



Guide for Bronze Award Participants

A note from the Founder of the Award,
His Royal Highness The Duke of Edinburgh KG KT:

Buckingham Palace



I am sure you will be successful in gaining your Bronze Award, but that is only a reminder of your success in gaining experience of voluntary service, developing a skill, taking part in a physical activity and completing a challenging expedition.



Welcome to your Award challenge

Taking part in the Award isn't easy – it requires commitment over time – but it is simple to get started and after all your time and effort you will have achieved something special of which you can be very proud.

As an Award participant you will have the chance to:

- Design your own Award program
- Set your own goals and record your progress
- Make a positive impact on the lives of others through community service
- Learn valuable practical and social skills for career development
- Take up the challenge of an adventurous journey
- Connect with other Award participants at home and abroad

You can continue with activities you're already taking part in, such as sports or volunteering, and count these towards achieving your Award, or your Award could be an opportunity to try something new and develop a passion for something different.

The Bronze Award is the first step to getting involved in The Duke of Edinburgh's International Award and you can then continue your Award by getting involved at Silver and then Gold levels.

Start here!

The Award's structure really is quite simple.

So, you've decided to start your Bronze Award and you should now be registered on the Online Record Book (ORB). Good start! To begin with, you need to set up your Award by choosing an activity to do in each of the four sections. You can start a new activity or develop your skills further in activities you have already been doing.

Service

Challenge yourself to be a responsible, caring member of the community. See pages 10–11



Physical Recreation

Challenge yourself to improve your, health, fitness and performance. See pages 12–13



Skills

Challenge yourself to improve your skills and widen your interests. See pages 14–15



Adventurous Journey

Challenge yourself to journey and explore with your eyes open. See pages 16–17



Your Award program

You'll create your own program, choosing activities for each section of the Award.

If you need advice, you can always ask your Award Leader.

This is your Award and it is entirely up to you what you do for each section. It is all about setting yourself a challenge and feeling great when you see yourself progress and achieve your goals.

You can take this as an opportunity to start an activity that you always wanted to do or develop your skills further in the activities you are already involved in – your Award, your choice!

Next step, you have to find an Assessor for each section and agree your aims for the sections with them. This person should be knowledgeable or experienced in the activity and can't be a relative of yours. Your Award Leader will confirm whether your Assessors are suitable for your chosen activities.

When you are ready, register your activities and your goals for each section on the Online Record Book (see pages 6–7).

Timescales

You can start your Bronze Award if you are 14* years old or more. You'll need to do your activities in each section regularly for a minimum amount of time, for an average of an hour a week:

| | | |
|---------------------|------------------|---|
| Physical Recreation | minimum 3 months | } Plus an extra 3 months in one of these sections |
| Skills | minimum 3 months | |
| Service | minimum 3 months | |
| Adventurous Journey | 2 days + 1 night | |

* At Bronze level, if a person is aged 13 but part of a year /peer group where the majority are 14 years or older that young person can start their Bronze Award with the rest of the group on the approval of the Award Leader. Note: This provision for 'whole of Year' is being piloted in Australia in 2017 and 2018.

Remember to regularly log your activities on the Online Record Book (ORB). See pages 6–7.

How to record your Award

The Online Record Book (ORB) is an easy-to-use online system in which you will record your activities and achievements as you work towards your Award.



- **Sign in to the Online Record Book**

If you are reading this guide, you must have completed your registration. To access the Online Record Book, go to <http://intawardorb.com> or if you have a smartphone or tablet you can scan this QR code to go straight there.

- **Register your chosen activities**

See pages 10–17 for some activity ideas, or come up with your own, and then speak to your Award Leader, who will need to approve your choices. Don't forget to then enter the info and your goals on the Online Record Book.

- **Find your Assessors**

Find someone (not a relative) who is an expert in your choice of activity (such as a coach). Your Award Leader will need to agree on your choice of Assessor for each section. You can record your Assessors' details on the Online Record Book.

- **Do the activities**

Do your activities regularly for the set amount of time. Log your activities regularly on the Online Record Book and follow your progress on the progress bar.

- **Assessor reports**

When you've finished a section, you can download the Assessor report to be signed by your Assessor, upload it onto the Online Record Book or talk with your Assessor and submit your section for your Award Leader to approve.

- **Celebrate!**

When you've completed all four sections, your Award Leader will submit it for approval to The Duke of Edinburgh's International Award Foundation and they will authorise your **Bronze Award** – congratulations! Now it's time to sign up for your **Silver Award**!

ORB Frequently Asked Questions

What's my username?

Your username will be the email address you used when you first registered on the Online Record Book.

Help, I've forgotten my password!

Click on the 'Forgot your password?' link and the password you chose will be emailed to you.

I've confirmed my email address, but still can't log on.

Your Award Leader has to authorise your access to the Online Record Book so check with them if this has been done already.

How are the percentages worked out for my Award progress?

