

KEY CHANGES TO THE AWARD HANDBOOK INFORMATION PACK FOR AWARD CENTRES

1. BACKGROUND

During the Covid-19 pandemic, the International Award Foundation working in collaboration with National Award Operators, issued *'Temporary Changes and Further Guidance of Award Requirements in the context of COVID-19'* to provide flexibility to the existing Award Requirements.

Due to the success of the *'Temporary Changes'* enabling further access to the Award, some of these changes have now been adopted and are included in the latest version of the Award Handbook, which is now available at www.dukeofed.com.au/resources. These include:

- i. *Age requirements* – completion after a Participant's 25th Birthday due to extenuating circumstances.
- ii. *Voluntary Service* – volunteering for a family member due to extenuating circumstances.
- iii. *Adventurous Journeys* - overnight accommodation at home due to extenuating circumstances.
- iv. *Adventurous Journeys* – undertaken in a substantially unfamiliar and challenging environment.
- v. *Virtual AJs* – part or all of an Adventurous Journey undertaken using a virtual mode.
- vi. *Gold Residential* - overnight accommodation at home or undertaking a component virtually due to extenuating circumstances.

The *'Temporary Changes and Further Guidance of Award Requirements in the context of COVID-19'* that have not been adopted will cease on 1st May 2023. These include:

- i. *Adventurous Journeys* - Award Leaders can waive the requirement for a Bronze Practice Journey or where a Practice Journey has been previously completed, it can be counted as the Bronze Qualifying Journey.
- ii. *Adventurous Journeys* - Recognising the Silver Practice Journey as the Bronze Qualifying Journey.
- iii. *Adventurous Journeys* - The Gold Practice Journey can count as the Silver Qualifying Journey.

At the same time, a full review of the Award Requirements was undertaken which include the following changes:

- i. *New Definition 'Goals'*- to be used as a guide when supporting Participants to set goals for each Section.
- ii. *Age Requirements* – No age restriction for continuation from the Silver to the Gold Award.
- iii. *Adventurous Journeys* – introduction of
 - a. Team Goals
 - b. No distinction between 'Expedition/Exploration'
 - c. Updated 'Adventurous Project' definition
 - d. New Practice Journey duration options

This information pack details the key changes made to the Award Handbook. These changes are now active and can be used immediately by Award Centres.

The *'Temporary Changes and Further Guidance of Award Requirements in the context of COVID-19'* will cease on 1st May 2023.

2. FAQs & FURTHER INFORMATION

A series of FAQs have been developed to support the new changes to the Award Handbook. See pages 9 - 11. For further information about these changes please contact your [State or Territory Award Office](#).

3. KEY CHANGES TO THE AWARD HANDBOOK

1. NEW DEFINITION - GOALS				
TEMPORARY CHANGE	EXISTING AWARD REQUIREMENT	NEW AWARD REQUIREMENT	GUIDANCE FOR AWARD LEADERS	ORB GUIDANCE / ADAPTION
This was not previously a <i>'Temporary Change'</i> but was approved as part of the Award Requirements Review.	N/A	<p><i>Award Handbook Reference Glossary – Goals</i></p> <p>Goals – Setting individual or team goals is an inherent feature of using the Duke of Ed Framework. A SMART goal is used to help guide goal setting. SMART is an acronym that stands for Specific, Measurable, Achievable, Realistic, and Timely. A SMART goal incorporates all these criteria to help focus efforts and increase the chances of achieving goals.</p>	<p>This is to be used as a guide when supporting Participants to set their Goals for each Section.</p> <p>This is not intended to be an additional activity for an Award Leader and Participant to complete, each component of SMART does not need to be necessarily documented.</p>	No changes to the ORB required.
2. GOLD AWARD CONTINUATION				
TEMPORARY CHANGE	EXISTING AWARD REQUIREMENT	NEW AWARD REQUIREMENT	GUIDANCE FOR AWARD LEADERS	ORB GUIDANCE / ADAPTION
This was not previously a <i>'Temporary Change'</i> but was approved as part of the Award Requirements review.	<p><i>Award Handbook Reference 1.7.3 Age Requirements</i></p> <p>Minimum Age to Start – 16 years</p>	<p><i>Award Handbook Reference 1.7.3 Age Requirements</i></p> <p>(4) A young person may commence using the Gold Award Framework before they are 16 years old if they have completed their Silver Award.</p>	<p>For Silver Award holders continuing to the Gold Award, there are no age restriction.</p> <p>However, Gold Participants cannot finalise and submit their Gold Award before their 16th birthday.</p>	The ORB has been adjusted for Participants continuing from Silver to Gold who are not 16.

