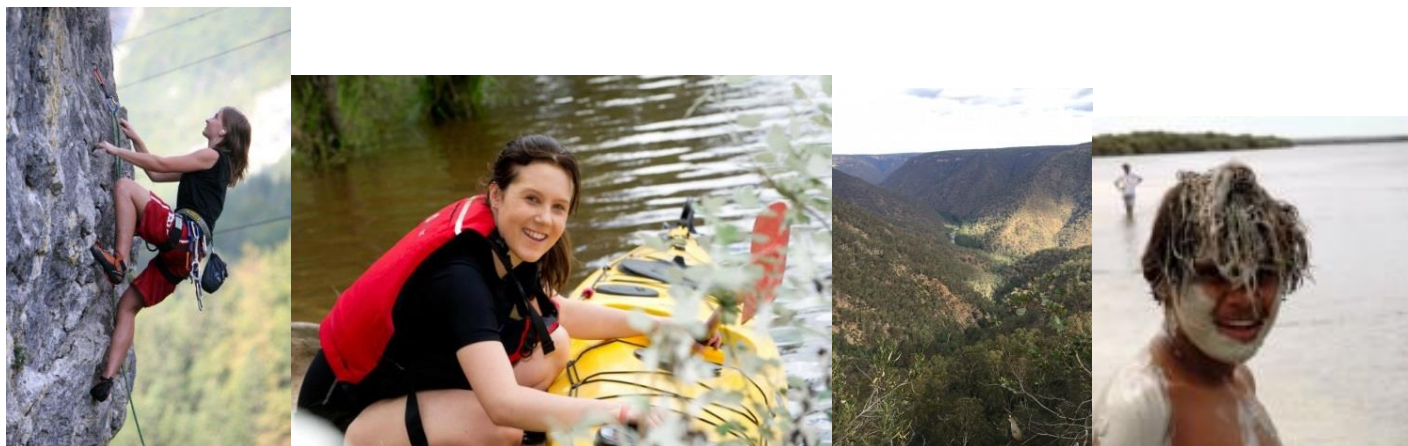


Northern Beaches Secondary College

The Duke of Edinburgh's International Award



Silver and Gold Information & Registration 2019

NOTE

- To commence the Gold award in 2019 you must be 16 years.
- There are several steps to complete before you begin the next award level. Follow the timeline “**Progressing in 2019**” on page 5 of this pack.
- Make sure your email address is consistent, correct and current throughout all documents and online.
- Registration is due **Friday 15th of March** to your campus office or via email to the NBSC Award Leader 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
- Progressing in 2019
- NBSC Program Participation Forms
- Finishing Bronze/Silver
- Assessor Commencement Guide (for new assessors in 2019). Download more from <http://www.dukeofed.com.au/resources/>

Information, registration and permission forms for Adventurous Journeys in 2019 will be emailed directly to registered students in week 6.



Information for commencing the Silver/Gold Award in 2019

Thank you for your interest in progressing to the next Award level in The Duke of Edinburgh's International Award. The opportunity is available to Northern Beaches Secondary College students in Year 10 and above. Students must be turning 15 to commence Silver and 16 to start Gold.

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.

The information in this booklet explains how a participant progresses through the Silver and Gold levels of the Award

Finishing the previous level of the Award.

Due to the nature of the Duke of Ed. Award, participants will complete their level of the Award at different times throughout the year. It is hoped that students will complete their Bronze/Silver Awards by the beginning of March to ensure participants are starting the next level with their peer group. See 'Completing your Silver Award' or 'Completing your Bronze Award' handout (Appendix A) for instructions.

Once all of your sections are complete, signed-off and uploaded to the Online Record Book (ORB) email your Award Leader, Ms Busse. State Office generated certificates and badges are presented at an appropriate campus based assembly during the year.

