

Volunteer Commencement Guide (VCG)

Definitions

Assessor	A suitably skilled, experienced and/ or qualified adult Volunteer who can assist with and assess a Participant completing an activity being undertaken for a section of an Award.
Award Centre	A body such as a school/company/club/organisation that has been licensed by the NAO or sub-licensed by an AOA to deliver the Award Program
Award Leader	An adult who is appointed by the Award Centre to act as a representative of that Award Centre and has overall responsibility of the delivery of the Award for that Award Centre.
Participant	A young person who has been accepted to participate in a Bronze, Silver or Gold Award through the registration process in the ORB.
Supervisor	A suitably qualified or experienced Volunteer (including staff or commercial services providers) who supervise practice or qualifying Adventurous Journeys as part of the Award.
Volunteer	For the purposes of the Award, anyone who is or is over the age of 18 and who assists with the Award either in a paid or unpaid capacity including, but not limited to, the Award Leaders, Award Coordinator, Assessors and Supervisors.

Information for Participants

If your Assessor or Supervisor has not already been approved by your Award Leader please give them this Guide to read and complete. Please also remember to give them a sealable envelope to maintain the privacy of their completed Volunteer Details and Agreements (see signing page of this Guide). Return the completed Volunteer Details and Agreements to your Award Leader.

- Participants can ONLY commence a Duke of Ed Section activity AFTER their Award Leader has approved their Assessor/Supervisor for that Section.
- In most circumstances, an Assessor should not be a family member
- Participants MUST seek approval from their Award Leader before changing any of their Assessors.
- Participants are expected to comply with all relevant / respective safety requirements and procedures and not to act in any way to jeopardise the safety of themselves or others within the activity environment.

Information for Assessors and Supervisors

Award Assessors and Supervisors play a crucial role in the success of the Award.

The Duke of Edinburgh's International Award - Australia requires that all Volunteers agree to the National Volunteer Code of Conduct (VCOC). The following information will assist in your understanding of those roles. For additional information please also refer to www.dukeofed.com.au.

What is the Duke of Ed?

The Duke of Edinburgh's International Award is a self-development program open to all young people between the ages of 14 and 25. The Award is non-competitive and encourages young people to set and achieve goals appropriate to their abilities and potential.

There are three levels of the Award (Bronze, Silver and Gold) and there are four Sections that must be completed for a young person to qualify for an Award:

- Skills – encourages the development of personal interests and practical and social skills.
- Voluntary Service – encourages young people to volunteer their time to and understand the benefits of this Voluntary service to their community. To connect with community and give service to others and their communities.
- Physical Recreation – encourages young peoples to participate in sport and other physical recreation for their improvement of health, wellbeing and fitness
- Adventurous Journeys – encourages a sense of adventure whilst undertaking a team journey or expedition. As part of a small team, Participants will plan, train for and undertake a journey with a defined purpose in an unfamiliar environment
- Gold Residential Project (only at Gold Award level) – aims to broaden Participant’s horizons through involvement with others in a residential setting.

The activities for Skills, Voluntary Service and Physical Recreation need to be undertaken by the Participant on a regular basis. Regular commitment is at least one (1) hour per week, two (2) hours per two week period or four (4) hours per four week period. This participation is over a minimum period of 3, 6, 12 or 18 months depending on the Participant’s level and choice of “major” Section, and the Participant should clarify this requirement with you.

How can Assessors/Supervisors meet New South Wales Child Protection requirements?

The Participant’s Award Leader must ensure that all the Participant’s Assessors or Supervisors have met the appropriate legislative and organisational requirements for Child Protection *before* Assessors undertake Duke of Ed activities with them.

How can I provide a safe environment for children?

Providing opportunities for young people to complete their Duke of Ed in a safe and non-threatening environment.

You need to ensure that all Volunteers/staff and provide opportunities for young people to complete their Duke of Ed in a safe and non-threatening environment and conduct themselves appropriately.

