Quick Guide: Award Community

Access to Level One Leader Training Courses

The introductory Duke of Ed Leader training (Level One) is housed on the Award Community platform. To access the training courses, Leaders are required to register to Award Community.

Please note: Award Community is a separate platform to the Online Record Book (ORB).

1. Complete online registration form for Award Community

    i.   Go to https://www.awardcommunity.org/
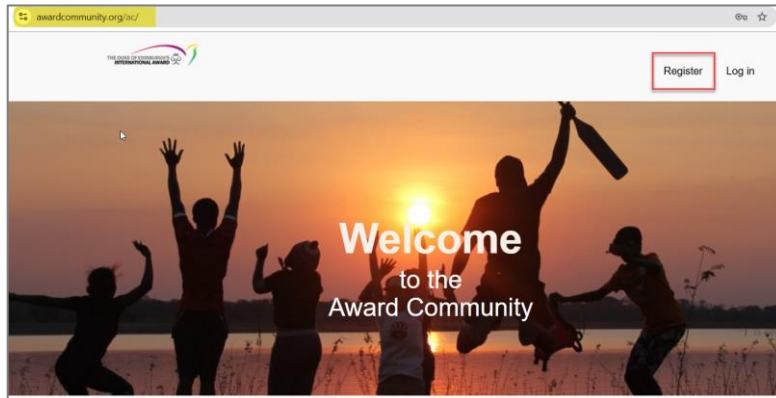
    ii.   Complete the registration form with your details, using the detailed guide on page 2.

    iii.   Press Register.

    iv.   Once verified by your Operating Authority (the Duke of Ed office that holds your Duke of Ed licence), you will receive an email confirming your Award Community activation. This verification means you now have access to the Award Community platform.

Important: if the registration form is not completed as outlined in the following instruction, The Duke of Ed Australia *won't be able to view or approve your registration*. In particular, please note the items marked with **!** on the instruction below.

For any questions about your Award Community registration, please contact the Duke of Ed Helpdesk by either telephone on 1300 4 DUKES (1300 438 537), selecting option 1; or by email at orb@dukeofed.com.au.

Register

Join us now!

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

`examplename@email.com`

Choose a username and password

Username

`ExampleName`

Password

Password (again for verification)

First Name* ℹ️

`Example`

Family Name* ℹ️

`Name`

Select 'Australia'

Country or Territory* ℹ️

`Australia` ▾

Select 'NAO'

Type of organisation* ℹ️
- ⦿ NAO
- ○ IAC
- ○ External Activity Provider

!

If 'IAC' - Enter the organisation name ℹ️

`- do not enter anything here -` ✗

Select 'Asia Pacific'

Region ℹ️
`Asia Pacific` ▾

Select your OA

Please select your OA
Australian Air Force Cadets
Australian Capital Territory
New South Wales
Nothern Territory
Queensland
South Australia
Tasmania
Victoria
Western Australia
NAO

!

Select your Operating Authority (where applicable) ℹ️
(Australia, Canada, UK and USA only)

`Please select your OA` ▾

Award Role* ℹ️

▾

Award Position (for Award staff) ℹ️

`- do not enter anything here -` ✗

Select role

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

OR

Register

2. Find and enrol in Australian Leader courses

i. After receiving the email confirming your Award Community activation, return to
www.awardcommunity.org and select 'Log in'. Enter the username and password that were
submitted in the registration form.
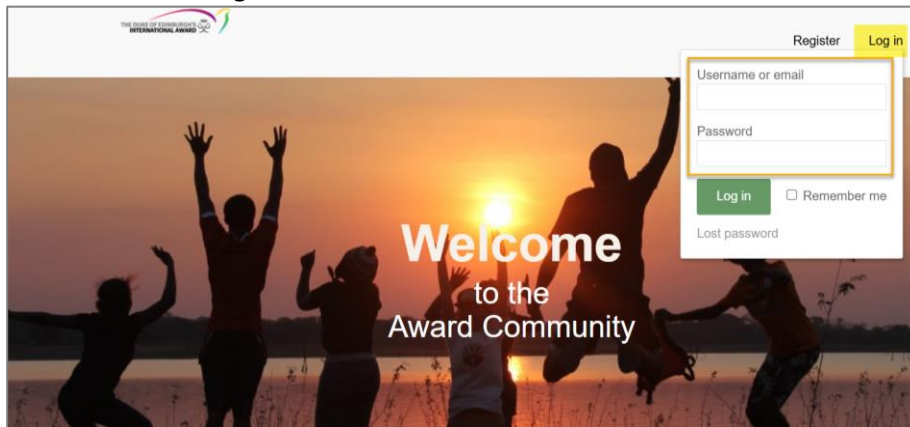
ii. From the menu bar at the top of the page, select 'Award Course List'
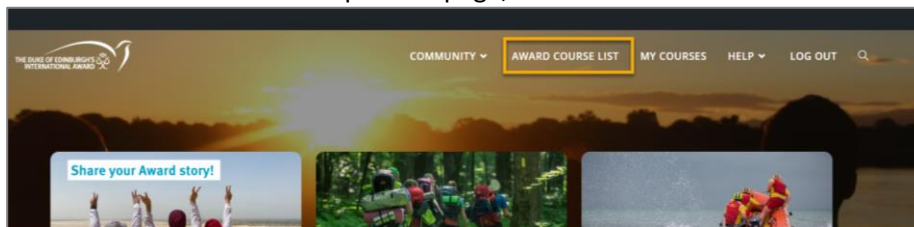
iii. On the Award Course List page there are two videos you can watch to get you familiar with the
platform. We recommend watching both videos to understand the process.
   - How to start a new [training] course
   - How to complete a [training] course