Adventurous Journeys

NBSC choose to work with highly reputable and experienced providers such as The Outdoor Education Group (OEG) and Youth Advance Australia for the Hike section of the Award. These organisations provide excellent training and staff, with challenging and enjoyable experiences, while all safety considerations are thoroughly met. These organisations also provide *Open* expeditions for students to join in school holidays if they cannot attend the NBSC provided expeditions. Students must research these independently and notify Ms Busse before enrolling in an *Open* expedition.

Fees

The following fees apply to participate in the Silver or Gold Duke of Ed program in 2019:

- \$160 Duke of Edinburgh Registration fee payable to NBSC Freshwater Senior Campus as part of the registration process. Fee includes fee includes State Duke of Ed. registration, insurance and administration.
- Expedition fees (subject to change)
 - \$430 Silver practice journey
 - \$430 Silver qualifying journey
 - \$650 for Gold Practice
 - \$700 for Gold Qualifying
- Other incidental costs at own expense (e.g. pack, shoes, waterproof clothing, cooking utensils). Equipment hire is available through *Youth Advance* and the *Outdoor Education Group*. Please check their website for the cost of items.

NBSC Expedition / Hike Dates 2019

SILVER PRACTICE JOURNEY	
3 day, 2-night Pack and Paddle	Lake Lyell (near Lithgow) - Youth Advance
Plus Compulsory Training Day (1-day only)	Saturday 30 th March or Sunday 31 st March 2019 (9am-4pm)
Option 1: Sunday 7 th – Tuesday 9 th April	Option 3: Thursday 30 th May – Saturday 1 st June 2019
Option 2: Sunday 12 th – Tuesday 14 th May	
SILVER QUALIFYING JOURNEY	
3 day, 2-night Pack and Paddle	Lake Lyell (near Lithgow) - Youth Advance
Plus Compulsory Training afternoon (1 only)	Tuesday 23 rd July or Thursday 25 th July 2019 (4-6pm)
Option 1: Sunday 4 th – Tuesday 6 th August	Option 3: Sunday 1 st – Tuesday 3 rd September 2019
Option 2: Saturday 24 th – Monday 26 th August	
GOLD PRACTICE JOURNEY	
4 day, 3-night Expedition	
Wednesday 24 th April – Saturday 27 th April 2019	Wolgan Valley with The Outdoor Education Group
GOLD QUALIFYING JOURNEY	
4 day, 3-night Expedition	
Friday 13 th Dec. – Tuesday 17 th December 2019 (Day 1 bus travel)	Kosciusko National Park with The Outdoor Education Group

Direct entry into the Award

Students are encouraged to complete all levels of the award, beginning at Bronze however NBSC does accept *Direct Entrants* (students who have skipped a level for a good reason) provided they have been approved by Ms Busse. Direct entrants will be required to complete an additional Practice Expedition as well as a Major activity in either, Physical Recreation, Skill or Service.

Registration process

There are a couple of steps required to register and begin the Bronze Award. Please refer closely to the timeline “**Progressing in 2019**” on page 5 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.

We hope your child will continue to 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

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.



Service



Physical Recreation



Skill




Adventurous Journey



Residential Project

	Service	Physical Recreation	Skill	Adventurous Journey	Residential Project
BRONZE 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 *					
SILVER 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.*					
GOLD 16+ years	12 months	12 months	12 months	4 days/3 nights (1 x practice journey & 1 x qualifying journey)	5 days/4nights
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.*

