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Principal: Ms G. Dracopoulos

Dear Parents/Guardians,

The Duke of Edinburgh's International Award is offered at Dulwich High School of Visual Arts and Design. The Duke of Edinburgh is a non-competitive self-development program available to all young people which encourages them to set and achieve goals at a level appropriate to their needs and aspirations. Participants learn a new skill, improve their physical well-being, volunteer in their community and experience a team adventure in a new environment.

For introductory information regarding Award structure and requirements please refer to the Office of Sport's website <https://www.sport.nsw.gov.au/dukeofedinburgh>.

To register your child's interest, visit [www.onlinerecordbook.org](http://www.onlinerecordbook.org); you will need to provide your consent.

Participation Fees are as follows (payable online through the online record book):

**Bronze Award \$150**

**Silver Award \$160**

Complete and return the Participant Award Plan found on the Office of Sport website and return to Mr Cucciniello.

Participants need an Assessor for each of their Award Sections. An Assessor is a suitably skilled, experienced and/or qualified adult who can assist with and assess the activity being undertaken. All Assessors must be pre-approved by the Award Leader before any activities are undertaken. Download the Assessor Commencement Guide from the Office of Sport and give to each Assessor for them to read, sign and return to the Participant.

Once Participants have been accepted by their Award Leader on the Online Record Book (ORB), they will be notified via email that they may login and begin to setup their ORB.

Enter Section and Assessor details into the ORB for Award Leader approval. Once approval has been received the Section logs can then be entered.

Refer to the Award Handbook for detailed information

<https://www.sport.nsw.gov.au/dukeofedinburgh/award-participants/duke-of-ed-participantresources>

We hope your child will take advantage of the opportunity to join this internationally recognised Award. Please do not hesitate to contact Mr Cucciniello should you want any further information.

Yours sincerely,

Ms G. Dracopoulos

Rel. Principal

# BRONZE & SILVER Participant Roadmap

## 1 AWARD DISCUSSIONS

Talk with your Award Leader and parent/guardian (if under 18) about participating in the Award.

## 2 PLAN REGULAR SECTION ACTIVITIES

Use the NSW Participant Award Plan to plan your Skills, Voluntary Service and Physical Recreation Sections.



3

## FIND REGULAR SECTION ACTIVITY ASSESSORS

Talk to your

Award Leader about all Assessor requirements and processes. Ask a suitably experienced and/or qualified adult who can mentor you during your activity and sign-off on your effort and final hours to be your Assessor.



4

## PARENT/GUARDIAN CONSENT AND PAYMENT

Ask your Award Leader how to provide consent and payment.

5

## REGISTER YOUR INTEREST

Register your interest via the Online Record Book (ORB) and verify your email.

6

## REGISTRATION APPROVAL

Award Leader approves registration. ORB login details are emailed.



7

## ORB ACTIVITY SETUP

Enter your three regular Section activity

details into the ORB including all Assessor details and a goal that is 'SMART': Specific, Measurable, Actionable, Relevant and Time bound. Submit to your Award Leader for approval.



8

## AWARD LEADER SECTION APPROVAL

Your Award Leader must approve your activities and Assessors in the ORB before you can start them.

9

## LOG ACTIVITIES IN THE ORB

The ORB will automatically calculate your remaining required hours. Hours must be regular, i.e. one hour per week, two hours per two-week period or four hours every four-week period. Include full-sentence logs that show how you're progressing towards your SMART goal.





# BRONZE & SILVER Participant Roadmap

## 10 ADVENTUROUS JOURNEYS (AJ)\*

You will need to do Preparation and Training (theory), a Practice Journey and a Qualifying Journey. Your Award Leader will oversee the permission, participation, supervision and assessment of your AJs.

Upload your completed Qualifying AJ Report to the ORB and submit to your AJ Assessor for approval.

## 11 AWARD REVIEW

Use the relevant Award Checklist to confirm you have completed all Section requirements before submitting to your Award Leader for approval.

## 12 AWARD LEADER SIGN-OFF

When you have completed all Section requirements and received all your Assessor reports, submit to your Award Leader for their final review and approval.

## 13 STATE/TERRITORY DIVISION ASSESSMENT AND SIGN OFF

## 14 AWARD CERTIFICATE AND BADGE

Your badge and certificate will be sent to your Award Leader for presentation.

