

Northern Beaches Secondary College

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD



Silver and Gold Award 2020

Student Information

NOTE

- To commence the Gold award in 2020 you must be 16 years of age
- There are several steps to register for the next level - Follow the timeline **Progressing in 2020** (step 2)
- Make sure your email address is correct, consistent and current across all documents.
- Registration is due by the beginning of **Week 6 - Monday 2nd March 2020** to your campus front office or via email to the co-ordinator vicki.busse@det.nsw.edu.au
- Payment is to be completed online via the *NBSC Freshwater Senior Campus* website only.

IN THIS BOOKLET

- General Information
- Expeditions, fees and hike dates
- Direct Entry
- What is the Duke of ED
- Silver and Gold Award checklist

Information, registration and permission notes for Practice Hikes will be emailed directly to registered students in Week 6. Please also check the NBSC College website often for further and ongoing information and updates nbsc.schools.nsw.gov.au (see College opportunities).



Dear Parent and Student,

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

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

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 current year group. See 'Completing your Silver Award' or 'Completing your Bronze Award' handout for instructions.

Once all of your sections are complete, signed-off and uploaded to the Online Record Book (ORB) send a courtesy email to the NBSC Duke of Edinburgh Coordinator Ms. Busse.

Adventurous Journey Expeditions

Each student participates in a Practice and Qualifying Hike, which includes preparation and training. In the interest of safety and to offer a comprehensive program, NBSC outsources expeditions to *Youth Advance* (Silver) and the *Outdoor Education Group* (Gold). Both provide qualified and experienced instructors, have access to 24-hour state of the art remote communication equipment and weather tracking devices as well as comprehensive first aid training and equipment. **Note:** NBSC teaching staff do not attend all expeditions. Duty of Care is provided by Youth Advance and the Outdoor Education Group. Youth Advance and the Outdoor Education Group also provide *Open* expeditions for students to join in school holidays if they cannot attend NBSC coordinated 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 2020:

- \$170 Duke of Edinburgh Registration fee payable to NBSC Freshwater Senior Campus as part of the registration process. Fee includes State Duke of Ed. registration, insurance and administration.
- Expedition fees (subject to change)
 - \$450 Silver practice journey
 - \$450 Silver qualifying journey
 - \$650 Gold Practice Hike
 - \$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.

Information, registration and permission notes for Practice Hikes will be emailed directly to registered students in Week 6.

NBSC Hike Dates 2020

SILVER PRACTICE HIKE	
3 day, 2-night Pack and Paddle	Venue TBA - Youth Advance
Plus Compulsory Training (TWO afternoons) 3.30 – 6.30pm *must attend both*	Monday 23 rd March and Wednesday 25 th March 2020
Option 1: Sunday 5 th – Tuesday 7 th April 2020 Option 2: Sunday 3 rd – Tuesday 5 th May 2020	Option 3: Sunday 31 st May – Tuesday 2 nd June 2020 Option 4: Thursday 4 th – Saturday 6 th June 2020
SILVER QUALIFYING HIKE	
3 day, 2-night Pack and Paddle	Venue TBA - Youth Advance
Plus Compulsory Training afternoon (1 only)	Wednesday 19 th August 2020 (3.30-6pm)
Option 1: Sunday 23 rd – Tuesday 25 th August 2020 Option 2: Thursday 27 th – Saturday 29 th August 2020	Option 3: Sunday 6 th – Tuesday 8 th September 2020 Option 4: Sunday 25 th – Tuesday 27 th October 2020
GOLD PRACTICE HIKE	
4 day, 3-night Expedition	Venue TBA - The Outdoor Education Group
Wednesday 22 nd April – Saturday 25 th April 2020	
Plus Compulsory Route planning and preparation evening	Wednesday 18 th March 2020 (6-7.30pm)
GOLD QUALIFYING JOURNEY	
4 day, 3-night Expedition	Kosciuszko National Park (TBC) - The Outdoor Education Group
Friday 11 th Dec. – Tuesday 15 th December 2020 (Day 1 bus travel)	Plus Compulsory Route planning evening Thursday 19 th November 2020 6-7.30pm

Direct entry into the Duke of ED 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 may be required to complete an additional Practice Expedition as well as a Major activity in either, Physical Recreation, Skill or Service.