Action	Steps	By the end of:	Tick when complete
Finalise your previous Award	Submit all hardcopy paperwork to Ms Busse or upload to the Online Record Book. Refer to 'Completing your Bronze/Silver Award Instructions' and the State Office Checklists.	Week 6 (8 th March)	
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"> <i>NBSC Program Participation Form</i>, with \$160 registration fee <i>General NBSC Permission to Publish</i> form <i>Participant Duke of Ed. Application Form 2019</i> 	Week 7 (15 th March)	
Progress to the next award level via the (new) Online Record Book (ORB)	<ol style="list-style-type: none"> Go to: www.OnlineRecordBook.org Once your previous Award has been signed-off at State Office login in using your current ORB username and password. An "invitation" to start the next Award level will appear on your homepage. This will only appear if you have been signed off and approved at the previous level. Email address verification: Check your email account (for the email you used for registration) for a verification email. This email will include a link for you to click to verify your email address. Parent/Guardian consent: If you are under 18, your parent/guardian needs to provide their consent. When registering on the ORB select the option that states "my parent has already provided consent", this also know as paper consent - your parent provided this in the <i>Duke of Ed. Application Form</i> Ms Busse will <i>activate</i> you for the new level once <u>all</u> of the previous steps are completed. 	Week 8 (22 nd March)	
Register for your Practice Adventurous Journey Hike.	<ol style="list-style-type: none"> Register for your Practice Hike with Youth Advance (Silver) or OEG (Gold) including payment, refer to permission note from Ms Busse. **Check email in week 6 for instructions** Return NBSC permission note to Ms Busse.  	Week 8 (22 nd March)	
Assessor Commencement Guides (ACG)	<p>If you are using new assessors in 2019 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.</p> <p>Return only pages 5-8 to Ms Busse. Electronic copy is OK.</p> <p>Note:</p> <ul style="list-style-type: none"> 100-point check NOT required for Duke of ED Assessors Department of Education teachers do not need to complete the ACG but do need to be asked if they will be your assessor. Assessors cannot be immediate family members. 	Week 8 (22 nd March)	
Once activated on the ORB, setup your sections/activities on the ORB for approval.	<p>Once Ms Busse has activated you, add comprehensive detail to the ORB for each section (Physical Rec, Service, and Skill). Include;</p> <ul style="list-style-type: none"> Type of Activity A goal – comprehensive and achievable Assessor name – must include their email address 	Week 9 (29 th March)	
Commence activities. Record your hours on the ORB (after Award Leader approves sections)	<p>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.</p> <p>Please log details of what you did each time you engaged in activities. e.g. "Attended Football training" is not enough information! Explain how your training is working toward your goal.</p>	Week 10+	

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)

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 15 March 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 15th March 2019**.

Yours sincerely

Ms Stacey Exner
Principal

Northern Beaches Secondary College

.....
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 and Communities 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.

Student's name: _____

Student'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, 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 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, 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.

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

	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 th birthday	Before 25 th birthday	Before 25 th 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

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 16th 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 25th 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.

COMPLETING YOUR BRONZE AWARD INSTRUCTIONS

CHECKLIST: tick each step when complete

- Make sure you are registered and active on the Online Record Book (ORB) – most participants completed this at the beginning of the year www.OnlineRecordBook.org
- Enter all of your Skill, Service and Physical Recreation activity details on the (ORB) including; Activity Type, Activity, a Goal, and your Assessors details. You must add your assessor's email address
- Ensure you have selected a MAJOR and completed 6 months in that major.
- Log your hours online until you are finished
- Once you are finished email each of your assessors via the ORB to have them complete the "Assessor Summary" for their final comments and (digital) signature. Do this for each section (not adventurous journey). Keep an eye on the ORB for the return of their sign off
 - Skill** assessor report returned
 - Service** report returned
 - Physical Recreation** report returned
- Finalise your **Adventurous Journey** (AJ) Section:
 - Enter the details of your Practice and Qualifying Adventurous Journey on the ORB – date, location, and a goal.
 - Complete a Qualifying Hike report including:
 - Your name, location, dates
 - a route plan/map
 - a clothing list
 - an equipment list
 - a food list/menu
 - a personal reflection
 - other supporting evidence/photos
 - Submit your report:
 - *Somerset* journeys – submit AJ report to Somerset using instructions [here](#)
 - non-Somerset journey - submit your AJ report to Ms Busse – use the State Office template
 - Once notified that your report has been approved upload it to the ORB.
- "Submit" each section of your Award for Approval on the ORB or send in hardcopies to your award leader via the school office.
- Advise Ms Busse that you have completed your award.

Your Award will be approved once all sections are signed and submitted as complete.

Congratulations on completing your BRONZE Award! You will be notified via email from State Duke of Ed office of your final approval. Certificates are handed out at assembly in 2019.

