

Operating Authority and Award Group Details

An Operating Authority is an organisation licensed to run the Award Programme.

To participate in The Duke of Edinburgh's Award you must be enrolled with a licensed Operating Authority.

Name and Address of your Operating Authority

Date of Enrolment ____/____/____

(To be completed by the Operating Authority issuing this book)

Name and Address of your Award Group *(club, company, school, etc)*

Group Name: _____

Award Leader: _____

Address: _____

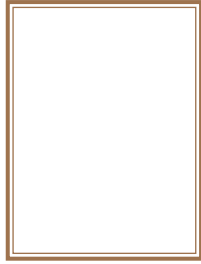
_____ Post Code: _____

Telephone Number: _____

E-mail: _____

BRONZE AWARD RECORD BOOK

Your details - please complete in BLOCK CAPITALS



Name: _____

Reference Number: _____

PLACE STICKER FROM ID CARD HERE

Address: _____

_____ Post Code: _____

Telephone Number: _____

E-mail: _____

Date of Birth: ___/___/___

If found, please return to the above address

Published by:

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WINDSOR, Berkshire SL4 1EU, Tel: 01753 727400 Fax: 01753 810666

E-mail: ops@theaward.org www.theaward.org/involved

Reference: 04/04

The Bronze Award

To gain the Bronze Award you will need to undertake activities in each of the four Sections listed below and demonstrate improvement through persistence and achievement.

Timescales for the Bronze Award

In the Service, Skills and Physical Recreation Sections the minimum time requirements detailed below are in months. There should be a regular commitment over this time averaging at least an hour a week for each Section.

Service	Skills	Physical Rec	Expeditions
3 months	3 months	3 months	Plan, prepare for and undertake a 2 day/ 1 night venture
All participants must undertake a further three months in the Service, Skills or Physical Recreation Section.			

We encourage you to continue with the activities beyond the minimum time requirements of the Award. This will help you to meet your personal objectives.

You can use the box below to show which Section you have decided to undertake for the longer period. You can review this decision, once you have begun the activities.

I will be doing my **Service** activity for months
(3 or 6 months)

I will be doing my **Skills** activity for months
(3 or 6 months)

I will be doing my **Physical Recreation** activity for months
(3 or 6 months)

(Remember: one for 3 months, another for 3 months and the third for 6 months)

SERVICE

Aim

To encourage service to individuals and to the community.

Principles/Requirements

This Section is based on the belief that members of a community have a responsibility to each other and voluntary help is needed. You should identify the voluntary service required, gain some knowledge of the needs of those whom you are assisting and then receive briefing and training in the skills required to give that service. The value of participation in the Service Section comes from the training, giving practical service and appreciating the needs of the community.

Benefits

Although the specific benefits depend on the choice of activity, the Service Section should provide opportunities to:

- make a personal contribution
- appreciate the needs of others and contribute to their well-being
- trust and be trusted
- understand personal strengths and weaknesses
- increase self-esteem
- overcome prejudice and fears
- generate positive action in the community
- accept responsibility.

Assessment

You will be assessed on the practical service undertaken, with attention to your effort, commitment and progress.

Service undertaken (BLOCK CAPITALS please)

Date started ____/____/____ Completed ____/____/____

Initial briefing given by _____

Training course attended or qualification gained (where appropriate)

Date started ____/____/____ Completed ____/____/____

Course leader's name _____

Position/qualification _____

Signature _____ Date ____/____/____

SERVICE

Name _____

Position/qualification _____

Signature _____ Date ____/____/____

Participant's Comments

Use this space to record your comments and thoughts on your achievements/highlights through the Service Section.

Participant's signature _____ Date ____/____/____

SKILLS

Aim

To encourage the discovery and development of practical and social skills and personal interests.

Principles/Requirements

This Section should encourage you to pursue activities within a wide range of practical, cultural and social environments and develop social, life and vocational skills. The Skills Section offers you a wide choice depending upon your personal preferences, abilities and the opportunities available. Your skill may be something entirely new or you can develop an existing interest. You should follow an activity and show progression and sustained interest over a period of time, leading to a deeper knowledge of the subject and an increased degree of skill.

Benefits

Although the specific benefits will depend on the choice made, the Skills Section should provide opportunities to:

- develop practical and social skills
- meet new people
- organise and manage your time
- discover how to research information
- set and respond to a challenge
- work with others
- enjoy sharing an activity
- discover new talents.

Assessment

You will be assessed on effort, perseverance and progress. You should also have some understanding of the practical, cultural and social aspects of the chosen skill.

Skill undertaken *(BLOCK CAPITALS please)*

Date started ___/___/___ Completed ___/___/___

Initial briefing given by _____

Qualification gained *(where appropriate)*

SKILLS

.....
.....
.....
.....

