

# **Guidelines for Participation in the Duke of Edinburgh's Award by Members of Scouts Australia - NSW**



**SCOUTS AUSTRALIA**  
NEW SOUTH WALES  
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*AND*



*The Duke of Edinburgh's Award in Australia*  
Young Australian Challenge

**THE DUKE OF EDINBURGH'S AWARD**  
IN AUSTRALIA  
N.S.W. DIVISION  
Locked Bag 1422  
CONCORD WEST DC N.S.W. 2138

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## 1. INTRODUCTION

**Scouts Australia (SA)**, through the Venturer Scout (ages 15 to 18) and Rover (ages 18 to 26) sections has a well structured, rewarding and challenging award scheme. The pinnacle achievement for each section, the Queen's Scout Award for Venturers and the Baden Powell Scout Award for Rovers, have varying levels of recognition and respect by the general community. The attainment of these awards though is limited to current, registered members of Scouts Australia.

**The Duke of Edinburgh's Award (DofE)**, provides opportunities and encouragement for young people (aged 14 to 25) to make the best use of their leisure and recreation time by taking part in activities which are enjoyable, purposeful and challenging.

There are many similarities, and parallels, between the different levels of the Duke of Edinburgh's Award and the Scout Association's Queens Scout and Baden Powell Scout Awards .

All three awards (Queens Scout, Baden Powell, and Gold Duke of Edinburgh) have a high level of public acceptance and are recognised and acknowledged by industry and business as awards that are only achieved through hard work and diligence.

This document explains how a member of Scouts Australia (Venturer or Rover) can work towards achieving both Awards using the Queens Scout and/or Baden Powell Scout Award activities.

### 1.1 Background

In many respects the wide variety of activities which may be undertaken in the two schemes are similar and it is this point which has tended to create confusion with the administration and participation in both schemes.

The parallels between the systems can potentially allow for a Scout to receive simultaneous credit for the two Awards (see 4.3). A Queen's Scout can achieve the Silver level of the Duke of Edinburgh's Award by proposing the same activity for both the Duke of Edinburgh's Award and Queen's Scout Award. Similarly, a Rover in gaining the Baden Powell Scout Award can propose the same activity for the Gold level of the Duke of Edinburgh's Award. Thus a member of Scouts Australia can achieve both awards with very little additional work.

Some Leaders within the Scouting movement look upon this ability as 'double dipping' and accordingly display a reluctance to either promote or support the DofE Award.

Within the guidelines contained within this document, Scouts Australia supports involvement with the Duke of Edinburgh's Award and encourages the duplication of Award achievement where it meets the guidelines within this document.

## 2. GENERAL

2.1 "Scouts" wishing to qualify for any of the three levels of the Duke of Edinburgh's Award (Bronze, Silver or Gold) may do so by following the requirements set down by the N.S.W. State Committee of the Duke of Edinburgh's Award. Additionally there is a minimum age for the commencement of each level of the DofE:

2.1.1 Bronze: 14<sup>th</sup> Birthday

2.1.2 Silver 16<sup>th</sup> Birthday

2.1.3 Gold 18<sup>th</sup> Birthday

Regardless of the level being attempted, all work must be completed and the paperwork signed off prior to the participants 25<sup>th</sup> Birthday.

2.2 The NSW State Office of SA is a Registered Operator of the DofE and as such registered Scouting members in NSW, who have not yet reached the age of 25 years, are entitled to participate in the DofE (see also Participant(s) – Glossary of Terms).

2.3 Scout Regions, Districts or Zones (Regions) are under no obligation to SA to become associated with the DofE. Where a demand to enter the DofE comes from the "Scouts" or interested Leaders in a Region, the Region will apply to the NSW Branch Office of SA for registration as an operator of the DofE. Regions that are interested in promoting the DofE or who have "Scouts" wishing to participate in the Awards will appoint a "Region DofE Advisor" for the DofE. The Region DofE Advisor is to be appointed by the Regional Commissioner, in combination with the NSW Branch DofE Liaison Officer (this will normally be a NSW State Commissioner and will operate in combination with the NSW State Commissioner - Rovers and the NSW State Commissioner – Venturers), and may be any Leader in the Region, or any such other person nominated by the relevant Regional Commissioner. The Regional Commissioner may be the Region DofE Advisor but this would not normally be a recommended process.

2.4 The Region DofE Advisor is responsible for the operation of the DofE within the Region and for all matters relating to the DofE within that Region.

