienced and/or qualified to instruct, supervise or assess that section of the Award Program; and until any relevant assessors, supervisors, instructors or volunteers have completed and returned the required documentation to the Award Unit.
- 11 I understand that upon acceptance into the Award Program by the Award Unit, the Participant will receive a Record Book or access to the ORB. The Participant will read the requirements of the Award Program contained in the Record Book, the ORB and at [www.dukeofed.com.au](http://www.dukeofed.com.au) prior to commencing activities in relation to the Award Program. I understand that the Award Unit has the discretion to determine whether the Award Program requirements have been met and therefore whether a Gold, Silver or Bronze Award should be issued. I understand that the NAA provides participants with limited insurance in respect of personal accident and public liability commencing upon acceptance into the Award Program by the Award Unit.
- 12 I understand that:
  - (a) a Participant must not drive a motor vehicle or transport other participants participating in activities related to the Award Program, unless the Participant holds an appropriate and valid driver's licence and there is appropriate third party insurance in place to cover any person injured as a consequence of the Participant's driving; and
  - (b) a Participant must not be driven by any individual who is not involved in or assisting in organising the Award Program, for the purposes of participating in the Award Program unless the Participant or the Participant's parent or legal guardian has viewed the driver's appropriate and valid driver's licence and evidence of insurance to cover the risk of injury to any person as a consequence of the individual's driving.
- 13 I understand that participants are required to comply with the Award Program requirements contained in the Record Book, the ORB, at [www.dukeofed.com.au](http://www.dukeofed.com.au), the policies of the NAA or the relevant Award Operating Authority (as amended from time to time) and requirements of the Award Operating Authority and Award Unit in relation to emergency plans, assessment of activities and the conduct of Adventurous Journeys related to the Award Program and I understand that the Award Unit may withdraw its approval to the Participant's participation in the Award Program if they do not comply.
- 14 I consent to the provision of any Personal Information that I have provided (including Participant Data) to the Award Unit to be used and provided to the State/Territory Award Operating Authority or National Award Authority. I consent to this Personal Information being treated in accordance with the provisions of the Privacy Policy of the NAA and/ or the relevant Award Operating Authority (as amended from time to time), the Australian Privacy Principles contained in Schedule 1 of the *Privacy Act 1988* (Cth), and any other privacy legislation, standards, guidelines or instructions binding on the Award Unit, the Award Operating Authority and the NAA.
- 15 I consent to the use of my Personal Information by the NAA, the Award Operating Authority or the Award Unit for the purpose of sending me information about other Award Program activities or events which may be of interest to me.

**Privacy notice:** The Award Unit, the National and State and Territory Award Authorities are committed to respecting your privacy. The Personal Information that is collected on this form by the Award Unit is required for the purpose of your participation in the Award Program. If you do not provide this information to us, you may not be able to participate in the Award Program (note that non-provision of Participant Data does not have this consequence). We may disclose your Personal Information to other Australian and international organisations and service providers who assist us in the operation and administration of the Award Program including, but not limited to, the NAA and the Operating Authority.

The Privacy Policies of the NAA and the Award Operating Authority contain information about how you may access your Personal Information and seek the correction of such information. The Privacy Policies of the NAA and the Award Operating Authority also contain information about how you may lodge a complaint about a breach of the Australian Privacy Principles, and how we will deal with such a complaint. If you would like to contact us, please write to:

Attn: CEO

The Duke of Edinburgh's International Award - Australia

Level 33, 88 Phillip Street

Sydney NSW 2000

You may also contact the NAA or where applicable, the Operating Authority, to request a copy of their Privacy Policy.

I have read, understood and agree to comply with, the Requirements and Conditions of the Participant's participation in the Duke of Edinburgh's International Award - Australia, as described above and on the website: [www.dukeofed.com.au](http://www.dukeofed.com.au).

Parent or Guardian Signature ..... Date .....

The Award Unit agrees to accept the above mentioned as a participant on the terms contained in this form.

Signed on behalf of

The Award Unit: .....Date: .....