3. ALL PARTICIPANTS DUE TO REACH THEIR 25 TH BIRTHDAY CAN APPLY FOR AN EXTENSION; GRANTING THEM EXTRA TIME TO DO THE AWARD				
TEMPORARY CHANGE	EXISTING AWARD REQUIREMENT	NEW AWARD REQUIREMENT	GUIDANCE FOR AWARD LEADERS	ORB GUIDANCE / ADAPTION
<p>All Participants due to reach their 25th birthday can apply for an extension; granting them extra time to do the Award.</p>	<p><i>Award Handbook Reference 1.7.3 Age Requirements</i></p> <p>Completion before 25th birthday refers to completing and logging all activity for each of the Sections. Final submission and sign off after 25th birthday is allowed recognising delays may be outside of the Participant's control (including Assessor sign off).</p>	<p><i>Award Handbook Reference 1.7.3 Age Requirements</i></p> <p>(7) Completion of an activity towards an Award after the 25th birthday may be approved by the NAO, via the National CEO or their delegate, if the reason for the delay is ill health or circumstances that could not be anticipated by the Participant, but only where 80% of the overall requirements for the level have been completed.</p>	<p>Where this consideration is required Award Leaders are to initially contact their Award Operating Authority (State or Territory Office) to seek an extension for their Participant/s via email.</p>	<p>In the ORB there is a tick-box within the Participant's account to enable Participants to log past their 25th birthday. This box can be ticked by an Award Leader or Award staff following approval. See FAQs for further information.</p>
4. VOLUNTARY SERVICE SECTION – VOLUNTEERING FROM HOME. PARTICIPANTS CAN NOW VOLUNTEER FOR FAMILY MEMBERS AS PART OF THEIR AWARD ACTIVITIES.				
TEMPORARY CHANGE	EXISTING AWARD REQUIREMENT	NEW AWARD REQUIREMENT	GUIDANCE FOR AWARD LEADERS	ORB GUIDANCE / ADAPTION
<p>Voluntary Service Section – Volunteering from home. Participants can now volunteer for family members as part of their Duke of Ed activities.</p>	<p><i>Award Handbook Reference 5.4 Voluntary Service Requirements</i></p> <p>Note that any Voluntary Service activity must not be to benefit the Participant's family. It must also meet a genuine need, and not just provide a favour to a friend or neighbour or be based on a required vocational or work experience activity</p>	<p><i>Award Handbook Reference 5.4 Voluntary Service Requirements</i></p> <p>Note that any Voluntary Service activity must not be to benefit the Participant's family, unless there are extenuating circumstances such as a member of the family having a specific health need or the Participant having some constraint preventing them undertaking their service outside the family home. Such discretionary approval may be given by an Award Operating Authority or an</p>	<p>This change has been introduced to ensure the Award is inclusive of all young people as well as Participants that have a change in their medical or family circumstances whilst undertaking their Award activities. "extenuating circumstances" is to be the key determination for the application of this flexibility.</p>	<p>No change to the ORB. Participants should continue to liaise with relevant Assessors/ Award Leaders and record their activities in the same way on the ORB.</p>

Award Centre where such a delegation has been approved in writing.

5. ADVENTUROUS JOURNEY REQUIREMENTS

TEMPORARY CHANGE	EXISTING AWARD REQUIREMENT	NEW AWARD REQUIREMENT	GUIDANCE FOR AWARD LEADERS	ORB GUIDANCE / ADAPTION
<p>This was not previously a 'Temporary Change' but was approved as part of the Award Requirements Review.</p>	<p><i>Award Handbook Reference 6.4 Requirements</i></p> <p>(1) Have a clearly defined and agreed purpose/objective for each journey and this is approved by the Assessor or Award Leader.</p>	<p><i>Award Handbook Reference 6.4 Requirements</i></p> <p>(1) Have a clearly defined and agreed Team Goal for each journey and have it approved by the Assessor or Award Leader. The Team Goal is to be in the SMART Goal format, describing an overall purpose such as exploring an area, a research project, a physical challenge. (SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound)</p>	<p>Refer to the Notes in Item 1 and FAQs.</p>	<p>No changes to the ORB.</p>
TEMPORARY CHANGE	EXISTING AWARD REQUIREMENT	NEW AWARD REQUIREMENT	GUIDANCE FOR AWARD LEADERS	ORB GUIDANCE / ADAPTION
<p>AJs may be organised in a familiar environment</p>	<p><i>Award Handbook Reference 6.4 Requirements</i></p> <p>(9) Ensure both the Practice and Qualifying Journeys are undertaken only on land and/or water (in or on water) in an unfamiliar and challenging environment.</p>	<p><i>Award Handbook Reference 6.4 Requirements</i></p> <p>(9) Ensure that both the Practice and Qualifying Journeys are undertaken on land, or in or on water, in a substantially unfamiliar and challenging environment.</p>		<p>None.</p>