For the Skills, Physical Recreation and Service sections of the Award, you must undertake regular activity over a set period of time. On the Online Record Book, all logs are recorded in quarter, half and full hours. The general requirement for Skills, Physical Recreation and Service is to undertake regular effort of one hour of activity per week or two hours per fortnight and so on over the required time frame. You can't achieve your Award by working more intensely over a shorter time.

Can I change my password?

Yes. Hover over where it says 'Welcome [your name]' and a box will pop up. From here you can change your password, update your personal details and also change your profile picture.

I've got evidence I want to save, can I save it in the Online Record Book?

Yes, you can upload photographs, videos and scanned documents into your library.

My Assessor needs to sign off my logged activities, how can (s)he do this?

Once you've completed a section, you can either download and print a summary of your activities for your Assessor to sign or ask them to provide another form of proof, then just scan it in and upload it to your library. If you don't have access to a scanner, speak with your Award Leader about other ways of getting your summary onto the Online Record Book.

Achieving your Award

You will have achieved your Bronze Award when:

- You have done your activities for each section for the minimum time period
- You've recorded all your activities and uploaded evidence into the Online Record Book (ORB)
- Your Assessors are happy with your progress and have made their reports. Once you've completed your Award make sure you submit it to your Award Leader on the Online Record Book.

Your Award information will automatically be passed by your Award Leader through the Online Record Book to The Duke of Edinburgh's International Award Foundation to check everything is correct. All being well you'll be told that you've achieved your Bronze Award.

Congratulations!

You can now receive your certificate and badge. Ask your Award Leader where and when your Award presentation ceremony will take place – this is an opportunity to celebrate and to be recognised by your family and friends for your achievement!

When you have completed your **Bronze Award** you can continue on to your **Silver Award**. If you move from Bronze to Silver, all your account information on the Online Record Book will remain the same.

The sections

The following pages contain basic information about each section you'll complete in order to achieve your **Bronze Duke of Edinburgh's International Award**.

We'll give you some ideas to get you started when you are trying to decide what to do for each section. Remember that these are only suggestions of activities that other people have done in the past... Use them to help you think about what interests you or what you'd like to try.



Service



Through the Service section you can volunteer in your community, meet people and see how your service benefits those around you.

Volunteering over a period of time enables you to meet people within the community whom you might not otherwise engage with and realise the positive difference you can make to your community. It can also help improve skills such as team work, communication and self-confidence.



“Even though I am actually working full time, I always find time to volunteer in a Cadet Corps every week. My experience as an Award holder helped me to gain new knowledge that I could transfer to a new generation of participants.”

Rudy Allen, Canada

Example ideas

Here's a list of some Service ideas that you could do or use as a starting point to create a program of your own.

People in the community

- Visiting people in need, such as elderly or disabled people, on a regular basis to provide assistance with shopping, gardening or other domestic tasks, or simply to keep them company
- Voluntary work in hospitals and care centres
- Visiting prisons or detention centres under the auspices of the proper authorities
- Helping with a local community radio, newspaper or blog
- Sports coaching or leadership
- First aid – doing a course and then making their skills available to the benefit of the local community, ie: being a first-aider at football matches or dance competitions and so on

Youth work

- Acting in a leadership role in a youth club or uniformed youth organisation
- Assisting in the teaching of primary school children

Community education and health education

- Working with experienced persons to educate the local community, or specific groups within it, on important issues such as prevention of leprosy or malaria, combating

- HIV/AIDS, primary health care, immunisation campaigns, drug or alcohol awareness education
- Teaching a person to read or write

Environmental service

- Participating in a conservation project such as clearing wasteland, cleaning a river, or caring for threatened wildlife or trees
- Caring for a public or school garden
- Providing, maintaining and encouraging the use of public waste collection
- Caring for animals
- Working in a clean-up campaign
- Promoting environmental sustainability

Charity work

- Fundraising for a charity
- Creating or maintaining a charity website or newsletter

Emergency services

- Helping an emergency service team, such as the fire services, surf life-saving, lifeboats, coastguard, police, mountain rescue or civil defence
- Assisting with local or national disaster operations

Physical Recreation



The Physical Recreation section of the Award encourages you to improve your health and fitness, whatever your starting point. You could choose to do a team sport, solo sport or any healthy activity. It could be something you already do regularly, have tried before or something completely new to you.

The Physical Recreation section should make you feel healthy and happy, and should help you build valuable team skills, self-esteem and confidence. It's also great fun!



Photo credit: Glenn McCreath

“I am working hard to be what I want to be. Cricket has changed my life and I would like to be a professional player.”

**Zukisani Simanga,
South Africa**

Example ideas

Here's a list of some Physical Recreation ideas that you could do or use as a starting point to create a program of your own.