Registration steps

There are a couple of steps required to register and progress to the Silver and Gold Award. Follow the timeline **Progressing in 2020** (step 2).

Registration due by **Monday 2nd March 2020.**

Assessors

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

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

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

WHAT IS THE DUKE OF ED?

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

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

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

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

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

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

HOW DO I GET INVOLVED?

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

Gold Award Checklist

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

General

- Activities logged are AFTER 16th birthday
- If a Bronze or Silver Award has been completed – only activities AFTER the previous Award completion date have been logged*
- Activities logged are AFTER approval was given by the Award Leader on the ORB (This is the ORB Award Start Date)
- Activities logged were unpaid
- Goals for each activity are challenging and realistic, they were set in consultation with Assessors and these goals have been entered in the ORB
- Logs for each activity are complete (including an individual description for each log)
- Logs show commitment, progress and improvement towards set goals
- Assessors/Supervisors are NOT family members (ie a parent, sibling or relative)
- Assessors have approved completed activities via the ORB OR a signed offline Assessor report has been uploaded for each activity
- All 5 Sections have been submitted to the Award Leader for approval

Section Specific Requirements

Skills

- Activity is a non-physical skill

Voluntary Service

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

Adventurous Journey (AJ)

- Preparation and Training was completed and approved by Award Leader prior to departing for Practice Journey
- Practice and Qualifying Journeys used the same Mode(s) of Travel (eg hiking, canoeing)**
- Practice and Qualifying Journeys were of a similar nature (eg type, terrain and climate), difficulty and duration, and in a similar environment, but not over the same route
- Practice and Qualifying Journeys only involved simple self-catered accommodation
- Practice and Qualifying Journeys were both conducted in a group of between 4 and 7 people
- Practice and Qualifying Journeys were of at least 4 days duration
- Each day of journey(s) involved at least 8 hours per day (on average) of purposeful effort
- Correct dates are entered in ORB and the Practice Journey dates are prior to Qualifying Journey dates

Adventurous Journey Report (Qualifying Journey)

It is recommended that the [NSW Gold Award – Written AJ Report Template](#) be used for written reports. The Report may be completed on an individual or on a group basis however the thoughts/reflections must be completed individually.

Adventurous Journey report contains:

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

- Qualifying Adventurous Journey Report has been uploaded to the ORB (as a single PDF)
Note: File size is limited to 10mb per file.

Gold Residential Project

- Activity involves a shared purposeful activity (eg a training or service activity)
- Activity is at least 5 days duration away from usual place of residence
- Activity is in the company of others who are, in the majority, NOT usual companions

Contact Details

- Contact details are updated and correct in the ORB

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

Submitting a Gold Award

Please allow **at least 8 weeks** for Gold Awards to be assessed. Incomplete or incorrect submissions will delay Award approval. If an Award submission is not approved, the Award will need to be re-submitted after addressing any missing or incomplete requirements. The Award will then be placed back in the queue and subject to the 8 weeks processing time. **Please ensure ALL requirements on this checklist have been met prior to submitting a Gold Award to avoid significant delays.**

**in very exceptional circumstances an Award Leader may grant some exemption to this requirement.*

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

Silver Award Checklist

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

General

- If Bronze Award has not been completed, activities logged are AFTER 15th birthday
- If a Bronze Award has been completed – only activities AFTER the previous Award completion date have been logged*
- Activities logged are AFTER approval was given by the Award Leader on the ORB (This is the ORB Award Start Date)
- Activities logged were unpaid
- Goals for each activity are challenging and realistic, they were set in consultation with Assessors and these goals have been entered in the ORB
- Logs for each activity are complete (including an individual description for each log)
- Logs show commitment, progress and improvement towards set goals
- Assessors/Supervisors are NOT family members (ie a parent, sibling or relative)
- Assessors have approved completed activities via the ORB OR a signed offline Assessor report has been uploaded for each activity
- All 4 Sections have been submitted to the Award Leader for approval