TEMPORARY CHANGE	EXISTING AWARD REQUIREMENT	NEW AWARD REQUIREMENT	GUIDANCE FOR AWARD LEADERS	ORB GUIDANCE / ADAPTION
It is permitted for Participants to use a home, school gym, etc. as accommodation during Adventurous Journeys; or for a group's accommodation to be physically separated, e.g. Participants all sleep in separate tents or accommodation	<i>Award Handbook Reference 6.4 Requirements</i> (11) Only utilise simple self-catering accommodation (e.g. shelters, tents, hostels) and be largely self sufficient throughout the journey.	<i>Award Handbook Reference 6.4 Requirements</i> (11) Only use simple/basic self-catering accommodation, e.g. shelters, tents, hostels, and be largely self-sufficient throughout the journey. Overnight accommodation at home for extenuating reasons, e.g. for medical/health reasons, requires prior approval of the Award Operating Authority (Division) and verification by the NAO Office.	“extenuating circumstances” is to be the key determination for the application of this flexibility.	No changes to the ORB.
TEMPORARY CHANGE	EXISTING AWARD REQUIREMENT	NEW AWARD REQUIREMENT	GUIDANCE FOR AWARD LEADERS	ORB GUIDANCE / ADAPTION
This was not previously a ‘Temporary Change’ but was approved as part of the Award Requirements Review.	<i>Award Handbook Reference 6.6 Types of Adventurous Journeys</i> This requirement is now deleted. There is no distinction between and Expedition or an Exploration	<i>Award Handbook Reference 6.6 Types of Adventurous Journeys</i> Deleted.	The International Award Foundation recognised that the AJ Section was being appropriately used in a diverse way to ensure all young people were being catered for. The distinction between Expedition and Exploration was therefore not a necessary useful labelling. The Team Goal is to be the defining component of an AJ. See FAQs for further information.	Changes will be made to the ORB to reflect the reference to Adventurous Journeys.
TEMPORARY CHANGE	EXISTING AWARD REQUIREMENT	NEW AWARD REQUIREMENT	GUIDANCE FOR AWARD LEADERS	ORB GUIDANCE / ADAPTION
Implementation of the Virtual Bronze and Silver Explorations.	<i>Award Handbook Reference None - New Requirement.</i>	<i>Award Handbook Reference 6.6 Virtual Adventurous Journey</i> 1.Part or all an Adventurous Journey may be completed using a virtual mode. 2. This is available for Bronze and Silver levels by approval of an Award Operating Authority in	The International Award Foundation recognised that the virtual option was being used by young people in isolation e.g. medical, remote or juvenile justice centres. Recognising this option made their engagement in the Duke of Ed readily accessible. A comprehensive list of Virtual Adventurous Journey	ORB has ‘Virtual Adventurous Journey’ listed as an option.

		<p>consultation with the NAO Office, or via the National CEO (or their delegate) for Gold level.</p> <p>3. Where a virtual mode is used, every opportunity should be taken to incorporate as many field and physical components as possible, reflecting that this component of the Duke of Ed Framework is about teamwork and group activity.</p> <p>4. Award Centres and their Award Leaders may approve their Participants undertaking a Virtual Adventurous Journey (Virtual AJ), subject to all the requirements listed in section 9.10 being met.</p> <p>The requirements for a Virtual Adventurous Journey are listed in section 7.10.</p>	Requirements are outlined in <i>9.10 Virtual Adventurous Journey Requirements in the Handbook</i> .	
TEMPORARY CHANGE	EXISTING AWARD REQUIREMENT	NEW AWARD REQUIREMENT	GUIDANCE FOR AWARD LEADERS	ORB GUIDANCE / ADAPTION
This was not previously a ‘Temporary Change’ but was approved as part of the Award Requirements Review.	<p><i>Award Handbook Reference 6.6 Types of Adventurous Journeys</i></p> <p>The Adventurous Project is a journey that does not quite conform to the specific requirements of an expedition or exploration, although the aim and ethos remains the same. The Adventurous Project is at least as demanding and is often significantly more demanding</p>	<p><i>Award Handbook Reference 6.7 Adventurous Project</i></p> <p>The Adventurous Project is an activity that may occur if one or more of the requirements of an Adventurous Journey cannot be met. The aim and ethos are the same as for an Adventurous Journey.</p>	This has been redefined based on the removal of the Expedition and Exploration definitions.	None.