2.5 The NSW Branch Headquarters of SA will appoint a DofE Liaison Officer for the DofE who will be the point of contact for all matters arising between SA (NSW Branch), the DofE State Office and the DofE State Committee. This will normally be a NSW State Commissioner. All questions relating to the operation of the DofE by SA members are to be directed in the first instance to the Region DofE Advisor prior to passing, if needed to the Branch DofE Liaison Officer.

### 3. DUKE of EDINBURGH'S AWARD SUMMARY

The Duke of Edinburgh's Award is divided into three levels - Bronze, Silver and Gold. Each level is divided into four sections: Service, Expeditions, Skills and Physical Recreation. In addition there is a Residential Project required for Gold level. Different levels of achievement are required from the lowest level, Bronze, to the highest level, Gold.

All Award participants are free to choose for themselves the activities they include in each section of their Award, provided that certain criteria are met. This flexibility means that Venturers and/or Rovers are able to complete their Awards entirely through their involvement in the Queen's Scout and/or Baden Powell Scout Awards, by using a mixture of activities done both within the Scouting movement and outside, or by using activities done entirely outside. The Award Office provides an extensive (but not exhaustive) list of possible activities in its information pack.

A summary of the sections, levels and minimum requirements is shown in the table below.

	<b>BRONZE</b> (Age: 14yrs +)	<b>SILVER</b> (Age: 15yrs +)	<b>GOLD</b> (Age: 16 – 25yrs)
<b>SERVICE</b>	Undertake training to enable you to provide a service <b>and/or</b> give practical service for at least 15 hrs over at least 3 months.	Undertake training to enable you to provide a service <b>and /or</b> give practical service for at least 30 hrs over at least 6 months.	Undertake training to enable you to provide a service <b>and /or</b> give practical service for at least 60 hrs over at least 12 months.
<b>EXPEDITIONS OR EXPLORATION</b>	<ul style="list-style-type: none"> <li>• Preliminary training, &amp;</li> <li>• 1 practice trip, &amp;</li> <li>• 2-day/1 night qualifying trip.</li> </ul>	<ul style="list-style-type: none"> <li>• Preliminary training, &amp;</li> <li>• 2 practice trips, (1 if completed same activity type at Bronze), &amp;</li> <li>• 3-day/2 night qualifying trip.</li> </ul>	<ul style="list-style-type: none"> <li>• Preliminary training, &amp;</li> <li>• 3 practice trips, (1 if completed same activity type at Silver), &amp;</li> <li>• 4-day/3 night qualifying trip.</li> </ul>
<b>SKILLS</b>	6 months	12 months (6 if completed Bronze)	18 months (12 if completed Silver)
<b>PHYSICAL RECREATION</b>	20 hours over 8 weeks	30 hours over 10 weeks	40 hours over 12 weeks
<b>RESIDENTIAL PROJECT</b>	None	None	5 days away from home (in a residential setting with people you don't normally mix with).

The charts attached at Appendix 2 shows how activities for the Queen's Scout and Baden Powell Scout Awards map into the 5 sections of The Duke of Edinburgh's Award.

## 4. REQUIREMENT EXPLANATIONS

### 4.1 Major Interest Award and Special Badges

Any activity undertaken for a Major Interest Award or one of the Special Badges could also almost certainly be counted towards The Duke of Edinburgh's Award in some way. The section it is counted towards will depend on the type of activity chosen and which DofE definition it fits (see table on previous page). The activity could be used to "top up" time requirements for the appropriate section and level a Venturer/Rover is working on for DofE, as long as the original Award activity chosen is related directly to the activity chosen for the Major Interest Award or Special Badge.

### 4.2 Duke of Edinburgh's Expeditions vs Queen Scout Expeditions

DofE expeditions generally require an accompanying instructor (experienced adult) at the practice trip level, particularly at Bronze. At the test level, participants may have an experienced adult with them, but this person would usually only be there for assessment purposes and safety reasons. The assessor should not be leading or helping the participants. Often at test level the assessor will simply agree to meet the group at check points and campsites for assessment purposes.

The Duke of Edinburgh's Award acknowledges that for Queen's Scout and Baden Powell Award expeditions, leaders or other adults are not permitted to participate in expeditions that Venturers/Rovers undertake to gain their Adventurous Activities Award. It has been agreed however, that because of the high standards and close checking of Queen's Scout and Baden Powell Award expeditions by an approved Examiner and the Unit/Crew Council, such expeditions will satisfy DofE requirements, provided that all other requirements of the expedition section are met.