You may now begin the steps to progress to Silver!

Come along to the Silver / Gold Information evening at Freshwater Senior Campus early in 2019 to hear all about it.

COMPLETING YOUR SILVER AWARD INSTRUCTIONS CHECKLIST: tick each step when complete

- Make sure you are registered and active on the Online Record Book (ORB) – most participants completed this at the beginning of the year www.OnlineRecordBook.org
- Enter all of your Skill, Service and Physical Recreation activity details on the (ORB) including; Activity Type, Activity, a Goal, and your Assessors details.
- If you did not complete BRONZE you will need to also select a MAJOR and log hours for that section for **12 months**.
- Log your hours online until you are finished
- Once you are finished email each of your assessors to have them complete the “Assessor Summary” for their final comments and (digital) signature. Do this for each section (not adventurous journey). Keep an eye on your inbox / ORB for the return of their sign off
 - Skill** assessor report returned
 - Service** report returned
 - Physical** Recreation report returned
- Finalise your **Adventurous Journey** (AJ) Section:
 - Enter the details of your Practice and Qualifying Adventurous Journey on the ORB – date, location, and a goal.
 - Complete your report including:
 - a route plan/map
 - a clothing list
 - an equipment list
 - a food list/menu
 - a personal reflection
 - other supporting evidence/photos
 - Submit your report:
 - *Somerset* journeys – submit AJ report to Somerset using instructions [here](#)
 - non-Somerset journey - submit your AJ report to Ms Busse – use the State Office template
 - Once notified that your report has been approved upload it to the ORB.
- “Submit” each section of your Award for Approval on the ORB or send in hardcopies to your award leader via the school office.
- Advise Ms Busse that you have completed your award. vicki.busse@det.nsw.edu.au

Your Award will be approved once all sections are signed and submitted as complete.

Congratulations on completing your SILVER Award! You will be notified via email from the State Duke of Ed office of your final approval. Certificates are handed out at a school assembly but do take a few months to process.

You may now begin the steps to progress to GOLD!
An information session will be held for Gold in 2018 at Freshwater Senior Campus.

Please contact me if you have further questions:
vicki.busse@det.nsw.edu.au or 9939 6942

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

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.

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 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.

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

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[^], _____
[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).
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.

Participant Name					
Award Level	<input type="checkbox"/> Bronze	<input type="checkbox"/> Silver	<input type="checkbox"/> Gold		
Award Section	<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.

Name	Phone	
Address		
Email		
Skills/experience/qualifications relevant to Participant's activity		
<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 (dukeofed.com.au/Handbook), also available on: dukeofed.com.au/resource/award-leader-roles-and-responsibilities dukeofed.com.au/resource/assessor-roles-and-responsibilities dukeofed.com.au/resource/supervisor-roles-and-responsibilities		
NSW Working With Children Check (WWCC)		
WWCC Number:	WWCC No Expiry	Date of Birth:
Date:		
Signature:	Date:	

* Award Leader is the internationally recognised name for Award Coordinator

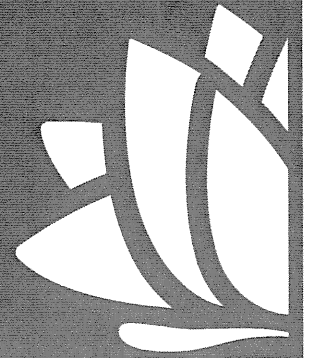
^ Award Unit is the internationally approved name for Licensed Operator

** 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
-----------	------

Participant Name Email

Duke of Ed Award Unit
(ie your school or organisation)

GOLD AWARD CHECKLIST - 2018

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

To ensure you meet all criteria for a Gold Duke of Ed Award in NSW, please use this Checklist **during** your Award and also **before** submitting your Award to your Award Leader via your Online Record Book (ORB). Your Award Leader will then forward your Gold Award for final approval to NSW Division.



Make sure you have covered all points correctly so your Gold Award can be approved as quickly as possible.