Name _____

Position/Qualification _____

Signature _____ Date ___/___/___

Participant's Comments

Use this space to record your comments and thoughts on your achievements/highlights through the Skills Section.

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Participant's signature _____ Date ___/___/___

PHYSICAL RECREATION

Aim

To encourage participation and improvement in physical activity.

Principles/Requirements

This Section offers a wide range of programmes in the belief that:

- involvement in some form of enjoyable physical activity is essential for physical well-being.
- a lasting sense of achievement and satisfaction is derived from meeting a physical challenge.
- sports are enjoyable in themselves and can lead to the establishment of a lasting active lifestyle.

You should have the opportunity to make a choice, then discuss and agree a personal programme of participation and achievement.

Benefits

The Physical Recreation Section should provide opportunities to:

- enjoy keeping fit
- improve fitness
- discover new abilities
- raise self-esteem
- extend personal goals
- set and respond to a challenge
- experience a sense of achievement.

Assessment

You will be assessed on:

- effort shown
- progress made, based on your initial knowledge and ability
- improvement in application, technique, skill, tactics, fitness and knowledge of rules and safety.

Physical Recreation undertaken (BLOCK CAPITALS please)

Date started ___/___/___ Completed ___/___/___

Initial briefing given by _____

Governing body award/standard gained (where relevant)

**PHYSICAL
RECREATION**

Name _____

Position/qualification _____

Signature _____ Date ____/____/____

Participant's Comments

Use this space to record your comments and thoughts on your achievements/highlights through the Physical Recreation Section.

Participant's signature _____ Date ____/____/____

EXPEDITIONS

Aim

To encourage a spirit of adventure and discovery by preparing for and carrying out an adventurous journey as part of a team.

Principles

All Qualifying Ventures involve preparing for, planning and undertaking an unaccompanied, self-reliant journey with an agreed aim. Ventures must be completed by your own physical effort with minimal external intervention.

You should undertake training and practice journeys and then complete a Qualifying Venture and presentation.

The venture involves:

- enterprise and imagination in concept
- forethought, careful attention to detail and organisational ability in preparation
- preparatory training, both theoretical and practical, including practice journeys, leading to the ability to journey safely in the chosen environment
- shared responsibility for the venture, leadership from within the team, self-reliance and co-operation amongst those taking part
- determination in implementation
- review of the venture in relation to its aim and the aim of the Section.

Benefits

This Section should provide opportunities to:

- plan and execute a task
- demonstrate enterprise and imagination
- work as a member of a team
- respond to a challenge
- develop self-reliance
- develop leadership skills
- recognise the needs and strengths of others
- make decisions and accept the consequences
- reflect on personal performance
- enjoy and appreciate the countryside.

Assessment

You will be assessed on your contribution to the team's venture, debrief, review and presentation. Attention will be paid to individual and team effort and commitment.

Preliminary Training:

EXPEDITIONS

Date Completed:	Signed:	
		First aid and emergency procedures
		Awareness of risk and health/safety issues
		Navigation and route-planning
		Campcraft, equipment and hygiene
		Food and cooking
		Country, Highway & Water Sports Codes
		Observation, recording & presentation
		Team-building
		Proficiency in the mode of travel

Practice Journey(s)

(including dates and areas)

(This section to be completed by the Instructor, Supervisor or Award Leader)

I confirm that, in my judgement, this participant has undertaken appropriate practice journey(s).

Name _____

Position/qualification _____

Signature _____ Date ____/____/____

Participant's Comments

EXPEDITIONS

Use this space to record your comments and thoughts on your achievements/highlights through your training and practice journeys or to list any further relevant experience.

Four horizontal dotted lines for writing participant comments.

Participant's signature _____ Date ___/___/___

Completion of Training

(To be completed by the Instructor, Supervisor or Award Leader)

I confirm that, in my judgement, this participant has acquired a level of experience and competence during training and practice journeys to enable them, as part of a team, to safely undertake the planned Qualifying Venture.

Name _____

Position/qualification _____

Signature _____ Date ___/___/___

The Qualifying Venture

Mode of travel _____

(eg: foot, cycle, horseback, water)

Operating Authority Reference *(if required)*

Area _____

Date started ___/___/___ Completed ___/___/___

Assessor's report (continued)

EXPEDITIONS

Name _____

Position/qualification _____

Signature _____ Date __/__/__

Review of the Participant's Presentation

EXPEDITIONS

Name _____

Position/qualification _____

Signature _____ Date ____/____/____

Participant's Comments

Use this space to record your comments and thoughts on your achievements/ highlights through the Expeditions Section.