iv. Under the two videos, there is drop down list for
'Categories'. Select 'Australia' to bring up only
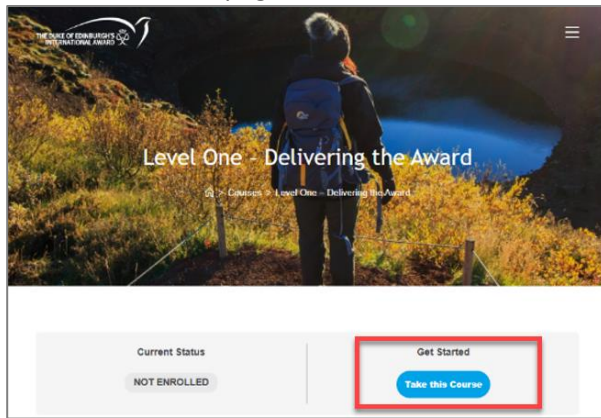the training courses relevant to the Duke of Ed
in Australia.

   For new Leaders, the two courses requiring
   completion are:
   - Level One – Delivering the Award – Australia
   - Online Record Book (ORB) for Leaders

v. Click the blue 'Enroll Now' button to enrol in a
course (note: US spelling for enrol used on the
button).

vi.   On the enrolment page, click on the blue 'Take this Course' button.

As you progress through the course, you may pause after the end of any section and your work will be saved. If you have not fully completed a section, you must redo the entire section if you exit the course or log out.

The courses should take about two hours each to complete.

vii.   There is a quiz at the end of each section. Successful completion of these allows you to progress to the next course module.
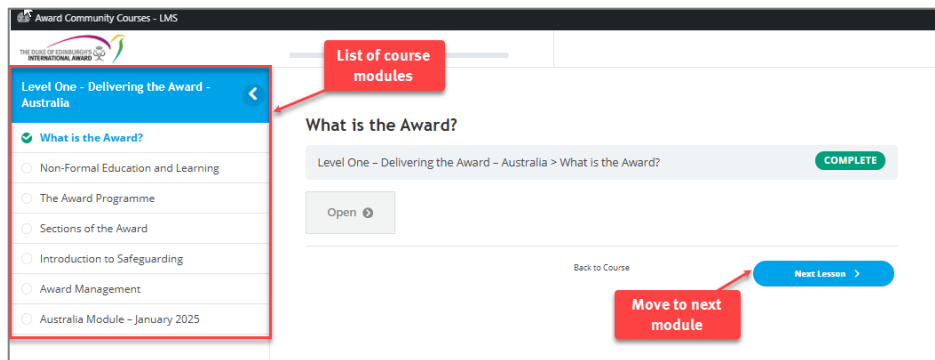
viii.   After completing the quiz for each course module, follow the instructions to exit and mark the module as complete.

ix.   After completing the final section of a course, the main page will update to show you've successfully completed. You are also able to download a Course completion Certificate if you wish.

x.   Your Award Operating Authority (i.e. licensing body) will separately confirm your course completion via their administration access.
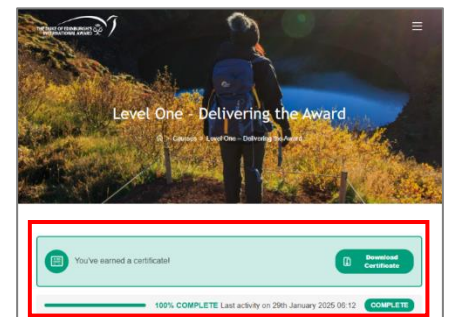
For more information about starting and finishing courses, please watch the videos on the 'Award Course List' page – see point iii above.

For any questions about the training courses, contact your Operating Authority (most often State/Territory [Duke of Ed offices](#))