

Youth Award Leader (YAL) Handbook



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History of the Award

The Duke of Edinburgh's International Award is the world's leading achievement award for young people: bringing together practical experiences and life skills to create committed global citizens and equipping young people for life and work. The Award was founded in the United Kingdom in 1956 by Prince Philip, Duke of Edinburgh. The Award currently operates in over 120 countries across the world and to date over 8 million young people have started their Award.

Introduced to Australia in 1959, this structured (non-formal education) youth development program sets out to empower all young Australians between age 14 to 25 to explore their full potential regardless of their location or circumstance. The Award is a fully inclusive program and has no social, political, or religious affiliations.

Sections and Requirements

To earn an Award, each young person must learn a skill, improve their physical wellbeing, volunteer in their community and experience a team adventure in a new environment. All Participants are supported by a network of Award Leaders, Assessors, Supervisors, and mentors.

Service	Physical recreation	Skill	Adventurous Journey	Residential Project
Participants volunteer in their communities, make a positive contribution to society and demonstrate social responsibility	Encourages young people to improve their fitness and performance, and enjoy healthy lifestyles for good mental and physical wellbeing	Enables participants to develop their talents broaden their abilities increase their self-confidence and improve their employability	Young people discover a spirit of adventure and gain a deeper understanding of the environment and the great outdoors	Participants broaden their experience by staying in an unfamiliar environment with other young people, taking part in a worthwhile project and building new relationships
3 Months	3 Months	3 Months	2 Days/ 1 Night 1 x Practice Journey & 1 x Qualifying journey	N/A Gold level only
Bronze 14 yrs +				
6 months	6 months	6 months	3 Days/ 2 Night 1 x Practice Journey & 1 x Qualifying journey	N/A Gold level only
Silver 15 yrs +				
12 Months	12 Months	12 Months	4 Days/ 3 Night 1 x Practice Journey & 1 x Qualifying journey	5 days/ 4 nights
Gold 16 yrs +				

Youth Award Leaders

Guidelines for Youth Award Leaders

A Youth Award Leader's key responsibility is to help build an exciting Award at your school, University or organisation with the help of the Award Leader.

Your time commitment as a YAL, is for the duration of your Award or a time period agreed with your Award Leader.

Benefits of being a Youth Award Leader

- Develop leadership qualities and skills
- Can count actions toward their own Award
- Young people taking the lead for a youth award
- Attend the WA Duke of Ed Youth Forum each year.

How to become a Youth Award Leader

To accept this position, in consultation with your Award Leader, you must complete the YAL Nomination Form and questionnaire and submit the form to your Award Leader who will then endorse your nomination and inform the WA Award Operating Authority.

Supporting your Award Leader

- Providing support and guidance to other Participants
- Promoting the Award to your peers
- Assisting with Administrative tasks
- Developing your leadership qualities and skills
- Liaising with your Award Leader and the WA Award Operating Authority to plan youth-led events such as DUKES WEEK. National Youth Week is also a great time to organise events.

Possible Job Roles

Below is a list of job roles that may be available or possible within your Award Unit. Please consult with your Award Leader for a comprehensive list of job roles.

1. Liaise with the Award Leader and other members of the YAL group through regular meetings to discuss the Award and activities;
2. Make sure that at least one YAL from your group can attend each of the organised Award events;
3. Familiarise yourself with the Award and run regular meetings so that you feel confident to offer support, advice and assistance to all Award Participants – the more information you have, the better your Award will be;
4. Organise to have an Award presentation at assembly (or other appropriate meeting) at least twice a year to help promote the Award in your setting;
5. Ensure that there are plenty of posters up, and that there are brochures readily available to help recruit new Participants;
6. Create an Award photo board, or create a DVD of Award experiences to help promote the Award and show it at assembly;
7. Write articles and ask your classmates to do the same! Include photographs of Award activities in the newsletter and send them to the WA Award Operating Authority to be published;
8. Start an Award Honour Board to recognise the achievements of all Participants that have achieved their Award at each of the various levels;
9. Negotiate to have a dedicated Award space for Participants to come and get information and ideas, and have access to the internet for research;
10. Help to organise special Award presentation ceremonies to recognise the achievements of the Participants. Invite guests, such as local politicians and journalists to witness the event;
11. Invite an Awards WA team member to speak at a meeting or assembly, answer questions and promote the Award;
12. Keep track of key dates and events (e.g. expedition opportunities or camps) and make sure they are publicised to all Participants through newsletters or announcements;
13. Arrange meetings regularly for current Participants and also for anyone interested in finding out information;
15. Assist the Award Leader/s with any administrative tasks as required.

Responsibilities of a Youth Award Leader

Knowledge & Communication

- Know the Award and its Sections well – you will be the ‘go to’ when people have questions

- Keep track of key dates and events (e.g. expedition opportunities or camps) and make sure they are publicised to all Awards Participants through newsletters or announcements.

Support

- The most important part of being a Youth Award Leader is to be there to support and advise your peers.
- Have a dedicated Awards space for Participants to receive Awards information and share ideas
- Arrange meetings regularly for current Awards Participants and also for anyone interested in finding out information
- When someone does well or completes a Section of their Award, celebrate it!
- Help to organise special public Awards presentation ceremonies to recognise the achievements of the Awards Participants. Invite guests, such as local politicians, business owners and journalists to witness the event. Get involved with Dukes Week annually to celebrate the Award within your Award Unit and help to raise money to support disadvantaged young people to do their Award.