### 4.3 Using Scout Activities for DofE Recognition

Scout activities may be used for recognition in both Scout and DofE Awards. The stipulation though, is that there must be two separate reports, and that the two reports must contain and cover two separate objectives. i.e.: A single expedition but the report for DofE covers Fauna while the report for the Scout Award covers Flora.

### 4.4 Green Cord: Recognition of Prior Learning

No participant may begin any DofE activities prior to their 14<sup>th</sup> birthday, and, unless there are special circumstances, no activities undertaken prior to registering with DofE may be counted towards the Award.

The one exception for the DofE is the Green Cord. As long as the Venturer was registered as a participant for the DofE when completing the Green Cord in Scouts (after turning 14), the skills and knowledge acquired may be counted towards their preliminary training for the expedition section of their Duke of Edinburgh's Award. The expedition assessor however, must be certain that the Venturer still has the relevant knowledge and skills required for an expedition, before allowing the Venturer to proceed with the practice or test trips, and must sign this section off in the Record Book.



**Only one activity for each section per Level may be chosen, and activities cannot be counted for more than one section or more than one Level.**



## 5. REGISTRATION IN THE DUKE of EDINBURGH'S AWARD

### 5.1 Regions as Registered Operators

Regions wishing to become Registered Operators of the DofE in their own right will apply on forms available from the State Office of the Duke of Edinburgh's Award. Forms are to be completed by the Regional Commissioner and the appointed Region DofE Advisor, and then forwarded, together with the prescribed fee (if applicable), to Scout Branch Headquarters who will note, make recommendations and forward the forms to the DofE State Office.

The DofE State Office will then:

- 5.1.1. Notify the Region DofE Advisor directly when approved
- 5.1.2. Forward a copy of the letter of approval to Scouts Australia, NSW Branch Headquarters, marked to the attention of 'NSW Branch DofE Liaison Officer'.
- 5.1.3. Notify the appropriate Local Committee of the Duke of Edinburgh's Award closest to the registered Region.

When filling out the application form the following procedure is to be adopted:

- |                        |   |
|------------------------|---|
| NAME OF PRINCIPAL:     | Scouts Australia – NSW Branch   |
| REGIONAL COMMISSIONER: | Regional Commissioner's Name  |
| NAME OF ORGANISATION:  | Scouts Australia,<br>N.S.W. Branch,<br>Region<br><i>(Name and geographical location of Region).</i>                     |
| NAME OF COORDINATOR:   | Region DofE Advisor's Name  |
| ADDRESS:               | Region DofE Advisor's Address   |
| CONTACT:               | Region DofE Advisor's Contact Details<br>(Phone, Fax, Mobile, E-Mail, etc.)   |
| QUALIFICATIONS:        | If holder of Certificate of Adult Leadership (C of AL) , state in what capacity.<br><br>If not warranted, give details. |
| PRESENT OCCUPATION:    | Of Region DofE Advisor.   |
| ADULT HELPERS:         | List Warranted Leaders, Examiners, Consultants, etc. who will be directly involved in running DofE.                     |

All other questions to be answered as applicable.



The registration form, signed by the Regional Commissioner, together with the registration fee (if applicable), is to be forwarded to "Scouts Australia, New South Wales Branch, Duke of Edinburgh's Liaison Officer " for SA approval and submission to the DofE State Office.

## 5.2 "Scout Entry"

"Scouts" may enter the Duke of Edinburgh's Award provided they are at least 14 years of age.

Before entering the DofE the "Scout" must ascertain that his Region is a Registered Operator and that a Regional DofE Advisor has been appointed. If so, the "Scout" should discuss the DofE with the Region DofE Advisor and, if eligible, and upon payment of the prescribed registration fee, the "Scout" will be issued with a DofE Record Book. The Region DofE Advisor will, based upon the DofE Guidelines and requirements, recommend to the "Scout" the level at which he/she may, and should, commence.

If the Region is not registered as an Operator, "Scouts" may, with the consent of their own Regional Commissioner, the State DofE Coordinator and/or The Branch Commissioner - Rovers or Venturers, register as participants with an adjacent Region that is a Registered Operator. If no convenient adjacent Region the Participant needs to discuss with the Branch Commissioner – Rovers or Venturers the possibility of using the "Lones" criteria. It is strongly recommended that all Regions apply for registration to meet the demand for participation by "Scouts" in their Region.