Examples of unacceptable conduct by Volunteers/employees would include:

- Any initiation activities
- Physical, emotional or verbal abuse of Participants
- Physical assault or exposing Participants to violence
- Inappropriate conversations of a sexual nature, suggestive remarks or jokes of a sexual nature
- Displaying or showing any form of explicit material, sexually suggestive publications, electronic media or illustrations
- Any form of inappropriate touching
- Any form of inappropriate personal correspondence or expression of sexual feelings toward the Participant.

Assessors are required to report any allegations of incidents concerning a young person to the Award Leader at the earliest convenience. Award Participants are expected to comply with the organisation’s safety and child safety requirements and procedures and not to act in any way to jeopardise the safety of themselves or others within the activity environment. Visit: kidsguardian.nsw.gov.au for further information regarding NSW Child Protection.

Is there Award insurance?

Primary insurance cover should be provided by the Award Centre. The Duke of Edinburgh's International Award - Australia provides secondary public liability and personal injury insurance covering most Duke of Ed activities (excluding those identified as high risk). For more information, please refer to: dukeofed.com.au/resources/insurance.

How do I complete my Assessor's Report?

The Participant's Online Record Book (ORB) will automatically generate an email to enable you to complete your Assessor's Report/Signoff after the Participant has met the time requirements for a respective Section.

What are the next steps?

Please read the following applicable Roles and Responsibilities and Volunteer Code of Conduct then complete the *Volunteer Details and Agreements* which must be completed and returned to the Participant's Duke of Ed Award Leader **prior** to the Participant undertaking any Duke of Ed related activities with you.

There may be additional documentation to complete depending on the Child Safe requirements of the Award Centre. To maintain your privacy, it is recommended that you return any hardcopy documents in a sealed envelope or via email direct to the Award Leader if an email address has been provided. You will be notified once the Award Leader has verified your details.

Roles and responsibilities

Who is an Award Assessor?

Assessors are suitably skilled, experienced and/or qualified Volunteers who assist with, and assess, an activity being undertaken for a Section of a Participant's Duke of Ed Award. An Assessor can assess more than one Participant, and they may also be qualified to assess across multiple activities and/or Sections. An Assessor may be required to meet certification or qualification requirements if their activity is bound by a State/Territory or National accreditation requirement. Please note that an Award Leader can also be an Assessor.

Roles and Responsibilities of an Assessor

1. Be suitably experienced and/or qualified in the activity in which you are assessing.
2. Meet the Child Protection Legislation requirements in your State/Territory.
3. Agree to the Duke of Ed Volunteer Code of Conduct before undertaking any

Who is an Award Supervisor?

Supervisors are suitably qualified and/or experienced Volunteers (including staff of commercial service providers,) who supervise Practice and/or Qualifying Adventurous Journeys.

Roles and Responsibilities of a Supervisor

1. Be suitably experienced and/or qualified in the field (terrain and mode of journey) in which they are instructing and/or supervising e.g. hiking, canoeing, etc.
2. Hold appropriate qualifications from a relevant authority if such qualifications are available and/or required in your