**PLEASE RETURN COMPLETED FORM AND REGISTRATION FEE PAYMENT TO THE AWARD UNIT**

## OUTLINE OF THE PROGRAM

The Duke of Ed has three levels; **Bronze, Silver** and **Gold**. Each of these levels is made up of four Sections: Physical Recreation, Skills, Service and Adventurous Journey. The Gold Award has an additional requirement – a Residential Project. All Participants in The Duke of Ed must be registered with an Award Unit. The Award Unit must approve activity Assessors prior to Participants undertaking any Award activities with them.

**Participants design their own program by selecting activities that interest them and then set their goals according to the following minimum requirements (summarised in the table below). Full requirements for obtaining an Award are set out in more detail in The Australian Award Handbook - [www.dukeofed.com.au/Handbook.html](http://www.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)		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 25 <sup>th</sup> birthday	Before 25 <sup>th</sup> birthday	Before 25 <sup>th</sup> birthday

\*These are minimum time requirements and are expressed in whole months, during which there should be regular commitment. **Regular** time commitment is at least one (1) hour per week, two (2) hours per two weeks, or four (4) hours per four weeks. Award Participants are encouraged to continue their activities beyond the minimum time. Refer to section 1.6.2 in the Australian Award Handbook for further important information.

\*\*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 to the qualifying journey. See The Australian Award Handbook for more detail – [www.dukeofed.com.au/Handbook.html](http://www.dukeofed.com.au/Handbook.html)

1. Any young person aged 14 to 25 can become an Award Participant.
  - At Bronze level, if a person is 13 and 9 months, but is part of a peer group where the majority are 14 years or older, then some discretion is given to the Award Unit to allow that young person to start their Bronze Award with the rest of the group
  - A person may commence Silver at 14 and 9 months if they have completed their Bronze Award. In practice, this means that Participants who are given concession to start Bronze or Silver early will need to wait longer to receive their Award
  - Participants who commence their Bronze or Silver Award slightly earlier will need to wait until they meet the minimum age for completion before they can claim their Award.
  - The minimum age for commencing Gold is 16 years. No activity undertaken before a Participant's 16<sup>th</sup> birthday may be counted towards a Gold Award
  - **Please contact your State/Territory Award Operating Authority if you have any questions about age range and commencing The Duke of Ed prior to 14 years of age.**
2. The Duke of Ed must be completed by the Participants 25<sup>th</sup> birthday
3. Parent/Guardian consent is required for Participants aged under 18 years
4. All Participants must sign the Participation Agreement
5. The Standards of achieving an Award are individual effort, perseverance and progress
6. Whilst the Award may be offered within School, University, work-time, custody or extra-curricular activity, individuals choose to do a program and must commit a substantial amount of their free time to undertake their activities.



# NSW PARTICIPANT AWARD PLAN

TO BE COMPLETED AND RETURNED TO YOUR AWARD LEADER.  
NOTE: Assessors may be contacted and confirmed by the Award Leader.

First Name  Last Name  Date Of Birth  /  /

Phone (H)  Phone (M)  Email

Which level are you attempting? (please circle) Bronze / Silver / Gold

What have you chosen as your major Section? (if applicable) Skill / Service / Physical Recreation

## SKILL

Activity Chosen  Skill Organisation

Goal/purpose

Assessor Name  Assessor Organisation

Experience/qualification(s)

### FOR ASSESSOR TO COMPLETE:

- I agree to assess this Participant for the Skill Section of their Duke of Ed
- I have read the **NSW Assessor Commencement Guide** and completed page 6 (for return to the Participant's Award Leader)

Assessor Signature  Date  /  /

### ASSESSOR CHECK (Award Leader Use)

#### The Assessor:

- Is suitably qualified and experienced to assess this activity
- Has completed and returned a Duke of Ed **Volunteer**
- Code of Conduct**
- Has met NSW Child Protection requirements

## SERVICE

Activity Chosen  Service Organisation

Goal/purpose

Assessor Name  Assessor Organisation

Experience/qualification(s)

### FOR ASSESSOR TO COMPLETE:

- I agree to assess this Participant for the Service Section of their Duke of Ed
- I have read the **NSW Assessor Commencement Guide** and completed page 6 (for return to the Participant's Award Leader)

