

Online Training: Award Leader Level 1

Award Community is a website for those involved in running the Award.

The introductory training for Award Leaders (Level 1 training) is housed on Award Community. To access the online Award Leader training, you must register for an *Award Community* account.

1. Registering to the *Award Community* website

Registration to the site is a two-part process: registration and verification.

- a. Go to the Award Community site at www.awardcommunity.org
- b. Select 'Register' at top right-hand side of the homepage.



- c. Complete the registration form with your details, choosing a username and password for yourself and using the information below when completing the highlighted fields.

Please complete all form fields. A confirmation email will be sent to you once Award admin has validated your registration. If you do not receive an email within 48 hours try to login with your email and password, if this does not allow you access, please contact your local Award office or the Award Service Desk.

Email address

Username

Password

Password (again for verification)

First Name* !

Family Name* !

Country* !
Australia

Type of organisation* !
 NAO
 IAC
 External Activity Provider

If 'IAC' - Enter the organisation name !

Region !
Asia Pacific

Select your Operating Authority (where applicable) !
(Australia, Canada, UK and USA only)
Please select your OA

Award Role* !

- External Activity Provider (Staff)
- Forum 2015 Delegate
- IGE Delegate
- Foundation Staff
- NAO Staff
- OA Staff
- Coordinator
- Award Leader
- AJ Supervisor
- AJ Assessor
- Trustee
- IC Representative
- Emerging Leader
- Other

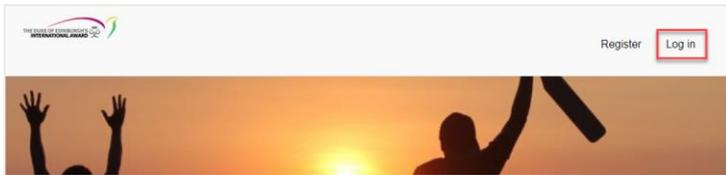
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- d. Submit completed form by pressing the 'Register' button at end of form.  Your registration will be processed and you will receive an email response when this has been done.

- e. Forward this email to your contact at your Award Operating Authority (State office) and they will process your registration to Award Community.

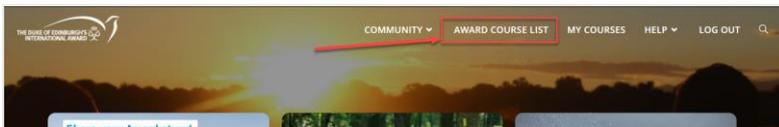
2. Logging in to Award Community

- a. Once processed, return to the Award Community homepage and enter your login credentials (email address and password).



3. Doing the Award Leader Level 1 training

- a. Select *Award Course List* menu



- b. On resulting page, scroll down until you reach a drop-down list for Categories. Select Australia.



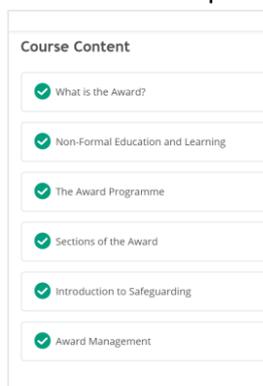
- c. Resulting screen will display the courses that you should complete.

4. Completing Award Leader Training: *Level 1 - Delivering the Award.*

- a. Press the Continue Study button to start:

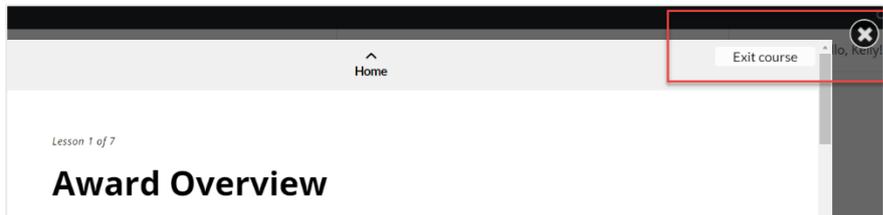


- b. Work through the content, one course at a time. **Note:** each course needs to be completed in full – it can't be saved part-way through or place will be lost*.



- c. At the end of each module, there will be a quiz to complete. A score of 5/5 is required to be able to progress to the next module.
- d. After completion, you need to follow the instructions about exiting the course and marking it as complete.
- e. Once all courses are complete, you can download a certificate and share with your contact at the relevant Award Operating Authority

***Note:** If you select either Exit course or click the X button prior to a course being completed, the course will exit and your progress will not be saved



For any technical difficulties, contact the Duke of Ed helpdesk on 1300 4 DUKES, selecting option 1, or email orb@dukeofed.com.au.