

Participant Name Email

Duke of Ed Award Unit
(ie your school or organisation)

BRONZE AWARD CHECKLIST

The Duke of Edinburgh's International Award - Australia (NSW Division)

To ensure you meet all the requirements for a Bronze Duke of Ed Award in NSW, please use this Checklist **during** your Award and also **before** submitting your Award to your Award Leader via your Online Record Book (ORB). Your Award Leader will then forward your Bronze Award for final approval to NSW Division (the "State Office").



Make sure you have covered all points correctly so your Bronze Award can be approved as quickly as possible.

Incomplete or incorrect submissions will delay your approval. If your submission is not approved, you will need to re-submit your application after taking care of any missing or incomplete requirements.

If you have any further questions about Award requirements please see: dukeofed.com.au, talk to your Award Leader or call us on 13 13 02.

1. Starting my Bronze Award:

- Bronze Award activities are *only* being counted *after* my 14th birthday ☐
Note – in certain circumstances your Award Leader may grant special consideration to start earlier.
- I'm only counting activities towards my Bronze Award **AFTER** I was accepted as a Bronze Participant by my Award Leader ☐

2. Skills Progress:

- My Skills activity is **non-physical** ☐
*eg activities such as playing a sport or dancing should **not** be counted as Duke of Ed Skill activities – these are considered Physical Recreation activities. Some sports-related activities however, such as refereeing or coaching, may be acceptable. **For more information** please see “Classifying activities – Skill or Physical Recreation?” on page 4, and also “Skill or Physical Recreation?” at: dukeofed.com.au*
- My Assessor is NOT a family member (ie a parent, sibling or relative) ☐
- I have completed my Skills logs and have submitted these to my Assessor ☐
- I have received the Assessor’s approval for my completed Skills Section ☐
- I have sent my completed and assessed Skills Section to my Award Leader for their approval (and any further files* (such as an offline Assessor Report) have been uploaded to my ORB first) ☐

**Please include your full name and a description in any filename (eg Mary_Mullins_Skills_Assessor_Report)*

3. Physical Recreation Progress:

- My Assessor is NOT a family member (ie a parent, sibling or relative) ☐
- I have completed my Physical Recreation logs and have submitted these to my Assessor ☐
- I have received the Assessor’s approval for my completed Physical Recreation Section ☐
- I have sent my completed and assessed Physical Recreation Section to my Award Leader for their approval (and any further files* (such as an offline Assessor Report) have been uploaded to my ORB first) ☐

**Please include your full name and a description in any filename (eg Joe_Blow_Physical_Recreation_Assessor_Report)*

4. Service Progress:

- My Service activity is for a **genuine cause or need in the community** ☐
Note – Service activities must not benefit a Participant’s family. It must also not just provide a favour to a friend or neighbour or be based on a required vocational or work experience activity.
- My Assessor is NOT a family member (ie a parent, sibling or relative) ☐
- I have completed my Service logs and have submitted these to my Assessor ☐
- I have received the Assessor’s approval for my completed Service Section ☐
- I have sent my completed and assessed Service Section to my Award Leader for their approval (and any further files* (such as an offline Assessor Report) have been uploaded to my ORB first) ☐

**Please include your full name and a description in any filename (eg Amy_Samey_Service_Assessor_Report)*

5. Adventurous Journey Progress:

- I discussed and received **approval** from my **Award Leader prior** to undertaking **both** my Practice and Qualifying Journeys ☐
- I obtained **written parent/guardian consent prior** to departing on **both** my Practice and Qualifying Journeys (if I was under the age of 18) ☐
- My Journey Supervisors and/or Assessors were NOT family members (ie a parent, sibling or relative) ☐
- **Both** my Practice and Qualifying Journeys used the **same mode** or **combination of modes of travel** (eg hiking, canoeing etc...) ☐

***Special condition** – If your Practice Journey was multi-mode (eg hiking and canoeing), your Award Leader, after consulting with your Practice Journey Supervisor/Assessor, may permit you to undertake a Qualifying Journey using only one of those modes (as long as you have demonstrated sufficient competence in that single mode)*
- **Both** my 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 ☐

