

## ORB Quick Guide:

### ***Understanding the ORB Activity Logging algorithm***

The ORB algorithm that calculates the progress of activities towards completion counts the Duke of Ed requirements of time, regularity and duration. That is, the algorithm is calculating weeks as well as hours. Participants need to log an average of 1 hour per week, 2 hours per fortnight or 4 hours per 4 weeks, or a variation thereof, for the expected duration of the Duke of Ed level (Bronze, Silver, Gold) for the activity to progress to completion.

#### **Here's an example using a Bronze Level activity:**

The first activity log added to ORB will only attribute 1 hour towards meeting the time requirement. This is because it is the starting point of the logs and participants cannot carry hours forward. The first log represents that week only. *Please note the ORB will allow the Participant to enter more hours but only 1 hour will be counted towards meeting the time requirements.*

The hours per week are based on weeks and hours allowed between logs for a Bronze Section Activity (no major used for this example). Note: 4 weeks from previous log entry, for example, will need to equate to minimum 28 days since, and not 27, 26 or fewer days etc.

	<b>BRONZE AWARD SECTION ACTIVITY DURATION - Accepted ORB Logs</b>			
<b>WEEK</b>	<u>1 hr per week</u>	<u>2 hrs per 2 weeks</u>	<u>3 hrs per 3 weeks</u>	<u>4 hrs per 4 weeks</u>
Week 1	1 hour	1 hour	1 hour	1 hour
Week 2	1 hour			
Week 3	1 hour	2 hours		
Week 4	1 hour		3 hours	
Week 5	1 hour	2 hours		4 hours
Week 6	1 hour			
Week 7	1 hour	2 hours	3 hours	
Week 8	1 hour			
Week 9	1 hour	2 hours		4 hours
Week 10	1 hour		3 hours	
Week 11	1 hour	2 hours		
Week 12	1 hour			
Week 13	1 hour	2 hours	3 hours	4 hours
<i>Totals after 13 weeks</i>	<i>13 hours</i>	<i>13 hours</i>	<i>13 hours</i>	<i>13 hours</i>

#### **Why does the calculation of completed hours seem wrong sometimes?**

If the Award isn't progressing from when information is logged, there are two possibilities:

- a. The information that has been added to the activity log is outside of the expected minimum hours or regularity of effort:
  - e.g. If there has been a pause on an activity or a break of longer than 4 weeks has been taken between activity logs, i.e. the participant isn't meeting the time requirements, the first log entered after the break acts as 're-set'; it behaves in the same way as the very first log added to the activity. It is a new starting point for the algorithm to calculate activity from that date.

- b. It depends on the time between the log just added and the previous log:

The algorithm doesn't calculate logged hours for future weeks ahead. Logged time is not 'carried forward', it is calculated based on the previous log date.

Outside of the first log, the ORB will add up to four hours towards an Award in a single week, where the previous four weeks (at least) do not contain logs. **If there were no logs for the previous three weeks, then the ORB will add up to three hours, or no logs in the previous two weeks, then it will add up to two hours.**

Unless previous week(s) activity has no logs, **then the ORB treats activity logs as being applied weekly.** On the ORB, a week is Monday to Sunday.

e.g. If adding 30 mins on Monday and 30 mins on Tuesday, the ORB will add up the maximum (weekly) log of an hour. However, if a 30 minute log was added on Monday and no other log was added that week (up to the Sunday) then the ORB would only count the 30 minutes log for that week. The logic is that if a participant has undertaken activity during a week, then they would log it for that week. This format supports a participant to demonstrate their persistence in carrying out the Award.

**For assistance with any concerns around the calculation of the progress of an activity, contact the ORB Helpdesk ([orb@dukeofed.com.au](mailto:orb@dukeofed.com.au)) to help identify where the timing issue may be.**