

Award Centre Best Practice Checklist

This resource provides a framework for ongoing operational review, discussion and self-assessment regarding best practice delivery of the Award by an AC. Please refer any questions to 13 13 02 (option 6) or dukeofed@sport.nsw.gov.au

Definitions/Abbreviations		Useful Links
AC	Award Centre	Office of Sport Duke of Ed webpages Duke of Ed Australia webpages Australian Award Handbook ORB resources and login page AL Facebook page
AJ	Adventurous Journey	
AL	Award Leader	
NAO	National Award Operator	
ORB	Online Record Book	
SO	Senior Officer – typically Head of organisation or Principal	
VCG	Volunteer Commencement Guide	
VCOC	Volunteer Code of Conduct	
WWCC	Working With Children Check	

Award Centre Administration

General

- AC has at least one Award Leader and one Assistant AL
- Other staff members are engaged to support Award administration including
 - o Financial transactions
 - o WWCC and other probity checks
- AL(s) are members of the closed NSW Award Leaders Facebook group
- The AL(s) provides regular Award updates to the SO
- Active AL(s) and Assistant(s) have a login to the Award Leader Learning Locker
- AL(s) – Level 1 and 2 and Assistant(s) – Level 1 are trained to appropriate levels

Risk Management

- Award delivery meets NSW Office of the Children’s Guardian Child Safe standards
- AC verifies all WWCC for adult Volunteers
- All adult Volunteers are appropriately trained/briefed in their responsibilities and complete a VCOC (before Participant begins each Section)
- AC maintains a secure, backed-up register of all approved adult Volunteers
- AC ensures appropriate risk management plan for all AJ regardless of whether run in-house or through external providers
- AC holds appropriate insurance cover for approved Activities
- Incidents are reported through the National website – dukeofed.com.au

Online Record Book

- AL(s) and SO contact details are up to date in ORB
- Departed staff made inactive in ORB
- Departing and inactive Participants are made inactive in the ORB
- ORB payment method in ORB appropriate (online payment via credit card by Participant on registration is strongly encouraged)

Award Delivery

General

- AC has a clearly stated purpose for offering the Award to their Participants
- The Award is actively promoted through the AC
- The Award is inclusive and available to all Participants
- Internal staff are engaged to act as Assessors for in-house Activities
- Partnerships developed within local community with approved Assessors e.g. local Council, sporting clubs, PCYC, local charities, local environmental groups
- AL is familiar with requirements of AJs
- AL understands the requirements of Gold Residential Project.
- AL(s) monitor Participant progress to encourage completion
- Gold/Silver Participants/Alumni used to help younger Participants with their Award eg Award Assistants
- Award Leader and Participants understand the requirements and differences between Skills, Physical Recreation, Voluntary Service Sections.

Participant Onboarding

- Participants use the Participant roadmap, Award plan and checklists to plan their Award
- AC maintains a list of pre-approved Assessors for related Activities
- Registration should not be approved without
- Parental consent
- Payment – non-refundable once approved
- Email confirmation
- Each Activity has an appropriate SMART goal
- Each Activity has a qualified and approved Assessor who is not a family member

Award Completion

- Each Section is reviewed against Award requirements, as per [Award Checklists](#) and with particular attention to
 - Appropriate logging (individual description for each log entry)
 - Inclusion of Assessor reports
 - Inclusion of AJ Prep and Training dates and Qualifying AJ reports
 - Inclusion of Gold Residential Project report (Gold only)

AC Promotion and Communication

- AC develops or utilises existing appropriate resources to promote the Award to its Participants
- All promotional collateral meets Duke of Ed branding guidelines
- AC holds information sessions for Participants and parents/guardians
- ALs and Assistants hold regular meetings with Participants
- Use a range of promotional methods including talks at assemblies, social media, school website, notice boards, flyers, posters.

Award Holder recognition

- AC recognises Award Holder achievements through ceremonies and assemblies
- AC has an honours board for Duke of Ed Award Holders
- Duke of Ed activities and achievements are included in AC communication channels
- Website
- Social channels
- Newsletters
- Duke of Ed achievements are shared within local community eg local newspaper, MP, Mayor's office

Compliance - other

- AC has a signed licence agreement
- Licence certificate is displayed
- Insurance – AC insurances are current as referenced on NAO insurance web page
- AL(s) is aware of NAO Incident reporting requirements