Assessor Signature  Date  /  /

### ASSESSOR CHECK (Award Leader Use)

#### The Assessor:

- Is suitably qualified and experienced to assess this activity
- Has completed and returned a Duke of Ed **Volunteer**
- Code of Conduct**
- Has met NSW Child Protection requirements

## PHYSICAL RECREATION

Activity Chosen  Physical Recreation Organisation

Goal/purpose

Assessor Name  Assessor Organisation

Experience/qualification(s)

### FOR ASSESSOR TO COMPLETE:

- I agree to assess this Participant for the Physical Recreation Section of their Duke of Ed
- I have read the **NSW Assessor Commencement Guide** and completed page 6 (for return to the Participant's Award Leader)

Assessor Signature  Date  /  /

### ASSESSOR CHECK (Award Leader Use)

#### The Assessor:

- Is suitably qualified and experienced to assess this activity
- Has completed and returned a Duke of Ed **Volunteer**
- Code of Conduct**
- Has met NSW Child Protection requirements

## ADVENTUROUS JOURNEY (AJ)

Activity Chosen  AJ Organisation   
Goal/purpose   
Assessor Name  Assessor Organisation   
Experience/qualification(s)

### FOR ASSESSOR TO COMPLETE:

- I agree to assess this Participant for the AJ Section of their Duke of Ed  
 I have read the **NSW Assessor Commencement Guide** and completed page 6 (for return to the Participant's Award Leader)

Assessor Signature

Date

 /  / 

### ASSESSOR CHECK (Award Leader Use)

The Assessor:

Is suitably qualified and experienced to assess this activity

Has completed and returned a Duke of Ed **Volunteer**

**Code of Conduct**

Has met NSW Child Protection requirements

## RESIDENTIAL PROJECT (GOLD LEVEL ONLY)

Activity Chosen  Residential Organisation   
Goal/purpose   
Assessor Name  Assessor Organisation   
Experience/qualification(s)

### FOR ASSESSOR TO COMPLETE:

- I agree to assess this Participant for the AJ Section of their Duke of Ed  
 I have read the **NSW Assessor Commencement Guide** and completed page 6 (for return to the Participant's Award Leader)

Assessor Signature

Date

 /  / 

### ASSESSOR CHECK (Award Leader Use)

The Assessor:

Is suitably qualified and experienced to assess this activity

Has completed and returned a Duke of Ed **Volunteer**

**Code of Conduct**

Has met NSW Child Protection requirements

PARTICIPANT SIGNATURE

DATE / /

**TO BE COMPLETED BY PARENT/CARER OF PARTICIPANTS AGED UNDER 18 YEARS.** I understand that my child cannot commence any particular Section of The Duke of Ed until: I have satisfied myself that any Volunteer# nominated by the Participant, who is not an employee of the Award Unit is suitably experienced and/or qualified to instruct/supervise/assess that Section of The Duke of Ed; and until any relevant Volunteers have completed and returned required documentation to the Duke of Ed Award Unit.

I will also ensure that my child or I, notify the Award Unit if an Assessor who is NOT already listed on this **Plan** is intending to undertake Duke of Ed activities with my child (ie a listed Assessor changes or an Assessor not yet listed intends to undertake Duke of Ed activities with my child).

PARENT/GUARDIAN NAME

CONTACT NUMBER

EMAIL

PARENT/GUARDIAN SIGNATURE

DATE / /

REMEMBER, you also need to give your formal parent/guardian consent either by:

- completing and signing the Parent/Guardian Consent – Section 2 of the **Participant Application Form – Under 18**, available at: [dukeofed.com.au](http://dukeofed.com.au)

OR

- responding to the email sent to you if your child requested that you provide your consent online

THE PARTICIPANT/PARENT SHOULD RETAIN A COPY OF THIS SIGNED FORM. If you have questions regarding NSW Child Protection requirements please visit [kidsguardian.nsw.gov.au](http://kidsguardian.nsw.gov.au), email [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au) or call 9286 7219

#For the purposes of The Duke of Ed, a "Volunteer" means anyone over the age of 18 who assists with The Duke of Ed, either in a paid or unpaid capacity. This includes all Award Leaders, Assessors and Supervisors.

