28th March 2014

Duke of Edinburgh's Award: Silver

Due to the nature of the Duke of Ed Award, participants will complete their Award at different times throughout the year. However, if you could please try to sign off your current award by the end of term 1, 2014 that would be helpful in anticipating numbers for future expeditions. The following information is provided to assist you in moving on to the next level.

Assessors and logging your progress for Skill, Volunteering and Physical Recreation

If your Skill / Physical Rec / Volunteering assessors from last year have not yet signed you off it may be quicker and easier to ask them to fill out a paper form. The NSW Offline Records can be downloaded from the Resources page of the Dukeofed.com.au website – NSW – in the ‘Participants’ section http://www.dukeofed.com.au/Resources-NSW.html#1 This requires the assessor to fill in their details, comment and sign. Note: you don’t have to write in your hours on these forms if you have already logged your hours online. Alternatively, if you have logged your hours on-line you can convert it to a PDF (this option is now available on the ORB) and print it out for your assessor. Please submit this to Mrs Busse who will then sign off you ORB.

Once all your components are complete and signed off please email Mrs Busse. Your certificates and badges will be presented at an appropriate assembly sometime during the year.

How to register for Silver:

Log in to the ORB using your username and password (same details as Bronze) and fill out the ‘exit survey’ after completing your Bronze award. Choose to continue to Silver. Update any personal details, information etc. Please note you must be 15 years old (or slightly younger if you have completed Bronze) to commence Silver.

The following also needs to be handed in to Mrs Busse to complete your registration process (via your campus office, post, email/fax or in person):

1. DOE Award Forms 2014 (attached)
2. $120 Silver registration fee (payable to Freshwater Senior Campus – CC details available in the Award Forms booklet)
3. Your Award Plan with parent signature on page 2
4. Assessor Commencement Guides – see next paragraph

The ORB and ASSSESSORS in 2014

Once registered online for your Award and prior to commencing any volunteering, skill, physical rec your Coordinator (Vicki Busse) must approve your assessors (as per the Award Plans). Therefore, please ask your assessors to fill out the Assessor Commencement Guide including child protection documents. These are also available at http://www.dukeofed.com.au/Resources-NSW.html#1
Assessors do not have to fill in forms if I (or Naomi) have approved them as assessors for NBSC before **July 2013** (please check if unsure). Please note: if you change activities during the year your new assessors must fill in this documentation.

All assessors are now completely off-line. You have two choices to log your hours:

1. Logging your hours of activity – Use the Online Record Book (ORB) as it automatically adds your hours and gives you a clear indication of % complete. Once you have reached 100% you can convert it to a PDF and print it out for your assessor to comment and sign. You can still use offline records if you rather.

2. Log you hours via the **OFFLINE RECORDS**. As assessors can no longer go online, please organize for your assessors to sign and comment using the paper forms (see web address above). When complete and signed please hand in to Mrs Busse (fax / email / via campus office). I will then sign you off on the ORB on behalf of your assessor.

**Adventurous Journeys**

Somerset is our provider and off-line assessor and the dates for 2014 are as follows. A second date may be required depending on numbers.

- **SILVER PRACTICE Pack and Paddle** - Friday 23rd May – Sunday 25th May 2014 – **Permission Notes will be distributed shortly**
- **SILVER TEST Pack and Paddle** - Friday 7th November – Sunday 9th November 2014 (TBC)

**DIRECT SILVER**

For students starting out in Silver, you may be required to complete an extra overnight journey to be able to safely complete the Silver / Gold practice journey. Please contact Mrs Busse to discuss. (Remember, direct entry students also need to complete extra time in one of the components – see the Duke of Ed website for more details).

**Stay up to Date**

Please check your email, and campus website – co-curricular programs – Duke of Ed regularly or contact me directly for up to date information.

Yours sincerely

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