- assessment (please refer to relevant section of this Guide).
4. Be approved by the Duke of Ed Award Leader and therefore the Award Centre prior to the Participant commencing the activity with you as their Assessor.
 5. Understand the relevant Duke of Ed requirements for the Section you are assessing.
 6. Assist the Participant to identify and set achievable goals for the Section you are assessing and to develop a program to reach their goals.
 7. Help the Participant to stay focused on the goals they have set.
 8. Ensure the Participant undertakes Section activity substantially in their own time.
 9. Encourage and recognise improvements in the Participant and record positive comments about the Participant's progress.
 10. Write a report at the completion of the Section activity, and sign off the Participant's records to verify they have achieved the requirements of the Duke of Ed.
 11. Undertake your role as an Assessor in a safe work environment. This includes: taking reasonable care for your own health and safety; that your conduct does not adversely affect the health and safety of others; that you comply with any reasonable instructions relating to health and safety; and that you cooperate with any reasonable policy or procedure relating to health and safety that applies to you, your colleagues, people you are supervising or who are considered to be in your care.
- State/Territory. Supervisors must be highly competent in the activity and/or nature of the journey they are supervising
3. Meet the Child Protection Legislation requirements in your State/Territory.
 4. Agree to the Volunteer Code of Conduct prior to undertaking any supervision (please refer to page 6 of this Handbook or www.dukeofed.com.au for the latest
 5. Be approved by the Award Leader and therefore the Award Centre prior to the Adventurous Journey(s) commencing.
 6. Supervise Practice and/or Qualifying Journeys for the Adventurous Journey Section of the Award.
 7. Implement and oversee the arrangements concerning the safety of Participants whilst undertaking Practice and/or Qualifying Journeys, without interfering with the group's decisions or purpose, unless safety is a concern.
 8. Engage the Participant group during their Practice Journey(s) for the purpose of reinforcing and supplementing their training and preparation as required.
 9. If by agreement with the Award Centre the Supervisor is not accompanying the group, make contact with Participants at least once each day when they are undertaking their Practice and/or Qualifying Journeys.
 10. Provide feedback to the Participants and/or their Assessor regarding any journeys they supervise, including individual and team strengths, weaknesses and areas of concern which need to be addressed prior to the Participants undertaking their Qualifying Journey or their final assessment being completed.
 11. Undertake the role as a Supervisor in a safe work environment. This includes taking reasonable care for their own health and safety; that their conduct does not adversely affect the health and safety of others; that they comply with any reasonable instructions relating to health and safety; and that they cooperate with any reasonable policy or procedure relating to health and safety that applies to them, their colleagues, people they are supervising or who are considered to be in their care.

Volunteer Code of Conduct

For the purposes of The Duke of Edinburgh's International Award - Australia ('the Award'), and therefore this document, a "volunteer" means anyone over the age of 18 who assists with the Award, either in a paid or unpaid capacity. This includes all *Award Leaders, Assessors and Supervisors.

In consideration of the Award Centre,

[name of school/organisation/group]

approving me as an Assessor/Supervisor in relation to The Duke of Edinburgh's International Award, I understand that I will:

My Role & Responsibilities

1. Comply with and exercise due care in carrying out my Roles and Responsibilities (as outlined in Section 2 of the Award Handbook, available at www.dukeofed.com.au/handbook).
2. Comply at all times with the requirements of the Award and with all applicable laws relevant to fulfilling my obligations to the Award.
3. Comply with the Key Principles of the Award (as outlined in the Award Handbook).
4. Undertake training and meet accreditation requirements, as appropriate.
5. Undertake to provide assessment for the Award only in areas where I am suitably qualified and/or experienced.

Safeguarding young people

1. Meet all applicable Child Protection Legislation requirements in my State/Territory, and follow any supervisory ratios stipulated by my own organisation (and those responsible for any specific Award activity).
2. Take any allegations or concerns of abuse seriously and immediately follow the reporting process in use within the organization. Never trivialise, abuse, or let allegations, suspicions, or concerns about abuse go unreported.
3. Provide a safe environment by not harming youth or adults in any way, whether through discrimination, favouritism, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
4. Ensure young people and adults are aware of my organisation's safeguarding arrangements to keep people from harm and abuse.
5. Recognise and personally acknowledge the position of power or influence I may have when working with young people and other adults, and never abuse this position by forming an inappropriate relationship with a child, young person or vulnerable adult.
6. Promote an environment where young people are valued and encouraged to talk about any concerns they may have, and challenge attitudes or behaviours they do not like.

People & Culture

1. Respect the privacy of persons served by the Award and hold, in confidence, sensitive, private and personal information collected in relation to the Award in accordance with the Privacy Policy of The Duke of Edinburgh's International Award - Australia [ACN 114 269 195] (National Award Operator) and the law (reports of child abuse or neglect will be handled under the relevant State/Territory legislation).