### AWARD LEADER USE ONLY

AWARD LEADER SIGNATURE

DATE / /

# Assessor Roles and Responsibilities

As an assessor, you will play a crucial role in the success of The Duke of Ed. Your role is to engage with Participants of the Award, offer guidance, mentoring and encouragement as they undertake the Section of the Award that you are assessing.

An assessor must:

1. Be suitable experienced and/or qualified in the activity in which you are assessing.
2. Meet the Child Protection legislation requirements in your State/Territory.
3. Agree to the Volunteer Code of Conduct (available at [www.dukeofed.com.au](http://www.dukeofed.com.au)).
4. Be approved by the Award Leader and therefore the Award unit prior to the Participant commencing their activity with you as the assessor.
5. Understand the relevant Duke of Ed requirements for the Section you are assessing.
6. Assist the Participant to identify and set achievable goals for the Section you are assessing and to develop a program to reach their goals.
7. Help the Participant to stay focused on the goals that they have set.
8. Ensure the Participants undertake the Section activity substantially in their own time.
9. Encourage and recognise improvements in the Participant and record positive comments about the Participant's progress.
10. Write a report at the completion of the Section activity, and sign off the Participant's records to verify that they have met the requirements of the Award for that Section activity.
11. Undertake your role as an Assessor in a safe working environment. This includes:
  - a) taking reasonable care for your own health and safety;
  - b) that your conduct does not adversely affect the health and safety of others;
  - c) that you comply with any reasonable instructions relating to health and safety; and
  - d) that you comply with any reasonable policy or procedure relating to health and safety that applies to you, your colleagues, people you are supervising or who are considered to be in your care

# Assessor Commencement Guide (ACG)

## The Duke of Edinburgh's International Award – Australia (NSW Division)

- Assessors** Assessors are Volunteers# who assist young people with their Duke of Edinburgh's International Award (Duke of Ed). A Participant will need at least one Assessor for each Section of their Duke of Ed to help guide them through that Section.
- Award Leaders** Adults appointed by an Award Unit (organisation delivering The Duke of Ed) who are responsible for running The Duke of Ed in that organisation.
- Participants** Young people registered to participate in the Bronze, Silver or Gold level of The Duke of Ed.

### Information for Participants

If your Assessor has not already been approved by your Award Leader please complete the *Participant Details* table below and give this **Guide** to your intended Assessor. Please also remember to give them a sealable envelope to maintain the privacy of their completed *Volunteer Details and Agreements* (last page of this **Guide**). Return the completed *Volunteer Details and Agreements* to your Award Leader.

**REMEMBER:** *You can **ONLY** commence a Duke of Ed Section activity **AFTER** your Award Leader has approved your Assessor for that Section.*

*If you change any of your Assessors you **MUST** inform your Award Leader.*

**Note:** Award Participants are expected to comply with all relevant / respective safety requirements and procedures and not to act in any way to jeopardise the safety of themselves or others within the activity environment.

Participant Details (for Participant to complete)	
Name	(please also enter your details on p 6)
Contact details (eg phone, email)	
Award level (tick)	<input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold
Award Section (tick)	<input type="checkbox"/> Skill <input type="checkbox"/> Service <input type="checkbox"/> Phys Rec <input type="checkbox"/> Adv Journey <input type="checkbox"/> Residential
Time commitment in months (tick)	<input type="checkbox"/> 3 <input type="checkbox"/> 6 <input type="checkbox"/> 12 <input type="checkbox"/> 18
Chosen activity	
My purpose/goal for this activity is	
Award Unit (School/Organisation)	
Award Unit phone number	
Award Leader	

# For the purposes of The Duke of Ed, a "Volunteer" means anyone over the age of 18 who assists with The Duke of Ed, either in a paid or unpaid capacity. This includes all Award Leaders, Assessors and Supervisors.

## Information for Assessors

Thank you for your consideration in becoming an Assessor for The Duke of Edinburgh's International Award (the Duke of Ed). Award Assessors play a crucial role in the success of the program.

The information below will assist you to understand the Duke of Ed Assessor role. For additional information please also refer to [DukeofEd.com.au](http://DukeofEd.com.au)

Note: If you are an immediate family member of a Participant (ie a parent or sibling) you should not be one of their Assessors.