Section Specific Requirements

Skills

- Activity is a non-physical skill

Voluntary Service

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

Adventurous Journey (AJ)

- Preparation and Training was completed and approved by Award Leader prior to departing for Practice Journey
- Practice and Qualifying Journeys used the same Mode(s) of Travel (eg hiking, canoeing)**
- Practice and Qualifying Journeys were of a similar nature (eg type, terrain and climate), difficulty and duration, and in a similar environment, but not over the same route
- Practice and Qualifying Journeys only involved simple self-catered accommodation
- Practice and Qualifying Journeys were both conducted in a group of between 4 and 7 people
- Practice and Qualifying Journeys were of at least 3 days duration
- Each day of journey(s) involved at least 7 hours per day (on average) of purposeful effort
- Correct dates are entered in ORB and the Practice Journey dates are prior to Qualifying Journey dates

Adventurous Journey Report (Qualifying Journey)

It is recommended that the [NSW Gold Award – Written AJ Report Template](#) be used for written reports. The Report may be completed on an individual or on a group basis however the thoughts/reflections must be completed individually.

Adventurous Journey report contains:

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

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

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

Contact Details

- Contact details are updated and correct in the ORB

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

Submitting a Silver Award

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

**in very exceptional circumstances an Award Leader may grant some exemption to this requirement.*

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

COMPLETING YOUR BRONZE AWARD INSTRUCTIONS

- 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 (26 hours) engaged 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, assessor names and a goal.
 - Complete a Qualifying Hike report on the template provided including:

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

- Submit your report:
 - Somerset Hikes* – submit your hike report to Somerset via this link <https://www.campsomerset.com.au/submit-journey-report.html> and on the bronze report template available in this hyperlink. <https://sport.nsw.gov.au/dukeofedinburgh/award-participants>
 - Non-Somerset Hikes* - submit your AJ report directly to Ms Busse – use the **State Office template**.
 - ✓ Once advised by Somerset 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 your campus office.
- Please let Ms Busse know that your Award is complete and ready for her to sign-off.

Your Award will be signed-off once all sections are complete.

Congratulations on completing your BRONZE Award! You will be notified via email from the NSW Duke of Ed office of your final approval. Certificates are handed out at a campus assembly in 2020.

Once signed off by State Office you can begin the steps to progress to Silver! Come along to the Silver / Gold Information evening at Freshwater Senior Campus early in 2020 to hear how.

COMPLETING YOUR SILVER AWARD INSTRUCTIONS

- Make sure you are registered and active on the Online Record Book (ORB) for Silver – 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 Assessor details (must include an email).
- 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 send each assessor an “assessor summary request” via the ORB for their final comment and (digital) signature. Keep checking your ORB for 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, assessor name and a goal. Send to your assessor for a comment and approval.
 - Complete a Qualifying Hike report including:

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

- Submit your report:
 - *Youth Advance* – submit AJ report to Youth Advance dukes@youthadvance.com.au
 - Other non YA-hikes - submit your AJ report directly to Ms Busse – use the State Office template available in the resources section [HERE](https://sport.nsw.gov.au/dukeofedinburgh/award-participants). (<https://sport.nsw.gov.au/dukeofedinburgh/award-participants>)
- 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 your campus office.
- Please let Ms. Busse know when your Award is complete and ready for her final sign-off.

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 completion. Certificates are handed out at a school assembly in 2020, they take a few months to generate.

You may now begin the steps to progress to GOLD!
An information session will be held early in 2020 at Freshwater Senior Campus.

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