Participant's signature _____ Date ____/____/____

CHANGE OF ACTIVITY

These pages can be used where you have had to change the activity in any Section of your Award (see p30). Additional pages are available on the My Award CD and on www.theaward.org/involved
Section _____

New activity undertaken (*BLOCK CAPITALS please*)

Date started ___/___/___ Completed ___/___/___

Initial briefing given by _____

Governing body award/standard gained (*where relevant*)

Assessor's report on briefing, progress and review

CHANGE OF ACTIVITY

Name _____

Position/qualification _____

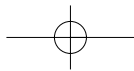
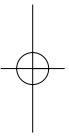
Signature _____ Date __/__/__

Participant's Comments

Use this space to record your comments and thoughts on your achievements/ highlights through the Section.

Participant's signature _____ Date __/__/__

NOTES



CHANGE OF OPERATING AUTHORITY

If you leave your present Operating Authority and move to a new area, school, college, youth organisation or job and wish to continue with the Award, both sides of this form must be completed. The person responsible for the Award in your Operating Authority should sign it and send it to:

- the Award Officer of the Operating Authority to which you are transferring, or
- the appropriate UK Award Office, or
- if you are moving to a country outside the UK: The Duke of Edinburgh's Award, International Secretariat, 7-11 St. Matthew Street, LONDON SW1P 2JT (www.intaward.org)

BLOCK CAPITALS PLEASE

Name _____

Participant Reference No. _____

Date of Birth ___/___/___ Male/Female

Present Address _____

_____ Post Code _____

Telephone Number _____

E-mail _____

New Address (if appropriate)

_____ Post Code _____

Telephone Number _____

E-mail _____

_____ (name)

has been participating in the Award at (Name of Award Group)

Please record your progress:

(eg: 'Skills (IT) - completed'; 'Service (childcare - done 2 months')

Bronze Award

Service

Skills

Physical Recreation

Expeditions

Operating Authority Confirmation

I confirm that the above information is correct.

Name of present Operating Authority _____

Name _____

Position/qualification _____

E-mail/telephone _____

Signature _____ Date ____/____/____

REFERENCE SECTION

These pages are designed to help you through your Award. The information on the Award's conditions and guidance is taken from the *Award Handbook*. Remember – your Award Leader is there to advise and help you.

A list of the choices available in each Section, along with planning sheets, is included in your *Record Book Pack*. This information will help you keep a record of your involvement, make any notes on your progress, and note anything you would like to discuss with your Award Leader, supervisor or mentor.

Any Questions?

More detailed information can be found on the Award's website – www.theaward.org/involved – and on the *My Award* CD-ROM, available by sending off the card enclosed in the *Record Book Pack*.

If you have any further questions on the Award's conditions and requirements, then ask your Award Leader and helpers, and other participants – especially Award holders.

If you are unable to find an answer to your question using these resources, then your next point of contact is your Operating Authority Award Officer (see p2).

If you still need help, you can always contact one of our UK Award Offices (see www.theaward.org/involved or the card in your *Record Book Pack*).

Make your Award go further

Through your involvement in the Award Programme you will develop skills which are recognised by colleges, universities and employers and may count towards other qualifications. Discuss this with your Leader before you start your programme, as you may need to fulfil additional requirements that will demonstrate what you have learned. You could highlight your Award involvement in your record of achievement or CV.

How long do I have to spend on each Section?

Bronze Award

Service	Skills	Physical Recreation	Expeditions
3 months	3 months	3 months	Plan, prepare for and undertake a 2 day/1 night venture
All participants must undertake a further 3 months in either the Service, Skills or Physical Recreation Section			

Silver Award

Service	Skills	Physical Recreation	Expeditions
6 months	One Section for 6 months and the other for 3 months		Plan, prepare for and undertake a 3 day/2 night venture
Direct entrants must undertake a further 6 months in either the Service or the longer of the Skills or Physical Recreation Sections			

Gold Award

Service	Skills	Physical Recreation	Expeditions	Residential Project
12 months	One Section for 12 months and the other Section for 6 months		Plan, prepare for and undertake a 4 day/3 night venture	Undertake a shared activity in a residential setting away from home for 5 days and 4 nights
Direct entrants must undertake a further 6 months in either the Service or the longer of the Skills or Physical Recreation Sections				

You should ideally decide which Section to undertake for the longer period when you start your Award. However, this decision can be reviewed once you have begun the activities.

In the Service, Skills and Physical Recreation Sections the minimum time requirements are expressed in months, during which you should give a regular commitment averaging at least an hour a week. You are encouraged to continue activities beyond the minimum time requirements of the Award in order to meet your personal objectives.

Age Range

The age range for the programme is from the 14th to the 25th birthday.