Participants cannot commence a Duke of Ed Section activity until their Award Leader has confirmed the appointment of an appropriately skilled, experienced and/or qualified Assessor for that Section.

### What is the Duke of Ed?

The Duke of Edinburgh's International Award is a self-development program open to all young people between the ages of 14 and 25. The Award is non-competitive and encourages young people to set and achieve goals appropriate to their abilities and potential. More information can be found at: [dukeofed.com.au/about-the-award/the-award](http://dukeofed.com.au/about-the-award/the-award).

There are three levels of the Award (Bronze, Silver and Gold) and there are four Sections that must be completed for a young person to qualify for an Award:

- Skill
- Service
- Physical Recreation
- Adventurous Journeys
- Residential Project (an additional Section at Gold level)

The activities for Skill, Service and Physical Recreation need to be undertaken by the Participant on a *regular* basis. Regular commitment is at least one (1) hour per week, two (2) hours per two week period or four (4) hours per four week period. This participation is over a minimum period of 3, 6, 12 or 18 months depending on the Participant's level and choice of "major" Section, and the Participant should clarify this requirement with you.

### Who is an Award Assessor?

Assessors are suitably skilled, experienced and/or qualified #Volunteers who assist with, and assess, an activity being undertaken for a Section of a Participant's Duke of Ed Award. An Assessor can assess more than one Participant, and they may also be qualified to assess across multiple activities and/or Sections. An Assessor may be required to meet certification or qualification requirements if their activity is bound by a State/Territory or National accreditation requirement. Please note that an Award Leader can also be an Assessor.

### What are the Roles and Responsibilities of an Assessor?

Assessor Roles and Responsibilities are listed below. If you are willing to act as an Assessor you will be asked to agree to these on page 6 of this **Guide**.

1. Be suitably experienced and/or qualified in the activity in which you are assessing.
2. Meet the Child Protection Legislation requirements in your State/Territory.
3. Agree to the Duke of Ed **Volunteer Code of Conduct** before undertaking any assessment (please refer to pages 5 and 6 of this Guide or [dukeofed.com.au/resource/volunteer-code-of-conduct](http://dukeofed.com.au/resource/volunteer-code-of-conduct) for the latest NSW version).
4. Be approved by the Duke of Ed Award Leader and therefore the Award Unit prior to the Participant commencing the activity with you as their Assessor.
5. Understand the relevant Duke of Ed requirements for the Section you are assessing.
6. Assist the Participant to identify and set achievable goals for the Section you are assessing and to develop a program to reach their goals.
7. Help the Participant to stay focused on the goals they have set.
8. Ensure the Participant undertakes Section activity substantially in their own time.
9. Encourage and recognise improvements in the Participant and record positive comments about the Participant's progress.
10. Write a report at the completion of the Section activity, and sign off the Participant's records to verify they have achieved the requirements of the Duke of Ed.

11. Undertake your role as an Assessor in a safe work environment. This includes: taking reasonable care for your own health and safety; that your conduct does not adversely affect the health and safety of others; that you comply with any reasonable instructions relating to health and safety; and that you cooperate with any reasonable policy or procedure relating to health and safety that applies to you, your colleagues, people you are supervising or who are considered to be in your care.

### Is there Award insurance?

The Duke of Edinburgh's International Award - Australia provides secondary public liability and personal injury insurance covering almost all Duke of Ed activities. As a bona fide Volunteer you may have some coverage under this insurance. Claims can be made against this insurance for any amounts not covered or only partially covered under the Award Units policy.

If you'd like more information regarding this insurance please refer to: [dukeofed.com.au/resources/insurance](http://dukeofed.com.au/resources/insurance).

### How can I provide a safe environment for children?

Providing opportunities for young people to complete their Duke of Ed is very rewarding. Participants require a safe and non-threatening environment.

You need to ensure that all Volunteers/staff involved with the Participant are aware that they must conduct themselves appropriately with young people at all times.

