

Award Assistant

- an Option for Silver and Gold Participants

Award Assistants are Participants who volunteer to help their Award Centre with the running of the Duke of Edinburgh's International Award. Becoming an Award Assistant will help you to further develop valuable life skills such as leadership, mentoring and time management while enabling you to contribute to the successful running of your Award Unit. As well as helping Participants gain practical experience with the program, Award Assistants also gain a fuller understanding of the philosophy of the Award.

Being an Award Assistant can be used either for your Service Section (connecting and giving back to community) or Skill Section (learning and developing leadership skills).

Considerations and suggestions for those contemplating becoming an Award Assistant:

1. Be willing to research and understand the Award by referencing
 - a. The Australian Duke of Edinburgh's International Award Handbook
 - b. available supporting Resources
2. Participants are encouraged to discuss suitable and mutually beneficial options with their Award Leader. These could include:
 - a. Promotional activities to support onboarding of new Participants including
 - i. Creating, organising and running presentations for students who might be interested in doing their Duke of Ed. Speaking at year or school assemblies.
 - ii. Creating resources for younger Participants to help them understand the different Sections of the Award.
 - iii. Organising Participants to speak at their year or school assembly to share their experiences of doing Duke of Ed.
 - iv. Creating or maintaining a Duke of Ed notice board. You could put up stories and pictures of what current Participants are doing and advertise important dates (e.g. upcoming Adventurous Journey dates or registration dates).
 - v. Coordinating list of 'good news stories' from the Award Centre to be sent to NSW Office.
 - vi. Supporting recognition of Participant achievements through stories in Award Centre communication channels i.e. Facebook posts and newsletter articles.
 - b. Assisting new Participants with questions they may have about planning or completing their Duke of Ed including
 - i. How to complete their Award Centre plans ensuring that new Participants select appropriate Activities for their Service, Skill and Physical Recreation.
 - ii. Finding an appropriate Assessor for their Activities.
 - iii. Writing a SMART goal for each Regular Activity.

- c. Helping new Participants navigate the ORB – web and app, including
 - i. Checking that new Participants have set their Award up correctly.
 - ii. Checking that new Participants are correctly logging their Activities.
 - iii. Checking that new Participants have all the necessary information before submitting to Award Leader for approval, including Assessor and Qualifying AJ reports.
- d. Research projects i.e. leadership styles and how they might be used to lead fellow Participants at the school/organisation, teamwork activities, Adventurous Journey ideas
- e. Act as an advocate for the Award by providing feedback to your Award Leader and the Duke of Ed NSW Office, as required.

Example of how Award Assistants are being used in Award Centres

“We are using 90 minutes every other Wednesday afternoon for co-curricular which equates to approximately 66 hours per term. Year 9 will use that time in Terms 2,3 and 4 towards their Bronze Award. The Award Assistants will be helping Bronze Participants with

1. Registering their Awards
2. Setting Activity goals
3. Writing descriptive logs
4. Completing online training ahead of AJs, route plans/maps and then writing AJ reports
5. In Term 1, Award Assistants will use the time to prepare resources and complete training for later in the year”