

Bronze Award Checklist

This checklist should be used as a guide in both planning a Bronze Award as well as checking all activities have been completed correctly in the Online Record Book (ORB) before submitting to an Award Leader for approval. Incomplete or incorrect submissions will significantly delay Award approval.

General

- Activities logged are AFTER 14th birthday*
- Activities logged are AFTER approval was given by the Award Leader on the ORB (This is the ORB Award Start Date)
- Activities logged were unpaid
- Goals for each activity are challenging and realistic, they were set in consultation with Assessors and these goals have been entered in the ORB
- Logs for each activity are complete (including an individual description for each log)
- Logs show commitment, progress and improvement towards set goals
- Assessors/Supervisors are NOT family members (ie a parent, sibling or relative)
- Assessors have approved completed activities via the ORB OR a signed offline Assessor report has been uploaded for each activity
- All 4 Sections have been submitted to the Award Leader for approval

Section Specific Requirements

Physical Recreation

- Activity is undertaken primarily to actively improve health and fitness (either as an individual or team pursuit)

Skills

- Activity is a non-physical skill

Voluntary Service

- Activity is for a genuine cause or need in the community
- Activity is NOT assisting a business
- Activity is NOT of benefit to family or a favour to a friend or neighbour
- Activity is NOT based on a required vocational or work experience activity

Adventurous Journey (AJ)

- Preparation and Training was completed and approved by Award Leader prior to departing for Practice Journey
- Award Leader approval discussed and received prior to undertaking BOTH Practice and Qualifying Journeys
- Written parent/guardian consent was obtained prior to departing for BOTH Practice and Qualifying Journeys
- Practice and Qualifying Journeys used the same Mode(s) of Travel (eg hiking, canoeing)**
- Practice and Qualifying Journeys were of a similar nature (eg type, terrain and climate), difficulty and duration, and in a similar environment, but not over the same route
- Practice and Qualifying Journeys only involved simple self-catered accommodation

- Practice and Qualifying Journeys were both conducted in a group of between 4 and 7 people
- Practice and Qualifying Journeys were of at least 2 days duration
- Each day of journey(s) involved at least 6 hours per day (on average) of purposeful effort
- Correct dates are entered in ORB and the Practice Journey dates are prior to Qualifying Journey dates

Adventurous Journey Report (Qualifying Journey)

It is recommended that the [Bronze Adventurous Journey Report Template](#) be used for written reports. The Report may be completed on an individual or on a group basis however the thoughts/reflections must be completed individually.

Adventurous Journey report contains:

<input type="checkbox"/> Pre-Journey information	<input type="checkbox"/> Comprehensive clothing review
<input type="checkbox"/> Map(s)	<input type="checkbox"/> Food list/Menu Plan
<input type="checkbox"/> Route Plan(s)	<input type="checkbox"/> Comprehensive food review
<input type="checkbox"/> Equipment List	<input type="checkbox"/> Daily descriptions (min of ½ page description per day)
<input type="checkbox"/> Comprehensive equipment review	<input type="checkbox"/> Supporting evidence (photos, etc...)
<input type="checkbox"/> Clothing List	<input type="checkbox"/> Thoughts/Reflections (minimum ½ page description)

- Qualifying Adventurous Journey Report has been uploaded to the ORB (as a single PDF)
Note: File size is limited to 10mb per file.

Contact Details

- Contact details are updated and correct in the ORB
(make sure email address is one that can be accessed after leaving an Award Centre)

Submitting a Bronze Award

Please allow approximately 2 weeks for Bronze Awards to be assessed. Incomplete or incorrect submissions will delay Award approval. If an Award submission is not approved, the Award will need to be re-submitted after addressing any missing or incomplete requirements. The Award will then be placed back in the queue and subject to the 2 weeks processing time. After a Bronze Award has been approved Participants are able to register their interest for a higher level Award if they wish.

**At Bronze level, if a person is aged 13 but part of a school 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 upon the approval of the Award Leader.*

*** Special condition – If a Practice Journey was multi-mode (eg hiking and canoeing), the Award Leader, after consulting with the Practice Journey Supervisor/Assessor, may permit a Qualifying Journey to be undertaken using only one of those modes (as long as sufficient competence in that single mode has been demonstrated)*