Examples of unacceptable conduct by Volunteers/employees would include:

- any initiation activities
- physical, emotional or verbal abuse of Participants
- physical assault or exposing Participants to violence
- inappropriate conversations of a sexual nature, suggestive remarks or jokes of a sexual nature
- displaying or showing any form of explicit material, sexually suggestive publications, electronic media or illustrations
- any form of inappropriate touching
- any form of inappropriate personal correspondence or expression of sexual feelings toward the Participant.

Assessors are required to report any allegations of incidents concerning a young person to the Award Leader at the earliest convenience. Award Participants are expected to comply with the organisations safety requirements and procedures and not to act in any way to jeopardise the safety of themselves or others within the activity environment.

### How can I meet New South Wales Child Protection requirements?

**The Participant's Award Leader must ensure that all the Participant's Assessors have met the appropriate legislative and organisational requirements for Child Protection before Assessors undertake Duke of Ed activities with them.**

Note –If you have further questions regarding NSW Child Protection please visit [kidsguardian.nsw.gov.au](http://kidsguardian.nsw.gov.au)

### What is The Duke of Edinburgh's International Award National Volunteer Code of Conduct (VCOC)?

The Duke of Edinburgh's International Award - Australia requires that all Volunteers agree to the National **Volunteer Code of Conduct (VCOC)** (pages 4-5 of this **Guide**)

### How do I complete my Assessor's Report?

The Participant will provide you with a Section summary to enable you to complete your Assessors Report/Signoff after they have met the time requirements for their Section.

### What is the next step?

Please read the **Volunteer Code of Conduct** (pages 4-5), then complete the *Volunteer Details and Agreements* (page 5).

The *Volunteer Details and Agreements* must be completed and returned to the Participant's Duke of Ed Award Leader **prior** to the Participant undertaking any Duke of Ed related activities with you.



## Volunteer Code of Conduct

For the purposes of The Duke of Edinburgh's International Award - Australia ('the Award'), and therefore this document, a "volunteer" means anyone over the age of 18 who assists with the Award, either in a paid or unpaid capacity. This includes all \*Award Leaders, Assessors and supervisors.

In consideration of the Award Unit<sup>^</sup>, \_\_\_\_\_  
[name of school/organisation/group]

approving me as an Award Leader/Assessor/supervisor/volunteer in relation to The Duke of Edinburgh's International Award, I undertake that I will:

1. Comply with and exercise due care in carrying out my Roles and Responsibilities (as outlined in Section 2 of the Award Handbook, available at [www.dukeofed.com.au/Handbook](http://www.dukeofed.com.au/Handbook)).
2. Comply at all times with the requirements of the Award and with all applicable laws relevant to fulfilling my obligations to the Award.
3. Meet all applicable Child Protection Legislation requirements in my State/Territory, and follow any supervisory ratios stipulated by my own organisation (and those responsible for any specific Award activity).
4. Undertake training and meet accreditation requirements, as appropriate.
5. Respect the privacy of persons served by the Award and hold, in confidence, sensitive, private and personal information collected in relation to the Award in accordance with the Privacy Policy of The Duke of Edinburgh's International Award - Australia [ACN 114 269 195] (National Award Authority) and the law (reports of child abuse or neglect will be handled under the relevant State/Territory legislation).
6. Immediately advise the aforementioned Award Unit of any matter of which I am involved that has or could lead to criminal conviction. Advise the Award Unit of any officer or employee of the Award Unit; or any Award Leader/Assessor/supervisor/volunteer involved in the management and/or delivery of the Award, who I believe has acted in a way which may be detrimental to the good name of the Award.
7. Take any allegations or concerns of abuse seriously and immediately follow the reporting process in use within the organization. Never trivialise abuse, or let allegations, suspicions, or concerns about abuse go unreported
8. Comply with the Key Principles of the Award (as outlined in the Award Handbook).
9. Represent the Award with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
10. Undertake my role in a safe work environment. This includes: taking reasonable care for my own health and safety; ensuring that my conduct does not adversely affect the health and safety of others; compliance with any reasonable instructions relating to health and safety; and cooperation with any reasonable policy or procedure relating to health and safety that applies to me, my colleagues, people I am supervising or who are considered to be in my care.
11. Follow through and complete agreed tasks and commitments.
12. Conduct myself in a respectful manner, exhibit good conduct and be a positive role model by setting an example for all to follow.
13. Display respect and courtesy for Participants of the Award, other volunteers, staff, contractors and property.
14. Provide a safe environment by not harming youth or adults in any way, whether through discrimination, favouritism, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
15. Work cooperatively as a team member with employees of the Award and other volunteers.
16. Undertake to provide assessment for the Award only in areas where I am suitably qualified and/or experienced.
17. Copy and distribute materials the Award Leader gives me only for the purposes of the Award and not otherwise use them without the prior written consent of the National Award Authority.