Promote

- Let's grow the Duke of Ed Award! Organise presentations in assemblies, get posters up around your Award Unit, create a photo board or video to help promote the Award
- Write, or ask your peers to write about their experiences for a school/organisation newsletter
- Invite an Awards WA Team Member to come and speak at a meeting or assembly to answer questions and promote the Award.

Presentation Guidelines

GROOMING, present yourself well by wearing your attire neatly and being well groomed.

GOOD BODY LANGUAGE is key; give your audience your full attention and they will give you theirs. Poor body language can include things such as slouching, checking your watch frequently and fiddling with hair or clothing while presenting.

DO NOT just “wing it”. Keep it simple and be well prepared. This may require practice and planning to know what core message you will be concentrating on. You should learn as much as you can about the Award.

THE 10-20-30 RULE for slide shows; an effective slide show should not contain more than 10 slides, last no more than 20 minutes and use a font size no less than 30 points.

CREATE A COMFORTABLE ENVIRONMENT; welcome Participants and thank them for coming, arrive early and get a feel for the room, re-arrange seats if needed.

NERVOUS? Nerves are natural. Concentrate on your breathing, slow it down and make sure to practice your presentation. Channel your nervous energy into enthusiasm; focus on delivering the presentation, not on how you feel.

BELIEVE; believe in the Award and in yourself.

Reporting

In order to keep Youth Award Leaders accountable of their own development within their role, and to ensure the roles and responsibilities of being a Youth Award Leader are being upheld, Youth Award Leaders must hand in a 1 page report at the end of each semester. This report should detail their experiences from that semester, demonstrating how the Award Unit is working towards promoting the Award and ensuring that YAL's represent the Award with the best of their capabilities.

The report should include but is not limited to:

- Updates on anything related to the Award
- Challenges and successes
- Details on number of new Participants of the Award
- Details on number of Participants who have completed the Award
- Details on number of Participants who have left the Award and why
- Details on any events ran by the Youth Award Leaders.

Succession Planning

If the current Youth Award Leader leaves their Award Unit or wishes to discontinue being the Youth Award Leader for any reason it is their responsibility to replace their position. Please speak with your Award Leader to set up a time to start recruiting for your position. Ideas can include slideshows and presentations to Current Award Participants assembly announcements and newsletter adverts.

Using your work as a Youth Award Leader to contribute to your Duke of Edinburgh's International Award

If you spend approximately one hour per week attending to your YAL duties, you may use this position towards your Service activity (or as your Skill activity if your goal is focused on improving your ability to undertake this role). Speak to your Award Leader for further information.

Marketing Guidelines

Approved names and logos

- The Duke of Edinburgh's International Award (general reference)
- The Duke of Edinburgh's International Award – Australia
- the Duke of Ed (abbreviation after the full name used initially)
- The Award (abbreviation after the full name used initially).

Names and logos NOT to be used

- DOE, DEA, DEAS, DOEA,
- DOEAS, Dukes, Dukies, Scheme

Any time you write about the Award be sure to use a capital, for example

- Program
- Participant
- Awardee
- Section.

Approved logos

AWARD UNIT LOGO



PARTICIPANT LOGO



Logos NOT to be used



Getting Started

After submitting your nomination form and receiving your Youth Award Leader pin, you're ready to get started. Use the checklist to get started on your Youth Award Leader Journey.

STEP 1 | PLAN

Familiarise yourself with the Award and the Award handbook (the more you know the easier the next steps will be!)

Plan your first YAL meeting with fellow leaders and your Award Leader to discuss ideas for promotion and what you'd like to accomplish in your time as a YAL

Set scheduled meetings for all Participants to check in regularly and ensure that at least one YAL from your group can attend.

STEP 2 | PROMOTE

Organise to have an Award presentation at assembly (or other appropriate meeting) at least twice a year to help promote the Award in your setting

Ensure that there are plenty of posters up, and that there are brochures readily available to help recruit new Participants

Create an Award photo board, or create a DVD of Award experiences to help promote and show it at assembly

Write articles for your newsletter or social media pages. Include photographs of Award activities and send them to Awards WA to be published across the state

Start an Award Honour Board to recognise the achievements of all Participants that have achieved their Award at each of the various levels

Negotiate to have a dedicated Award space for Participants to come and get information and ideas, and have access to the internet for research

Help to organise special Award presentation ceremonies to recognise the achievements of the Participants. Invite guests, such as local politicians and journalists to witness the event

Invite the WA Program Manager to speak at a meeting or assembly, answer questions and promote the Award.

STEP 3 | ADMINISTRATION

Report to Awards WA at the end of each semester a 1 page report. This report should detail their experiences of that semester, demonstrating throughout the semester the Award Unit's Youth Award Leader is working towards promoting the Award

Keep track of key dates and events (e.g. expedition opportunities or camps) and make sure they are publicised to all Participants through newsletters or announcements

Plan for your end of year recruitment of new Youth Award Leaders

Assist the Award Leader/s with any administrative tasks as required.

Any Questions?

Please speak to your Award Leader or call the Awards WA office on 08 9321 4179.