	than a standard expedition or exploration.			
TEMPORARY CHANGE	EXISTING AWARD REQUIREMENT	NEW AWARD REQUIREMENT	GUIDANCE FOR AWARD LEADERS	ORB GUIDANCE / ADAPTION
This was not previously a 'Temporary Change' but was approved as part of the Award Requirements Review.	<p><i>Award Handbook Reference 6.9 Practice Journeys</i></p> <p>New requirements added to existing requirements.</p>	<p><i>Award Handbook Reference 6.10 Practice Journeys</i></p> <p>2. An Award Leader, in consultation with the Award Centre's AJ Assessor, can waive the requirement for a further Practice Journey at the next level where a Qualifying Journey has been previously completed for a similar mode of travel and a similar type of Adventurous Journey by largely the same group.</p> <p>3.As a minimum, the Practice Journey must be:</p> <p>1 day (6-7 hours) for Bronze and Silver level</p> <p>1 day (8 hours) and 1 night for the Gold level</p> <p>For Participants without prior experience it is required that they undertake, as a minimum, a Practice Journey of similar duration* to the proposed Qualifying Journey to ensure a successful team outcome and overall individual and group safety.</p>	<p>The rationale for this change is based on the recognition that increasingly Participants have had prior experience in the mode of AJ journeying and having an arbitrary Practice Journey requirement was unnecessary and dated.</p> <p>However, an Assessor needs to personally satisfy themselves that the Participants in the AJ team are readily capable of undertaking the planned AJ.</p>	None.

4. For Participants without prior experience in Adventurous Journeys, the minimum Practice Journey duration needs to match the Qualifying Journey requirement.

6. GOLD RESIDENTIAL PROJECT

TEMPORARY CHANGE	EXISTING AWARD REQUIREMENT	NEW AWARD REQUIREMENT	GUIDANCE FOR AWARD LEADERS	ORB GUIDANCE / ADAPTION
<p>It is permitted for Participants to go home at night to sleep. Participants are able to complete some, or all, of the GRP virtually.</p>	<p><i>Award Handbook Reference 7.4 Gold Residential Requirements</i></p> <p>(iii) Reside away from their usual place of residence for a total period of no less than five days and four nights.</p>	<p><i>Award Handbook Reference 7.4 Gold Residential Requirements</i></p> <p>iii. For medical/health reasons or extenuating circumstances, e.g. remoteness, part of the Gold Residential Project may involve the Participant going home to sleep or undertaking a component virtually. A key consideration for an Award Leader before approving this variation is to ensure that Requirement 2 is fully met and Requirement 4 is substantially met during the component that is not at home.</p>	<p>“extenuating circumstances” is to be the key determination for the application of this flexibility.</p>	<p>No change to the ORB. Participants should continue to liaise with relevant Assessors/ Award Leaders and record their activities in the same way on the ORB.</p>

FREQUENTLY ASKED QUESTIONS

1. **Gold Award Continuation**

Award Handbook Reference 1.7.3 Age Requirements

(4) A young person may commence using the Gold Award Framework before they are 16 years old if they have completed their Silver Award.

What does this mean?

Participants who have successfully completed the Silver Award can begin the Gold Award without being required to wait until they are 16.

Why has this been changed?

To enable Participants to get started on their Gold Award and minimise the current drop-off in engagement between a Participant finishing the Silver Award and being allowed to start Gold, thereby keeping more Participants engaged in the Award for longer and resulting in a greater number of Gold Award completions.

Is this change optional?

This change is compulsory for all Award Centres.

Who is this change for?

Any Participant who finishes their Silver Award before turning 16 and wants to begin their Gold Award straight away.

When can this change be used?

A Participant who finishes Silver before turning 16, can go straight to Gold.

Who decides when they are used?

No permission is required to use this change. If a Participant has completed their Silver Award and are not yet 16, the ORB will allow them to register for Gold.

2. **Adventurous Journey Requirements**

6.6 Types of Adventurous Journeys

This requirement is now deleted. There is no distinction between and Expedition or an Exploration

What does this mean?

The description of Adventurous Journeys as 'Exploration' and 'Expedition' has been removed. All Adventurous Journeys will now focus on achieving a combination of the two core elements of an Adventurous Journey: Journey and Purpose (Team Goal).

Why has this been changed?

- The terms 'Exploration', 'Expedition' caused confusion which resulted in barriers to participation.
- Encouraging groups to define their own Adventurous Journeys means a greater range of activities can be accepted as Adventurous Journeys, while Award Leaders and their groups can be more creative with their planning, without the fear of getting things wrong.
- Creates opportunities for participation in areas where cost is a barrier.
- The weighting of the Journey element vs Team Goal element should be agreed with an Adventurous Journey Supervisor. This will determine the correct number of hours to assign to activities.
- It should be emphasised that this does not mean that current Adventurous Journey plans must be changed, we are simply removing the requirement to define the type of journey.

Who is the change for?

- All Participants in the Award, regardless of Level.

- If a group has already completed an Adventurous Journey or is in the process of completing one and it already has the designation of Expedition or Exploration, then it is a valid journey.

When should it be used?

- This change is compulsory and must be used for all Adventurous Journeys.
- The ORB will be updated to reflect this change.