[^]Note the “Special condition” above
- My Preparation and Training was completed and approved by my Award Leader **prior to me departing** for my Practice Journey ☐
- My Practice and Qualifying Journeys were **both** conducted in a group of between **4 and 7 people** ☐
- Each day of my journey(s) involved at least 6 hours (on average) of purposeful effort~ ☐
- My Practice Journey was of **at least** 2 days duration. I have entered the correct dates in my ORB and the Practice Journey dates are **prior** to my Qualifying Journey dates ☐
- My Qualifying Journey was of **at least** 2 days duration, and was **the same duration** as my Practice Journey. I have entered the correct dates in my ORB. ☐

Adventurous Journey Report

A Report of your Qualifying Adventurous Journey is the final requirement of your AJ Section. Your Report may be completed on an individual or on a group basis, and it can be written or be presented in more than one medium. For more information, see the “Log / Report” tab in the Adventurous Journey page at: dukeofed.com.au, and section 6.12 of the Duke of Ed Award Handbook

The “NSW Bronze Award – Written AJ Report Template” should be used for written reports - available at: dukeofed.com.au

Please save/upload written Reports as a single pdf file

My Adventurous Journey Report includes:

- | | |
|--|--|
| <input type="checkbox"/> Pre-Journey Information | <input type="checkbox"/> Food List/Menu Plan |
| <input type="checkbox"/> Map(s) | <input type="checkbox"/> Daily descriptions/observations |
| <input type="checkbox"/> Route Plan(s) | <input type="checkbox"/> Other supporting evidence (photos, etc...) |
| <input type="checkbox"/> Equipment List | <input type="checkbox"/> Reviews / Reflections |
| <input type="checkbox"/> Clothing List | (these need to be individual if the Report has been compiled in a group) |

- I have uploaded my Qualifying Adventurous Journey Report* (as a single pdf) to my ORB ☐

* Please include your full name in the filename (eg Billy_Bloggs_Qualifying_AJ_Report), and ensure files are < 10MB
~ Purposeful effort means time spent towards accomplishing the purpose of the journey. Time associated with sleeping, cooking and eating is in addition to this time.

6. Additional Notes:

Bronze Assessment Process

Please allow approximately 2 weeks for your Bronze Award to be assessed and approved. If there are any issues then this process may take longer as you and your Award Leader will need to provide further information. After your Bronze Award has been approved you'll be able to register your interest for a higher level Award if you wish.

Classifying activities – Skill or Physical Recreation?

The information below can also be found at: www.dukeofed.com.au

HOW DO I KNOW IF AN ACTIVITY IS SUITABLE FOR THE SKILL OR PHYSICAL RECREATION SECTION?

Sometimes an activity seems to fit in both the Skill and Physical Recreation Sections, so how do you as a Coordinator give the best guidance for a Participant to select the Section that this activity will count towards? In order to understand whether an activity is more suitable for Skill or Physical Recreation, it is important to look at the overall ethos for each Section. For Physical Recreation, we talk about breaking a sweat and engaging in physical activity, whereas for Skill we talk about broadening your personal interests and skill set in a non-physical manner. Here are some examples where similar activities can be very different and how you would decide the most suitable Section for your Participant to undertake that activity in.

Please note: These are examples only. There may be other activities like this where, as a Coordinator, you will be required to offer guidance to your Participants.

Example One: A young person may enjoy fishing. Regular fishing on land is fairly sedentary and doesn't exert much physical activity, therefore this could be classified as a Skill. On the other hand, fly fishing (which occurs on the water) tends to be more intensive. Whilst participating in this activity, you break a sweat, therefore this is classed as Physical Recreation.

Example Two: Learning to drive is classified as a Skill as minimal physical activity is required. On the other hand, Motorsports is classed as Physical Recreation as this requires a degree of physical fitness.

Example Three: Participants may opt to do dance for their Physical Recreation section of their Duke of Ed. Styles of dance that are classified as Physical Rec include jazz, ballet, hip hop, salsa and tango. On the other hand, if a Participant opts to do choreography, this could be classified as a Skill as the focus of their work is not the physical activity. Likewise, dance theory could also be a Skill as the focus is on understanding the theory behind dance, not actually dancing.

As a Coordinator, you are responsible for guiding your Participants to choose activities which best reflect their personal abilities and the framework of The Duke of Ed.

If you are unsure about an activity relating to a Participant's Award and which Section this should be classified as, please check with your State/Territory Office before the activity is commenced.