

Duke of Ed - Award Checklist

This checklist should be used as a guide in both planning an 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.

Requirements - General

- Assessors have been approved by the Award Leader for each Activity
- Assessors/Supervisors are NOT family members (ie a parent, sibling or relative)
- SMART goals have been created in consultation with the Assessor for each Activity and have been entered in the ORB
- Activities logged meet minimum age requirements
- 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
- Logs are detailed and show commitment, progress and improvement towards set goals (not just a copy and paste of previous log)
- Assessor reports for each Activity are attached after Section hours completed
- On completion of hours, each Section has been submitted to the Award Leader for approval
- Final submission of the whole Award sent to Award Leader for approval

Requirements - Section Specific

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)

- The AJ goals and related reporting requirements have been approved by the Award Leader – see [Adventurous Journey Report Guide](#)
- 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 Practice and Qualifying Journeys as applicable
- Written parent/guardian consent was obtained prior to departing for Practice and Qualifying Journeys as applicable
- 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 met minimum journeying requirements
- Each day of journey(s) involved at required purposeful effort
- Correct dates are entered in ORB and the Practice Journey dates are prior to Qualifying Journey dates
- A record that the AJ report has been submitted to the Assessor has been uploaded to the ORB (as a single PDF) - Note: File size is limited to 20mb per file.

Gold Residential Project – (Gold level only)

- Activity involves a shared purposeful activity (eg a training or service activity)
- Total Activity is at least 5 days duration away from usual place of residence. This can be done in two separate similar Activities.
- Activity is in the company of others who are, in the majority, NOT usual companions
- The Activity is recorded in the ORB and includes the goals and the Participants experiences and achievements

Contact Details

- Make sure your Contact details are updated and correct in the ORB. If you are leaving school, you should provide an alternate personal email address

Submitting an Award

Awards are normally assessed within 10 business days of submission by the Award Leader. Incomplete or incorrect submissions will delay Award approval. If an Award submission is not approved, the Award will need to be re-submitted for assessment after addressing any missing or incomplete requirements. Please continue to monitor your Award until it is approved.

*** 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)*