

Award setup guide

Thank you for registering with World Vision Australia

We are excited to journey with you! This page lists the next steps for you to complete in order to finalise your registration and get you started on your Award.

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STEP 1: ACTIVITIES

There are three Sections that you need to choose. You can have up to three activities per Section.

- Physical Recreation – any activity that makes you sweat.
- Skills – this can be something you already do or something you have wanted to try.
- Voluntary Service – give back to your sporting, school, local or global community.
- At this step you may wish to use the "Participant Award Plan" document to help you.
- Once you know what activities you're doing, you will add these to the Online Record Book (ORB) in Step 3.

STEP 2: ASSESSORS

You must select an adult supervisor to assess each of your chosen activities.

- This is usually a teacher/coach/supervisor who will oversee your progress on each activity.
- Your Assessor needs to have some experience in the activity as well as a valid Working With Children Check for their state. A family member is unable to be your Assessor.
- Your assessor is required to fill out a "NSW Volunteer Commencement Guide" form.
- You will use this information for the ORB assessor details in Step 3.
- DO NOT move onto Step 3 until you have a signed form from your Assessor.

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STEP 3: ONLINE RECORD BOOK

You will need to register for a new account on the ORB in order to set up your activities and log your hours.

- You can sign up for an ORB account using our detailed instructions "How to sign up to the ORB".
- Set up each activity that you have chosen (from Step 1) with the details, assessor information (from Step 2) and a S.M.A.R.T goal – check out our guide on "How to write a S.M.A.R.T goal".
- Make sure you upload a signed copy of the "Volunteer Commencement Guide" assessor form to the FILES tab in your ORB.
- Press "Setup" and it will all be sent to World Vision Australia for approval.
- You will need to pay the registration fee at this step.

STEP 4: START LOGGING HOURS

Once your activity is approved by your Award Leader, you will be able to log hours.

- Log the hours that you do (eg, if you practise for two hours, log two hours, even though the ORB will only recognise one of the hours).
- Put detail and evidence in your logs and don't cut and paste them each time. Explain what you did and how you felt in that session. If your logs are not detailed enough, your Award may not be approved.
- Evidence in logs can include photos, audio recordings, videos, screenshots, etc.

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STEP 5: ADVENTUROUS JOURNEYS

The final step is to work out your Adventurous Journey (AJ) – you will need to complete both a practice and a qualifying journey. You can complete these as separate camps, or as a "back-to-back journey" in one.

- If there is no option to complete your AJ with your school, we will help you to find an organisation to complete your AJ.
- Remember this can be a journey with a purpose (eg, bushwalks, cycle trips and canoe) or a purpose with a journey (flora/fauna studies, historical/geographical surveys, rock climbing).
- Ensure you discuss and get approval from your Award Leader before undertaking an AJ. This includes parent/guardian consent prior to departing (U18).