## 5.3 Lone Scouts (including Venturers and Rovers)

Members of Lones may participate in the DofE through Branch Lones with registration handled by Branch DofE Liaison Officer and administration handled by the Branch Commissioner - Lones. In the case of Lones participation, the Branch DofE Liaison Officer and the Branch Commissioner – Lones, will provide the same functions and be responsible for the operation of the DofE in the same manner as a Region DofE Advisor. The Branch Commissioner – Rovers or the Branch Commissioner – Venturers will authorise the operation of the DofE for Lones in the same manner that a Region Commissioner authorises operations for a Region.

## 5.4 Registration through Other Organisations

Participants who are in the process of gaining the Award through membership of other organisations, schools, etc., may choose to complete their Award with that organisation or complete it through the methods outlined for SA.

In either case the activities provided in Scouting may be used to qualify for the Awards provided the relevant Examiner or Assessor approves them. In the case of "Scout" participants completing their Award through another organisation, the organisation may decide to use the services of their own Examiners or Assessors for assessing the activities carried out in Scouting or they may use the services of the approved Scout Examiners or Assessors.



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Participants registered with another organisation may complete their Award in Scouting provided the other organisation gives prior approval. All levels, or sections of a level, already completed by the participant prior to transfer will be credited as indicated in the participant's record book.

## 6. OPERATION OF THE DUKE of EDINBURGH'S AWARD

### 6.1 Definition

Persons operating or interested in the DofE may group together to form, after approval from the DofE State Committee, a Local Committee. Local Committees co-ordinate matters concerning the DofE within their specific geographic area.

### 6.2 Where a Local Committee for the DofE is Active

**6.2.1** The Region DofE Advisor is automatically a member of the Committee.

**6.2.2** When a Region first commences operations of the DofE, recommendations for the Bronze, Silver and Gold level Awards are to be forwarded direct to Scouts Australia, Branch Headquarters, DofE Liaison Officer. The Branch DofE Liaison Officer will approve Bronze and Silver Awards, arrange the issue of the Award Badges and Certificates through the DofE State Office and will return these to the Region DofE Advisor who will arrange for an appropriate presentation. For Gold Awards, the Branch DofE Liaison Officer will forward the Record Book with Gold Award Notification Form to the DofE State Office for final processing. In the case of Gold Awards, the Region DofE Advisor and Branch DofE Liaison Officer will be advised directly by the DofE State Office.

**6.2.3** When the Branch DofE Liaison Officer is satisfied with the standards and methods of operation of the Region, authority for approval of Bronze and Silver Awards will be notified in writing and pass to the Regions. Bronze and Silver badges and certificates will continue to be issued by the DofE State Office. The Region DofE Advisor will notify the Branch DofE Liaison Officer of the issue of Bronze and Silver Awards for both publication through Scouting media and maintenance of statistics. Recording of participation in the DofE Award and gaining of all level of award will be recorded on the SA's Membership Information System (MIS).

### 6.3 Where a Local Committee is Non-Existent or the DofE is Inactive

Registered Region DofE Advisors (being automatically "a potential member" of a Local committee) are to be encouraged to assist in revitalizing or setting up a Local Committee.

## 7. ROLE OF THE REGION DofE ADVISOR

The role played by the Region DofE Advisor is of key importance to the satisfactory operation of the DofE in Scouting.

The Region DofE Advisor is expected to be thoroughly familiar with the details of the Award as he/she is responsible for the operation of the DofE within the Region.

Responsibilities of the Region DofE Advisor shall include:

- 7.1 The purchase of Record Books and Award publications from the State DofE Office; the issue of Record Books to participants, the processing of moneys associated with the running of the DofE and the maintenance of records on the participants and their programmes.
- 7.2 Ensuring that participants are properly assessed in the requirements of the Awards that includes the approval of Examiners, Instructors and Assessors. This task can be simplified by liaison with the Region Venturer Council (RVC) and/or Regional Rover Council (RRC).
- 7.3 Maintain close and active liaison with the DofE Local Committee, where established, or assist in revitalising or setting up a Committee where such Committee is inactive or non-existent. Regional DofE Advisors are expected to act and actively participate on these Committees where required.
- 7.4 In consultation with the Branch DofE Liaison Officer, authorising or recommending Bronze, Silver and Gold Awards (see Operation of the DofE).
- 7.5 Arranging suitable occasions for the presentation of Awards in conjunction with the Association and with Local, and/or State Committees as appropriate.
- 7.6 Advising the Branch DofE Liaison Officer of progress in the DofE and providing statistics on an annual basis.