CONTINUE TO NEXT AWARD LEVEL



Wait for Award Leader action before progressing

Resource available at  
<https://www.sport.nsw.gov.au/dukeofedinburgh>

\* Steps can be done concurrently after step 8

## Bronze Award Checklist

This checklist should be used as a guide in both planning a Bronze 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 14th birthday\*
- ☐ 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

#### Physical Recreation

- ☐ Activity is undertaken primarily to actively improve health and fitness (either as an individual or team pursuit)

#### 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
- ☐ Award Leader approval discussed and received prior to undertaking BOTH Practice and Qualifying Journeys
- ☐ Written parent/guardian consent was obtained prior to departing for BOTH Practice and Qualifying Journeys
- ☐ 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 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 2 days duration
- ☐ Each day of journey(s) involved at least 6 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 [Bronze Adventurous Journey 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 20mb 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 Bronze Award

Please allow approximately 2 weeks for Bronze 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 Bronze Award has been approved Participants are able to register their interest for a higher level Award if they wish.

\*At Bronze level, if a person is aged 13 but part of a school year/peer group where the majority are 14 years or older that young person can start their Bronze Award with the rest of the group upon the approval of the Award Leader.

\*\* 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 goal
- ☐ 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

#### Physical Recreation

- ☐ Activity is undertaken primarily to actively improve health and fitness (either as an individual or team pursuit)

#### 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
- ☐ Award Leader approval discussed and received prior to undertaking BOTH Practice and Qualifying Journeys
- ☐ Written parent/guardian consent was obtained prior to departing for BOTH Practice and Qualifying Journeys
- ☐ 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 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 [Silver Adventurous Journey 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)

## NSW Participant Award Plan

Before approving each section Activity, the Award Leader must verify that the Assessors and Supervisors (AJ):

- are suitably qualified and/or experienced to assess each Activity
- have completed a Duke of Ed Volunteer Code of Conduct
- and have met NSW and Award Centre Child Safe requirements

<b>AWARD LEADER</b>	First name	Lastname
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<b>PARTICIPANT</b>	First name	Lastname
Regular section Activities discussed with	Parents <input type="checkbox"/>	Assessor(s) <input type="checkbox"/> Award Leader <input type="checkbox"/>

<b>SKILLS SECTION</b>	Activity approved <input type="checkbox"/>	Assessor approved <input type="checkbox"/>
Chosen Activity	Organisation	
Goal/Purpose		
Assessor name	Organisation	
Experience/Qualification		

<b>VOLUNTARY SERVICE SECTION</b>	Activity approved <input type="checkbox"/>	Assessor approved <input type="checkbox"/>
Chosen Activity	Organisation	
Goal/Purpose		
Assessor name	Organisation	
Experience/Qualification		

<b>PHYSICAL RECREATION SECTION</b>	Activity approved <input type="checkbox"/>	Assessor approved <input type="checkbox"/>
Chosen Activity	Organisation	
Goal/Purpose		
Assessor name	Organisation	
Experience/Qualification		



## Non-regular Activities

To be completed in consultation with Award Leader

ADVENTUROUS JOURNEY SECTION	
<b>Practice Journey</b>	Activity approved <input type="checkbox"/>
Journey type	Mode(s) of transport
Goal/Purpose	
Supervisor name	Supervisor approved <input type="checkbox"/>
Assessor name	Assessor approved <input type="checkbox"/>
<b>Qualifying Journey</b>	Activity approved <input type="checkbox"/>
Journey type	Mode(s) of transport
Goal/Purpose	
Supervisor name	Supervisor approved <input type="checkbox"/>
Assessor name	Assessor approved <input type="checkbox"/>

GOLD RESIDENTIAL PROJECT		Activity approved <input type="checkbox"/>	Assessor approved <input type="checkbox"/>
It is recommended that Participants use the <a href="#">GRP Project Outline</a> to help plan and record their GRP			
Chosen Activity	Organisation		
Goal/Purpose			
Assessor name	Organisation		
Experience/Qualification			

## Notes

On completion of each section, review against the Award level checklist before submitting for assessment approval

## Useful links

Participant resources - [sport.nsw.gov.au/dukeofedinburgh](http://sport.nsw.gov.au/dukeofedinburgh)