The minimum ages of entry are:

- **Bronze:** 14 years
- **Silver:** 15 years
- **Gold:** 16 years

Subject to the above minimum ages, you may enter at Bronze, Silver or Gold level. Operating Authorities can permit those who are too young to make a start with their friends in certain circumstances. Operating Authorities may permit those who have completed their Bronze Award to make a start on their Silver Award before their 15th birthday. No activities, however, can count towards the Gold Award before the 16th birthday.

Age of Completion

You must continue with the Award until you reach the minimum age for completion which is:

Bronze	All entrants	14 ½
Silver	Bronze Award holders	15 ½
	Direct entrants	16
Gold	Silver Award holders	17
	Direct entrants	17 ½

Maximum Ages

The upper age limit for all Awards is the 25th birthday, by which time all activities which count for an Award must be completed. Extensions to the upper age limit can only be considered where illness, accident or unavoidable circumstances make it impossible to complete an Award by the 25th birthday. In these circumstances you should speak to your Award Leader and write to your Operating Authority.

Can I count what I'm already doing?

Activities followed prior to entry into the Award may count if undertaken:

- during the preceding three months
- with an Access Organisation (see the *Award Handbook*) and in accordance with the Award's principles.

The minimum age requirements for the level of Award and the conditions of the appropriate Section must be met.

When can I take part and what can I count?

The Award is a programme of activities undertaken during free or personal time. The programme should be voluntarily undertaken at times when you have freedom of choice as to whether to participate or not (i.e. personal or non-directed time). Activities can be vocational or non-vocational. Those activities pursued partly within directed curriculum or work time can count where you can demonstrate a substantial contribution of personal time and voluntary effort.

You can take a break from participating in activities counting towards your Award whenever you need to, for example during exam periods.

Choosing Activities

You choose the activities you wish to pursue in each Section. It may be an existing interest or something new, and should take into consideration local availability and cost.

Balanced Programme

The Award is designed to allow flexibility but, to preserve its framework and integrity, you should undertake a balanced programme of activities and consider the option of following different activities in each Section. Where an activity is listed in, for example, the Skills Section, it should not be undertaken in the Physical Recreation Section.

Degree of Challenge

Through the Award you will become increasingly self-reliant as you take responsibility for your own programmes. The degree of challenge you set yourself should not be unrealistic. Your Award Leaders will help to ensure that the challenge is appropriate to your ability and maturity.

Changing Activities

Ideally you should follow one activity in each Section at each level. If you really have to, you may change the activity you have chosen ONCE in each Section at any time during participation. Both activities should be recorded in your *Record Book*.

How do I get my Award?

On completion of all the Sections, your *Record Book* should be sent by your Award Leader to the appropriate person in your Operating Authority who will approve your Award.

You qualify for an Award when an Operating Authority confirms that the relevant conditions have been met.

After the Award has been authorised you will be presented with a certificate, together with the appropriate badge. This may be undertaken at a local Award ceremony.

Starting the next level of Award

Ideally, you should complete all Sections of one Award before starting on the next. However, you can start on a Section of the next level of Award before completing all the previous Award, provided that you:

- obtain a *Record Book* from your Operating Authority for the next Award
- have completed that Section in the previous Award
- have reached the minimum age of entry for the next Award
- are not working on all three Awards at the same time.

Insurance

Operating Authorities will have their own insurance in place to cover any claims against them for injury or damage caused to, or by, young people and adults engaged in the Award Programme. You may want to check whether your personal and household insurance policies cover your chosen activities and equipment and, if not, to make suitable arrangements. The Duke of Edinburgh's Award provides limited personal accident insurance cover. This insurance does not provide cover for any personal belongings or equipment damaged or lost whilst doing an Award activity. You can download the Award's insurance guide, which contains full details of the cover in the Leaders' zone on www.theaward.org/involved

If you have any questions on insurance, please contact your Operating Authority.

Completion of the Award

This is to certify that:

has observed the conditions
and met the requirements in each Section of
The Duke of Edinburgh's Bronze Award.

Signed _____

Name _____

Position _____

Operating Authority _____

Date ____/____/____

A certificate signed in facsimile by His Royal Highness The Duke of Edinburgh, and a Bronze badge bearing The Duke of Edinburgh's cypher, have been approved by His Royal Highness as suitable forms of recognition for those attaining the Bronze Award.

Continuing to the Silver or Gold Award

If you wish to progress to the Silver (or Gold) Award – and we hope that you will – you should discuss this with your Award Leader or the Award Officer at your Operating Authority. They will then provide you with a new *Record Book Pack*. It is often best to move from Bronze to Silver before undertaking the Gold as, this way, you can develop your skills gradually.