

## Duke of Ed - Qualifying Adventurous Journey (AJ) Report Guide

It is important that the Assessor has discussed and agreed with the Participants prior to their journey what the requirements for the journey log and journey report will be.

It is a requirement of the Award that each Participant keeps a log (written or digital) during both their Practice and their Qualifying Journeys. A log is comprised of field notes/records taken during the journey and is important for safety purposes and for reflecting on and planning future journeys.

This guide offers suggested inclusions to consider in your final report.

### Report format

Discuss as a group with your Assessor what the AJ reporting will look like and the format it needs to take. This could include:

- Written report as an opportunity to hone report writing skills
- Video report, as an opportunity to hone media skills and possibly something that could be shared within the Award Centre community social channels
- Group presentation to cohort or to the Award Centre as part of a broader Award Centre promotional strategy.

### Daily Logs

The equivalent of a half page for each day is recommended. The logs will provide important information in finalising the AJ report and could include:

- Weather
- Preparedness for journey – shelter, clothing, food
- Managing unplanned events.

### AJ Report inclusions

These are some of the things you should consider for inclusion in the report. Discussions with your Assessor might suggest additional or alternate ideas.

- Award Centre name
- Participant name
- AJ description
  - Where, when and duration
  - Modes of travel
  - Team objective(s)
- Images
  - Photos, videos
  - Google maps
- Equipment and clothing list
- Food and menu plans
- Observations, thoughts and reflections made through your daily journey logs which could include:-
  - What were the most memorable events/things you encountered on your journey?
  - How did your group work together? What were the problems and how were they solved?
  - What were your proudest achievements during the journey?
  - What was most challenging about this journey?
  - What didn't you like or enjoy?

- What would you do differently next time?
- What advice would you give to someone before they went on a similar journey?
- Any other observations relating to the trip and its organisation?

## Updating the Online Record Book (ORB)

The AJ section in the ORB needs to be updated to record all elements of the AJ including:

- Preparation and Training dates
- Practice AJ
- Qualifying AJ
- Qualifying AJ Report.

The dates must run in sequential order, for example the Preparation and Training dates should occur before the Practice AJ dates.

As a minimum the Qualifying AJ report needs to include a note from the Award Leader confirming that the Participant has met the agreed Qualifying AJ reporting requirements. This written confirmation can be recorded in the notes field of the Award Leader approval. Alternatively, it can be an email or document uploaded to the Documents tab of the Participant's ORB record.

Any records saved to the ORB need to be less than 20mb. Written reports should be saved as a PDF.