### Volunteer Code of Conduct (cont.)

18. Not use those materials in any way which would bring the Award, Award Unit, State/Territory Award Operating Authority or the National Award Authority into disrepute.
19. Immediately stop use of all materials once my involvement with the Award ends.
20. Ensure that any improvements, developments, or new versions of the materials, including new materials I create based on or incorporating them, belong to the National Award Authority and I assign all rights, including intellectual property rights in them, to the National Award Authority.
21. Ensure that any documents, collateral, website pages or other items that utilise the international logo meet all requirements of the International Brand and Style Guidelines (available from the National Award Authority).
22. Ensure that all new materials utilising the Award logo which contain interpretive content\*\* regarding the Award has been approved by the National Award Authority prior to being circulated. A copy of all such materials will be retained by the National Award Authority for reference purposes.

<b>Participant Name</b>					
<b>Award Level</b>	<input type="checkbox"/> Bronze	<input type="checkbox"/> Silver	<input type="checkbox"/> Gold		
<b>Award Section</b>	<input type="checkbox"/> Skill	<input type="checkbox"/> Service	<input type="checkbox"/> Phys Rec	<input type="checkbox"/> Adv Journey	<input type="checkbox"/> Residential

### Volunteer Details and Agreements

For a(n) \*Award Leader/Assessor/Supervisor/Volunteer to complete **prior** to undertaking any Duke of Ed activities with a Duke of Ed Participant.

<b>Name</b>	<b>Phone</b>	
<b>Address</b>		
<b>Email</b>		
<b>Skills/experience/qualifications relevant to Participant's activity</b>		
<input type="checkbox"/> I am aware of my obligations as outlined in this document and that my approval as an *Award Leader/Assessor/Supervisor/Volunteer in relation to The Duke of Ed may be terminated as a result of any breach by me of the undertakings in this document <input type="checkbox"/> I agree to the above terms of the Volunteer Code of Conduct <input type="checkbox"/> I am over 18 years of age <input type="checkbox"/> I have read, understood and agree to comply with the *Award Leader/Assessor/Supervisor (please circle as appropriate) Roles and Responsibilities as outlined in Section 2 of The Handbook ( <a href="http://dukeofed.com.au/Handbook">dukeofed.com.au/Handbook</a> ), also available on: <a href="http://dukeofed.com.au/resource/award-leader-roles-and-responsibilities">dukeofed.com.au/resource/award-leader-roles-and-responsibilities</a> <a href="http://dukeofed.com.au/resource/assessor-roles-and-responsibilities">dukeofed.com.au/resource/assessor-roles-and-responsibilities</a> <a href="http://dukeofed.com.au/resource/supervisor-roles-and-responsibilities">dukeofed.com.au/resource/supervisor-roles-and-responsibilities</a>		
NSW Working With Children Check (WWCC)		
<b>WWCC Number:</b>	<b>WWCC No Expiry</b>	<b>Date of Birth:</b>
<b>Date:</b>		
<b>Signature:</b>	<b>Date:</b>	

\* Award Leader is the internationally recognised name for Award Coordinator

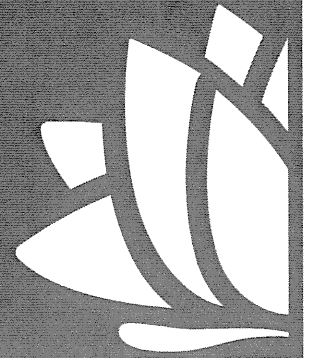
^ Award Unit is the internationally approved name for Licensed Operator

\*\* Interpretive content refers to any information published by The Duke of Edinburgh's International Award - Australia which has been re-worded

Please return this completed page to the Participant's Award Unit (ie school or community group)



