


Getting started in 2021

ACTION	STEPS	DUE	<input checked="" type="checkbox"/> DONE
NBSC Registration: forms & payment	Complete Northern Beaches Secondary College (NBSC) forms: <ol style="list-style-type: none"> 1. <i>NBSC Registration</i> form 2. Pay \$170 registration fee (POP payment) 3. <i>General Permission to Publish</i> form Submit signed and completed forms via email to Awards Leader: Ms Lyndsay Dowsett or to your campus front office.	Week 4 19 th Feb	
Registration: Online Record Book (ORB)	Access Online Record Book (ORB) registration page via the QR code or this link: https://www.onlinerecordbook.org/fo/register/participant/welcome <p>Complete all fields. Click on the Continue button to move to the next section.</p> <ol style="list-style-type: none"> 1. Select Country field – enter Australia 2. Select your Operating Authority field – enter NSW 3. Select Award Unit field – enter Northern Beaches Secondary College 4. Your Award Leader's details - enter as: Name: Ms Lyndsay Dowsett Email: lyndsay.dowsett2@det.nsw.edu.au T: (02) 9939 6942 Continue through the setup steps and refer to the attachment at the end of this document for further instructions. <p>The Award Leader will activate your account.</p>	Week 4 19 th Feb	
Registration: Practice Adventurous Journey Hike	Register for your first Hike with Camp Somerset online (includes a fee) Complete NBSC Hike Permission note Return NBSC hike permission note to Ms Lyndsay Dowsett. <p>**Check email in week 5 for instructions**</p> 	Week 5 by 26 th Feb	
Assessors: Working with Children (WWC) Information	Go to Google Form via QR Code provided - Send the <i>Assessor Information /Agreement</i> link to your assessors. Each assessor must provide their complete details including a Working with Children number in the Google Form provided. <p>Note:</p> <ul style="list-style-type: none"> • Department of Education teachers do not need to provide their WWC number but they do need to be asked if they can be your assessor. • Assessors cannot be immediate family members. 	Weeks 6-7 1 st - 8 th March	
ORB: setup your sections/activities for approval.	Once the Award Leader activates your ORB, add comprehensive detail to for each section - Physical Recreation, Service, and Skill. Include: <ul style="list-style-type: none"> • Type of Activity • A goal – well-explained, challenging and achievable 	Week 7 8 th March	

	<ul style="list-style-type: none"> Assessor name and email – you must include their email address Select a 'Major' – one activity for 6 months <p>The Award Leader must approve all activities before you can start.</p>		
<p>Commence activities. Record your hours on the ORB</p>	<ul style="list-style-type: none"> Begin your activities and record your hours on the ORB. Log details of what you did each time you engaged in activities. Explain in the description how your activity is working toward your goal. <p>Statements such as 'Attended football training or surfed' is not enough information.</p>	<p>Week 8+</p>	

Northern Beaches Secondary College REGISTRATION 2021 Duke of Edinburgh's International Award

I hereby consent to my child/dependent _____ (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/dependent will participate in the Award at:

- | | | |
|--------|--------|-------------------|
| [] | BRONZE | Costing: \$170.00 |
| [] | SILVER | Costing: \$170.00 |
| [] | GOLD | Costing: \$170.00 |

My child/dependent is anaphylactic and carries an epi-pen [] YES [] NO

My child/dependent 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/dependent to be photographed and/or filmed and his/her image to be used in print and/ or digital media (including the NBSC website, Instagram and Facebook).

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

EMERGENCY CONTACT DETAILS

Name: _____ Mobile: _____
Signature of Parent/Caregiver: _____ Date: _____

Return by Friday 19th February 2021 to the NBSC Learning and Innovation Centre, Freshwater Senior Campus

Duke of Edinburgh's International Award – Registration

Student Name: _____ NBSC Campus _____ Year _____

REGISTRATION BRONZE - \$170.00 REGISTRATION SILVER - \$170.00

REGISTRATION GOLD - \$170.00

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 selected **"(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/Caregivers 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 19th February 2021**.

Yours sincerely,

Mr Frank Pikardt
College Principal
Northern Beaches Secondary College

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Permission to Publish

I have read this permission to publish and:

Tick the appropriate box

- I give permission
 I do not give permission

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

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

Child's name: _____
Child's NBSC Campus: _____
Parent/ caregiver name: _____
Parent/ caregiver signature: _____
Date: _____