Ball sports

- Football (of any description such as rugby, soccer, Gaelic, Australian Rules, American)
- Volleyball
- Basketball
- Netball
- Handball
- Cricket
- Baseball
- Softball
- Hockey
- Tennis
- Squash
- Table-tennis
- Lacrosse

Athletics

- Running
- Jumping (high or long)
- Throwing (hammer, javelin, shot put)
- Biathlon, triathlon, heptathlon or decathlon

Water sports

- Canoeing
- Kayaking
- Swimming
- Water polo
- Sailing
- Surfing
- Windsurfing

- Kite boarding
- Water skiing
- Diving
- Synchronized swimming
- Rowing
- Canoe polo

Winter sports

- Skiing
- Snowboarding
- Luge
- Bobsleighbing
- Ice skating
- Ice hockey
- Curling

Martial arts

- Karate
- Aikido
- Judo
- Kickboxing
- Boxing
- Tae kwon do
- Kung fu
- Fencing
- Kendo

Animal sports

- Horse riding
- Polo

Fitness activities

- Aerobics
- Running
- Skipping

- Walking
- Weight training

Adventure sports

- Rock climbing
- Mountaineering
- Parachuting
- Caving and pot holing
- Hang-gliding
- Paragliding
- Kite surfing

Miscellaneous

- Dancing
- Cycling
- Gymnastics
- Weightlifting
- Trampolineing
- Wrestling
- Roller skating
- Skateboarding
- BMX
- Orienteering
- Badminton
- Ultimate Frisbee



Through the Skills section you can develop your personal interests, and practical and social skills.

You could choose to improve on an existing skill or try something new. It's all about having a go, learning something and getting better at it, giving yourself a sense of achievement and well-being. Colleges, universities and employers like to see that you have life skills too!



“Without the challenge of the Award, I would still be washing dishes. Today, my eyes are open to the endless possibilities that life offers. The Award has given me the confidence to grab my opportunities.”

Vicky Roy, professional photographer, India

Example ideas

Here's a list of some Skills section ideas that you could do or use as a starting point to create a program of your own.

Music

- Playing an instrument
- Learning musical theory
- Singing
- Music event management

Sports related

- Sports officiating
- Umpiring and refereeing
- Sports equipment maintenance
- Sports ground maintenance

Arts and crafts

- Ceramics
- Clay modelling
- Embroidery
- Dressmaking
- Glass painting
- Jewellery making
- Calligraphy
- Drawing
- History of art
- Painting
- Photography
- Sculpture
- Graphic design

Nature and the environment

- Agriculture

- Aquarium keeping
- Astronomy
- Bee keeping
- Bird watching
- Conservation
- Dog training and handling
- Fishing
- Forestry
- Gardening
- Horticulture
- Horse care and handling

Communication

- Film and video making
- Film studies
- Sign language
- Braille
- Foreign languages
- Newsletter and magazine production
- Reading
- Writing
- Presentation skills
- Public speaking and debating
- Digital media
- Journalism
- Information technology
- Website development

Games

- Billiards, snooker or pool
- Card games

- Chess
- Draughts
- Darts
- Backgammon
- Other table games

Life skills

- Business management
- Financial literacy
- Entrepreneurship
- Health awareness

Technical and vocational skills

- Accounting
- Hairdressing
- Vehicle maintenance
- Engineering
- Fashion
- Furniture making
- Furniture restoration
- Metal work
- Tailoring
- Carpentry
- Cookery

Performance skills

- Drama and theatre skills
- Circus skills
- Puppetry

Adventurous Journey



For the Adventurous Journey section you'll need a sense of adventure and discovery as you go on a team journey, expedition or exploration.

You'll have the opportunity to learn more about the wider environment, as well as to develop self-confidence, team work and health. It is a tough challenge and you might be taken out of your comfort zone for a bit but you will be safe with suitable training and supervision, and you won't regret it!



"I completed the hike with a smile on my face, not just because I knew it signified I had achieved my Award, but also because I knew in my heart that I had achieved something for me."

**Janice Mustfova,
Republic of Ireland**

Example ideas

Here's a list of ideas that you could do for your Adventurous journey, expedition or exploration, or use as a starting point to create a program of your own.

Adventurous Journey

- Exploring the natural world: glaciations, erosion, geology, coastal studies, river valleys, plant studies, bird studies or animal studies, insect studies
- Exploring historic land use: prehistoric man, historical periods
- To investigate the survival or extinction of a language
- Exploring human impact: visitor pressure in national parks, pollution monitoring, surveys of numbers of walkers in remote areas
- To carry out health surveys or health education in remote areas
- To complete a particularly demanding journey by foot, cycle or canoe/kayak
- To investigate group dynamics in challenging conditions
- To kayak the entire navigable stretch of a river
- Following an ancient pilgrimage trail
- Cycling along an ancient trail



Any questions?

If you have any questions about your Award, talk to your Award Leader first – they are there to help you.

Contact Us

www.dukeofed.com.au

CALL: 1300 4 DUKES (1300 438 537)

Select Option 1 for the Online Record Book Helpdesk

Select Option 2 for your State/Territory Award Office

Select Option 3 for the National Award Office

EMAIL: admin@dukeofed.com.au

If you are experiencing a technical issue, Contact the ORB Helpdesk:

by email orb@dukeofed.com.au

by phone on 1300 4 DUKES (1300 4 38537)

The Helpdesk is available Monday to Friday between 8.00am and 6.00pm AEST.

You can also connect with us via social media:



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