# Appendix 11 – Declaration for child related work – Specified volunteer/child related contractor



This declaration must be completed by:

### Volunteers who are

- Working as part of a formal mentoring program (whether or not a parent or close relative at the school at which they are volunteering) or
- Involved in intimate, personal care of children with a disability (whether or not a parent or close relative at the school at which they are volunteering) or
- Not a parent or close relative of a student at the school at which they are volunteering

### Contractors who are

- Ordinarily involved in direct contact with children (for e.g. Speech Pathologists, health workers, band tutors, music tutors)

Those workers **listed above** need to provide the school with this completed form, a WWCC clearance and 100 points of ID in order that they can be verified via eCPC. This documentation will be filed in secure storage at the school for 7 years post employment/engagement.

Category of worker:

<input type="checkbox"/>	Specified volunteer
<input type="checkbox"/>	Child related contractor
<input type="checkbox"/>	Duke of Edinburgh Assessor

return to  
MS Busse

Surname	First Name	Middle Name
Previous Names/Aliases	Date of Birth	Gender
Employee ID (if known)	Telephone	Mobile Phone
Email Address		Work Phone
Address 1 (Number, Street Name)		Mobile
Address 2 (Suburb/City)		State          Postcode
Suburb/City/Town of Birth	State of Birth (Australia Only)	Country of Birth
Country of Citizenship	DOB	WWCC clearance

Please provide details of the approved documents according to the 100 point proof of ID check  
 ✘ (100 point proof of ID is not required for Duke of Edinburgh Assessors) ✘

Document Name	Issuing Agency	Reference number

I declare that:

1. I have no criminal convictions in the past ten years and am not subject to any pending court proceedings relating to a criminal matter in Australia or overseas.
2. I have no convictions that cannot become spent within the meaning of the *Criminal Records Act 1991* including but not limited to:
  - (i) convictions for which a prison sentence of more than six months has been imposed; or
  - (ii) convictions for sexual offences.
3. In making this declaration, I understand that "conviction" is defined in the *Criminal Records Act 1991* and includes a conviction, whether summary or on indictment, for an offence, and includes a finding or order that an offence has been proved, or that a person is guilty of an offence, without proceeding to a conviction.

I am aware that providing false or misleading information in this document may lead to the following:

- the department withdrawing any offer of engagement that it has made to me; or
- the department terminating my engagement, or taking disciplinary action which may include my dismissal; and
- the department considering any false or misleading information I provide, when considering any future applications by me for engagement.

Signature	Date
-----------	------

## Online Record Book – Participant Registration

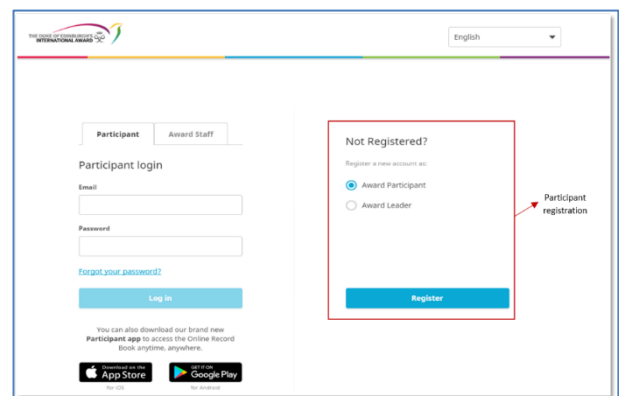
### Before you register

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](http://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.

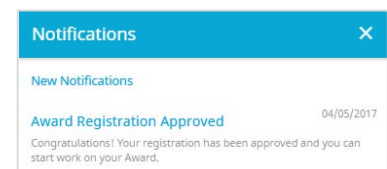




12. **Parental Consent:** If your birthday indicates you are under 18, you will be asked to provide details for a Parental/Guardian to provide consent for you to participate in the Award. If your birthday indicates that you are older than 18 years old, you won't be asked to provide parental/guardian 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<sup>#</sup>
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.

<sup>#</sup> ORB Helpdesk support is available via email at [orb@dukeofed.com.au](mailto:orb@dukeofed.com.au) or by phone on 1300 438 537.