REMEMBER – Your Online Record Book is your official record of your Gold Award. You will only get out what you put in. Please keep this in mind especially if you are planning on using your Gold Award for University or Job applications.

Incomplete or incorrect submissions will delay your approval. If your submission is not approved, you will need to re-submit your application after addressing any missing or incomplete requirements.

If you have any further questions about Award requirements please see: dukeofed.com.au, talk to your Award Leader or call us on 13 13 02.

1. Age Requirements and Starting my Gold Award:



You **MUST** have been **at least** 16 years of age **prior** to starting your Gold activities. **Any activities entered prior to your 16th birthday CANNOT be counted towards your Gold Award**

Date of
16th birthday

Start Date for
Gold activities

If you have entered any logs **prior** to your 16th birthday please **delete** these and log further activities to take the Section(s) back to full completion

- Gold Award activities are *only* being counted *after* my 16th birthday
- If I've completed a Silver Award – I'm only counting Gold activities **AFTER** my Silver was submitted
Note – in very exceptional circumstances your Award Leader may grant some exemption to this requirement.
- I'm only counting activities towards my Gold Award **AFTER** I was accepted as a Silver Participant by my Award Leader

2. Skills Progress:

- My Skills activity is **non-physical**
*eg activities such as playing a sport or dancing should **not** be counted as Duke of Ed Skill activities – these are considered Physical Recreation activities. Some sports-related activities however, such as refereeing or coaching, may be acceptable. **For more information** please see: “Skill or Physical Recreation?” at: dukeofed.com.au*
- My Assessor is NOT a family member (ie a parent, sibling or relative)
- I have completed my Skills logs and have submitted these to my Assessor
- I have received the Assessor’s approval for my completed Skills Section
- I have sent my completed and assessed Skills Section to my Award Leader for their approval
(and any further files (such as an offline Assessor Report) have been uploaded to my ORB first)*

**Please include your full name and a description in any filename (eg Mary_Mullins_Skills_Assessor_Report)*

3. Physical Recreation Progress:

- My Assessor is NOT a family member (ie a parent, sibling or relative)
- I have completed my Physical Recreation logs and have submitted these to my Assessor
- I have received the Assessor’s approval for my completed Physical Recreation Section
- I have sent my completed and assessed Physical Recreation Section to my Award Leader for their approval
(and any further files (such as an offline Assessor Report) have been uploaded to my ORB first)*

**Please include your full name and a description in any filename (eg Joe_Blow_Physical_Recreation_Assessor_Report)*

4. Service Progress:

- My Service activity is for a **genuine cause or need in the community**
Note – Service activities must not benefit a Participant’s family. It must also not just provide a favour to a friend or neighbour or be based on a required vocational or work experience activity.
- My Assessor is NOT a family member (ie a parent, sibling or relative)
- I have completed my Service logs and have submitted these to my Assessor
- I have received the Assessor’s approval for my completed Service Section
- I have sent my completed and assessed Service Section to my Award Leader for their approval
(and any further files (such as an offline Assessor Report) have been uploaded to my ORB first)*

**Please include your full name and a description in any filename (eg Amy_Samey_Service_Assessor_Report)*

5. Adventurous Journey (AJ) Progress:

- I discussed and received **approval** from my **Award Leader prior** to undertaking **both** my Practice and Qualifying Journeys
- I obtained **written parent/guardian consent prior** to departing on **both** my Practice and Qualifying Journeys (if I'm under the age of 18)
- My Journey Supervisors and/or Assessors were NOT family members (ie a parent, sibling or relative)
- **Both** my Practice and Qualifying Journeys used the **same mode** or **combination of modes of travel** (eg hiking, canoeing etc...)
Special condition – If your Practice Journey was multi-mode (eg hiking and canoeing), your Award Leader, after consulting with your Practice Journey Supervisor/Assessor, may permit you to undertake a Qualifying Journey using only one of those modes (as long as you have demonstrated sufficient competence in that single mode)
- **Both** my 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
^Note the "Special condition" above
- My Preparation and Training was completed and approved by my Award Leader **prior to me departing** for my Practice Journey
- My Practice and Qualifying Journeys were **both** conducted in a group of between **4 and 7 people**
- Each day of my journey(s) involved at least 8 hours (on average) of purposeful effort[~]
- My Practice Journey was of **at least** 4 days duration. I have entered the correct dates in my ORB and the Practice Journey dates are **prior** to my Qualifying Journey dates
- My Qualifying Journey was of **at least** 4 days duration, and was **the same duration** as my Practice Journey. I have entered the correct dates in my ORB.

