

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 **before** submitting your Award to your Award Leader. 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/doing-the-award](http://dukeofed.com.au/doing-the-award), talk to your Award Leader or call us on 13 13 02.

### 1. Starting my Bronze Award:

- I have only counted activities towards my Bronze Award AFTER I was accepted as a Bronze Participant by my Award Leader

☐

## 2. Service Requirements:

- My Assessor was NOT an immediate family member (eg parent or sibling) ☐
- My Assessor was approved by my Award Leader PRIOR to me undertaking any activities with them ☐
- My Service activity met a genuine need in the community ☐
- I have entered all of my Service activities and my ORB Service record has reached 100% ☐
- I downloaded the "Summary for Assessor" for my Service Section to provide evidence to my Assessor that I reached 100%, and my Assessor has written their Report ☐
- The completed Summary/Assessor Report has been scanned and uploaded to my ORB Library ☐  
*Also – please include your full name in the filename eg Billy\_Bloggs\_Service\_Assessor\_Report*

## 3. Skill Requirements:

- My Assessor was NOT an immediate family member (eg parent or sibling) ☐
- My Skill activity was **NON-PHYSICAL** ☐  
*eg sports or dancing should not be counted as Duke of Ed Skill activities – they are Physical Recreation activities. **For more information** please see "Classifying activities – Physical Recreation or Skill?" on page 4, and also "Skill or Physical Recreation?" tab at:  
[dukeofed.com.au/about-the-award/sections-in-detail/skills](http://dukeofed.com.au/about-the-award/sections-in-detail/skills)*
- I have entered all of my Skill activities and my ORB Skill record has reached 100% ☐
- I downloaded the "Summary for Assessor" for my Skill Section to provide evidence to my Assessor that I reached 100%, and my Assessor has written their Report ☐
- The completed Summary/Assessor Report has been scanned and uploaded to my ORB Library ☐  
*Also – please include your full name in the filename eg Billy\_Bloggs\_Skill\_Assessor\_Report*

## 4. Physical Recreation Requirements:

- My Assessor was NOT an immediate family member (eg parent or sibling) ☐
- I have entered all of my Physical Recreation activities and my ORB Physical Recreation record has reached 100% ☐
- I downloaded the "Summary for Assessor" for my Physical Recreation Section to provide evidence to my Assessor that I reached 100%, and my Assessor has written their Report ☐
- The completed Summary/Assessor Report has been scanned and uploaded to my ORB Library ☐  
*Also – please include your full name in the filename eg Billy\_Bloggs\_Phys\_Rec\_Assessor\_Report*

## 5. Adventurous Journey Requirements:

- I discussed and got **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 Assessor was NOT an immediate family member (eg parent or sibling) ☐
- **The mode(s) of travel** were **the same** for **both** my Practice and Qualifying Journeys ☐
- **Both** my Practice and Qualifying Journeys were of a **similar nature and in a similar environment**, but not over the same route (eg they were both expeditions or explorations, both in a similar climate and both over similar terrain) ☐
- My Preparation and Training was completed and signed off **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** ☐
- My Practice Journey was of **at least** 2 days duration. The correct dates are entered in my ORB and the dates are **prior** to my Qualifying Journey ☐
- My Qualifying Journey was of **at least** 2 days duration, and was **the same duration** as my Practice Journey. The correct dates are entered in my ORB ☐
- I have ticked the "Journey Completed" checkboxes for both journeys ☐
- I have entered all of my Adventurous Journey (AJ) activities and my AJ record has reached 100% ☐
- I downloaded the "Summary for Assessor" for my AJ Section to provide evidence to my Assessor that I have completed all 3 components of my AJ Section. My Assessor has written their Report and this completed Summary / Assessor Report has been scanned and uploaded to my ORB Library. *Also – please include your full name in the filename eg Billy\_Bloggs\_AJ\_Assessor\_Report* ☐

### Adventurous Journey Report

A Report of your Qualifying Adventurous Journey is the final requirement of your Adventurous Journey 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 at: [www.dukeofed.com.au/about-the-award/sections-in-detail/adventurous-journey](http://www.dukeofed.com.au/about-the-award/sections-in-detail/adventurous-journey) and page 86 of the current Duke of Ed Award Handbook: [www.dukeofed.com.au/resource/handbook](http://www.dukeofed.com.au/resource/handbook).

The "NSW Bronze Award – Written AJ Report Template" can be used as a guide for written reports - available at: [www.dukeofed.com.au/resource/nsw-award-written-aj-report-templates](http://www.dukeofed.com.au/resource/nsw-award-written-aj-report-templates)

#### Please save/upload written Reports as a single PDF file

My Adventurous Journey Report includes:

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| - a route plan/map   | <input type="checkbox"/> | - a food list/menu plan                      | <input type="checkbox"/> |
| - a clothing list  | <input type="checkbox"/> | - an equipment list                          | <input type="checkbox"/> |
| - a description of the journey<br>(1 x A4 page as a guide) | <input type="checkbox"/> | - other supporting evidence (photos, etc...) | <input type="checkbox"/> |

- I have uploaded evidence of my Qualifying Adventurous Journey Report to my ORB Library ☐  
*Also – please include your full name in the filename eg Mary\_Mullins\_AJ\_Report*

6. I have clicked the “Submit” button for all 4 Sections of my Bronze Award ☐

## 7. 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 – Physical Recreation or Skill?

You can also see the below information under the “Skill or Physical Recreation?” tab at:

[dukeofed.com.au/about-the-award/sections-in-detail/skills](http://dukeofed.com.au/about-the-award/sections-in-detail/skills)

# 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.**