

# Northern Beaches Secondary College

## The Duke of Edinburgh's International Award



## Silver and Gold Information & Registration 2021

### NOTE

- To commence the Gold award in 2020 you must be 16 years.
- There are several steps to complete before you begin the next award level. Follow the timeline “**Progressing in 2021**” on page 5 of this pack.
- Make sure your email address is consistent, correct and current throughout all documents and online.
- Registration is due **Monday 1<sup>st</sup> of March** to your campus office or via email to the NBSC Award Leader [lyndsay.dowsett@det.nsw.edu.au](mailto:lyndsay.dowsett@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 2021
- NBSC Program Participation Forms
- Finishing Bronze/Silver
- Assessor Commencement Guide (for new assessors in 2021). Download more from <http://www.dukeofed.com.au/resources/>

Information, registration and permission forms for Adventurous Journeys in 2021 will be emailed directly to registered students in week 6.



## Information for commencing the Silver/Gold Award in 2021

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 Dowsett. 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 Dowsett before enrolling in an *Open* expedition.

### Fees

The following fees apply to participate in the Silver or Gold Duke of Ed program in 2021:

- \$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)
  - \$199 Silver practice journey
  - \$305 Silver qualifying journey
  - TBC for Gold Practice
  - TBC 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 and Pack and Paddle Dates 2021

SILVER PRACTICE JOURNEY	
<b>Somerset</b> 3 day, 2-night Pack and Paddle <b>plus</b> Compulsory Online Training	<b>Option 1:</b> Friday 14 <sup>th</sup> – Sunday 16 <sup>th</sup> May <b>Option 2:</b> Friday 28 <sup>th</sup> – Sunday 30 <sup>th</sup> May
SILVER QUALIFYING JOURNEY	
<b>Somerset</b> 3 day, 2-night Pack and Paddle <b>OR</b> 3 day, 2-night Hike	<b>Option 1:</b> Friday 6 <sup>th</sup> – Sunday 8 <sup>th</sup> August <b>Option 2:</b> Friday 13 <sup>th</sup> – Sunday 15 <sup>th</sup> August
GOLD PRACTICE JOURNEY	
<b>Turon National Park</b> 4 day, 3-night Expedition	12 <sup>th</sup> – 15 <sup>th</sup> April
GOLD QUALIFYING JOURNEY	
<b>Turon National Park</b> 4 day, 3-night Expedition	TBC

### 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 Dowsett. 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 Silver and Gold Award. Please refer closely to the timeline “**Progressing in 2021**” 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 Lyndsay Dowsett  
 Northern Beaches Secondary College  
 P: 02 9939 6942  
 E: [lyndsay.dowsett2@det.nsw.edu.au](mailto:lyndsay.dowsett2@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
<b>BRONZE</b> 14+ years	3 months	3 months	3 months	2 days/1 night (1 x practice journey & 1 x qualifying journey)	N/A Gold Level only
Averaging at least 1 hour per week. Plus additional 3 months for a Major Section-either Service, Skill or Physical Recreation *					
<b>SILVER</b> 15+ years	6 months	6 months	6 months	3 days/2 nights (1 x practice journey & 1 x qualifying journey)	N/A Gold Level only
Averaging at least 1 hour per week. Plus additional 6 months of a Major Section if Bronze Award not completed.*					
<b>GOLD</b> 16+ years	12 months	12 months	12 months	4 days/3 nights (1 x practice journey & 1 x qualifying journey)	5 days/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 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. **Check email in week 6 for instructions**</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: \_\_\_\_\_