


## Progressing in 2021

Action	Steps	By the end of:	Tick when complete
Finalise your previous Award	Submit all hardcopy paperwork to Ms Dowsett or upload to the Online Record Book. Refer to 'Completing your Bronze/Silver Award Instructions' and the State Office Checklists.	Week 6 (1 <sup>st</sup> 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 Dowsett, or to your campus front office. <ol style="list-style-type: none"> <li><i>NBSC Program Participation Form</i>, with \$170 registration fee</li> <li><i>General NBSC Permission to Publish</i> form</li> <li><i>Participant Duke of Ed. Application Form 2021</i></li> </ol>	Week 7 (8 <sup>th</sup> March)	
Progress to the next award level via the (new) Online Record Book (ORB)	<ol style="list-style-type: none"> <li>Go to: <a href="http://www.OnlineRecordBook.org">www.OnlineRecordBook.org</a></li> <li>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.</li> <li><b>Email address verification:</b> 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.</li> <li><b>Parent/Guardian consent:</b> 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></li> <li>Ms Dowsett will <i>activate</i> you for the new level once <u>all</u> of the previous steps are completed.</li> </ol>	Week 8 (15 <sup>th</sup> March)	
Register for your Practice Adventurous Journey Hike.	<ol style="list-style-type: none"> <li>Register for your Practice Hike with Somerset (Silver) or Youth Advance (Gold) including payment, refer to permission note from Ms Dowsett. <b>**Check email in week 6 for instructions**</b></li> <li>Return NBSC permission note to Ms Dowsett. </li> </ol>	Week 8 (15 <sup>th</sup> March)	
Assessor Commencement Guides (ACG)	If you are using new assessors in 2021 distribute, collect and return (3) completed <i>Assessor Commencement Guides</i> (ACG) (attached) must include the assessors Working with Children number and the DEC Appendix 11. Return only pages 5-8 to Ms Dowsett. Electronic copy is OK. Note: <ul style="list-style-type: none"> <li>100-point check NOT required for Duke of ED Assessors</li> <li>Department of Education teachers do not need to complete the ACG but do need to be asked if they will be your assessor.</li> <li>Assessors cannot be immediate family members.</li> </ul>	Week 8 (15 <sup>th</sup> March))	
Once activated on the ORB, setup your sections/activities on the ORB for approval.	Once Ms Dowsett has activated you, add comprehensive detail to the ORB for each section (Physical Rec, Service, and Skill). Include; <ul style="list-style-type: none"> <li>Type of Activity</li> <li>A goal – comprehensive and achievable</li> <li>Assessor name – must include their email address</li> </ul>	Week 9 (22 <sup>nd</sup> March)	
Commence activities. Record your hours on the ORB (after Award Leader approves sections)	Once all steps above are complete and Ms Dowsett has approved your Sections you can begin your activities and record your hours on the ORB. Please log details of what you did each time you engaged in activities. e.g. "Attended Football training" is not enough information! Explain how your training is working toward your goal.	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: \$170.00 |
| <input type="checkbox"/> | <input type="checkbox"/> | SILVER | Costing: \$170.00 |
| <input type="checkbox"/> | <input type="checkbox"/> | GOLD   | Costing: \$170.00 |

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

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

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*Circle appropriate section below before signing*

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

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

### EMERGENCY CONTACT DETAILS

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

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

**Return by Friday 1<sup>st</sup> March 2021 to the NBSC Administration Centre, Freshwater Senior Campus**

### **Duke of Edinburgh's International Award - Registration**

Student Name: \_\_\_\_\_ 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 "**(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 1<sup>st</sup> March 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 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: \_\_\_\_\_