2. Undertake my role in a safe work environment. This includes taking reasonable care for my own health and safety; ensuring that my conduct does not adversely affect the health and safety of others; compliance with any reasonable instructions relating to health and safety; and cooperation with any reasonable policy or procedure relating to health and safety that applies to me, my colleagues, people I am supervising or who are considered to be in my care.
3. Follow through and complete agreed tasks and commitments.
4. Conduct myself in a respectful manner, exhibit good conduct and be a positive role model by setting an example for all to follow.
5. Display respect and courtesy for Participants of the Award, other volunteers, staff, contractors and property.
6. Work cooperatively as a team member with employees of the Award and other volunteers.

Representations and Media

1. Represent the Award with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
2. Immediately advise the aforementioned Award Centre of any matter of which I am involved that has or could lead to criminal conviction. Advise the Award Centre of any officer or employee of the Award Centre; or any Award Leader/Assessor/supervisor/volunteer involved in the management and/or delivery of the Award, who I believe has acted in a way which may be detrimental to the good name of the Award.
3. Copy and distribute materials the Award Leader gives me only for the purposes of the Award and not otherwise use them without the prior written consent of the National Award Operator.
4. Not use those materials in any way which would bring the Award, Award Centre, State/Territory Award Operating Authority or the National Award Operator into disrepute.
5. Immediately stop use of all materials once my involvement with the Award ends.
6. Ensure that any improvements, developments, or new versions of the materials, including new materials I create based on or incorporating them, belong to the National Award Operator and I assign all rights, including intellectual property rights in them, to the National Award Operator.
7. Ensure that any documents, collateral, website pages or other items that utilise the international logo meet all requirements of the International Brand and Style Guidelines (available from the National Award Operator).
8. Ensure that all new materials utilising the Award logo which contain interpretive content** regarding the Award has been approved by the National Award Operator prior to being circulated. A copy of all such materials will be retained by the National Award Operator for reference purposes.

Signing page

Assessor/Supervisor for:

Award Centre					
Participant Name(s)					
Award Level	<input type="checkbox"/> Bronze	<input type="checkbox"/> Silver	<input type="checkbox"/> Gold		
Award Section	<input type="checkbox"/> Skill	<input type="checkbox"/> Vol Service	<input type="checkbox"/> Physical Rec	<input type="checkbox"/> Adv Journey	<input type="checkbox"/> GRP

Volunteer Details and Agreements

For a(n) Assessor or Supervisor to complete **prior** to undertaking any Duke of Ed Activities with a Participant.

Full Legal Name	Phone
Organisation	
Email	
Skills/experience/qualifications relevant to Participant's activity	
<input type="checkbox"/> I have read, understood and agree to comply with the Volunteer Code of Conduct <input type="checkbox"/> I am aware of my obligations as outlined in this document and that my approval as an Assessor or Supervisor in relation to The Duke of Ed may be terminated as a result of any breach by me of the undertakings in this document <input type="checkbox"/> I agree to assess and/or supervise areas only where I am suitably skilled, experienced and/or qualified and approved by the Award Leader <input type="checkbox"/> I am over 18 years of age <input type="checkbox"/> I have read, understood and agree to comply with the Assessor/Supervisor (please circle as appropriate) Roles and Responsibilities as outlined in this Guide (also found in Section 2 of The Handbook (dukeofed.com.au/Handbook), and at: https://dukeofed.com.au/delivering-the-award/assessors-supervisors/) <input type="checkbox"/> I agree to my name and organisation, if applicable, being included on the Award Centre list of approved Assessors/Supervisors	
NSW Working with Children Check (WWCC) where applicable and required	
WWCC number	WWCC expiry date
Date of birth	
Signature:	Date:

Return form to

Award Leader name	
Email (to return form to)	