Adventurous Journey Report

A Report of your Qualifying Adventurous Journey is the final requirement of your AJ Section. Your Report may be completed on an individual or on a group basis, and it can be written or be presented in more than one medium. For more information, see the "Log / Report" tab in the Adventurous Journey page at: dukeofed.com.au, and section 6.12 of the Duke of Ed Award Handbook

The "NSW Gold Award – Written AJ Report Template" should be used for written reports - available at: dukeofed.com.au

Please save/upload written Reports as a single pdf file

My Adventurous Journey Report includes:

- | | |
|--|--|
| <input type="checkbox"/> Pre-Journey Information | <input type="checkbox"/> Food List/Menu Plan |
| <input type="checkbox"/> Map(s) | <input type="checkbox"/> Daily descriptions/observations |
| <input type="checkbox"/> Route Plan(s) | <input type="checkbox"/> Other supporting evidence (photos, etc...) |
| <input type="checkbox"/> Equipment List | <input type="checkbox"/> Reviews / Reflections |
| <input type="checkbox"/> Clothing List | (these need to be individual if the Report has been compiled in a group) |

- I have uploaded my Qualifying Adventurous Journey Report* (as a single pdf) to my ORB
- * Please include your full name in the filename (eg Billy_Bloggs_Qualifying_AJ_Report), and ensure files are < 10MB
 ~ Purposeful effort means time spent towards accomplishing the purpose of the journey. Time associated with sleeping, cooking and eating is in addition to this time.

6. Residential Project Progress:

- My Residential Project:
 - involves a **shared purposeful activity** (eg a training or service activity)
 - is **at least 5 days duration** away from my usual place of residence
 - is in the company of others who are, **in the majority, NOT my usual companions**
- My Assessor is NOT a family member (ie a parent, sibling or relative)
- I have completed my Residential Project entries in my ORB and have submitted this to my Assessor
- I have received the Assessor's approval for my completed Residential Project Section
- I have sent my completed and assessed Residential Project to my Award Leader for their approval
(and any further files* (such as an offline Assessor Report) have been uploaded to my ORB first)

**Please include your full name and a description in any filename (eg Sue_Boo_Residential_Project_Assessor_Report)*

- 7. I have made sure all my contact details are updated and correct**
(make sure your email address is one that can be accessed after you leave your Award Unit)

Additional Notes:

Gold Assessment Process

Please allow **at least 8 weeks** for your Gold Award to be assessed and approved. If there are any issues then this process may take longer as you and your Award Leader will need to provide further information.

When your Gold Award is approved both you and your Award Leader will receive a confirmation email. Your Gold badge will also be mailed to your home address.

Gold Ceremonies

Gold Awards are presented at Ceremonies usually held at NSW Government House several times a year. There is an approximate wait time of up to twelve months. Participant invitations will be emailed approximately 8 weeks prior to your presentation date (up to two guests may also attend).

Further information can be found at: dukeofed.com.au

Bonus ATAR Points – University of NSW

UNSW offers bonus ATAR points under their Elite Athletes, Performers and Leaders (EAPL) Adjustment Factors Program.

If you are applying for the bonus ATAR points at UNSW, your Gold Award must be submitted to NSW Division by your Award Leader **BEFORE Sunday, 30th September 2018**

Please note that some exceptions apply and that the EAPL Adjustment Factors Program undergoes an annual review. View the full details at the UNSW website (under "Future Students")