## 8. BADGES AND CERTIFICATES

On successful completion of each Award level a participant will be presented with an Award Lapel Badge and an Award Certificate supplied by the Duke of Edinburgh's Award State Office.

In addition, a special Cloth Badge (available from Scouts-NSW State Office on production of the relevant Certificate) may be worn by "Scouts" on the Scout uniform in the manner prescribed below.

Only one Cloth Badge may be worn on the Scout Uniform at any time. This will be for the highest award gained. The badge is worn on the right sleeve in a similar location to the Boating Charge Certificate and the First Aid Qualification.

The presentation of the Badges and Certificates for Bronze and Silver Awards is to be arranged by the Region Commissioner and Region DofE Advisor in liaison with Local DofE Committees where possible.

The Regional Commissioner and the Regional DofE Advisor should arrange presentation of the Gold level Badge at an appropriate local function at a convenient time.

Gold Certificate presentations are normally at a special function organised by the DofE State Committee.

**Where the participant has either:**

**Registered for DofE participation through SA, or**

**Used SA facilities or resources to gain the award,**

**they will be required to attend the Government House presentation and receive their Gold Certificate in full Scout uniform. This will assist in raising the Scouting profile and making the general public aware of Scouting's involvement with the DofE.**

## 9. PUBLICATIONS

### 9.1 Duke of Edinburgh's Award " Office (N.S.W. Dept. of Tourism, Sport and Recreation)

- 9.1.1 Award Handbook
- 9.1.2 Record Book for Participants
- 9.1.3 Conditions and Requirements Booklet
- 9.1.4 Guidelines Literature
- 9.1.5 Promotional Posters
- 9.1.6 Pamphlets
- 9.1.7 Participant Registration Forms (Available free)

### 9.2 The Scout Association of Australia

- 9.2.1 Australian Venturer Scout Passport
- 9.2.2 Australian Venturer Leader's Handbook
- 9.2.3 Venturer Workshop Manual
- 9.2.4 Australian Rover Record Book
- 9.2.5 Australian Rover Handbook

### 9.3 Additional Copies of "Guidelines to Scout Participation in DofE" Booklet

Further copies of these guidelines are available from the State Office of the Duke of Edinburgh's Award or from the NSW State Office of Scouts Australia or can be downloaded from Scouts-NSW website.

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## APPENDIX 1 - GLOSSARY OF TERMS

<b>DofE</b>	The Duke of Edinburgh's Award
<b>Coordinator</b>	The Coordinator is the person responsible for the operation of the DofE within a group (within the Scout Movement, this person is referred to as the Region DofE Advisor).
<b>Instructor</b>	The instructor is a person who, because of qualifications and/or experience, is invited to under-take to train and instruct participants subjects/activities in certain topics. A qualified or experienced person who is invited by the Registered Operator to undertake assessment of a section of a participant's work, ensuring that the participant has met the challenge and conditions of the relevant section.
<b>Local Committee</b>	These are formed on a local basis and their role is to advise, assist and support registered operators with their activities. Regions registered to run the DofE can seek assistance from their local committee when necessary.
<b>Lones</b>	The term "Lones" refers to Scouts who, due to either geographical, cultural or employment reasons are not able to participate in regular meetings. The "Lones" Group operates across the whole State.
<b>Participant(s)</b>	A participant is a young person between the ages of 14 and 25 years who has registered in the DofE and has been issued with a Record Book. Participants who do not belong to a registered organisation may register and participate in the Award as Lone Participants through the DofE State Office. Scouts whose local Region is not registered can, with approval, participate in the DofE award either through an adjacent Region or through the "Lones".
<b>Registered Operator</b>	An organisation or group (e.g. Branch (State), Region, Lones, etc.) that takes responsibility for operating the DofE among their members (the Registered operator is not necessarily the person who runs the DofE within the group).
<b>State Committee</b>	This DofE Committee is responsible for the administration of the DofE within each State. The Committee is appointed by the Government and is composed of members of the community and interested parties, meets regularly and is the final judge in relation to questions concerning the conditions and requirements of the DofE within their own State. Any questions regarding this committee should be directed to SA's DofE Liaison Officer.



## **Supervisor**

A supervisor is a person who accepts responsibility for the safety of an expedition group while they are out in the field. The supervisor may be the instructor, the assessor, or some other suitable person approved by the Registered operator.



## **APPENDIX 2 - Charts showing correlation between Scout and Duke of Edinburgh's Awards**