


Volunteer Commencement Guide

Thank you for considering becoming a Duke of Ed Assessor or Supervisor; the impact the Duke of Ed Framework has on young people depends on the support of our community of volunteers.

The following outlines what's involved in volunteering as an Activity Assessor or Supervisor for the Duke of Ed. To proceed, complete the Volunteer Code of Conduct on page 6 and return to the nominated person.

Definitions:

The Duke of Ed	<p>The Duke of Ed is a leading framework for organising and accrediting non-formal education. It is non-competitive and encourages young people to set and achieve goals appropriate to their abilities and potential through participation in activities within 4-5 Sections</p> <p>For more information, visit www.dukeofed.com.au.</p> <div data-bbox="459 808 1305 1473">  <p>Voluntary Service Registered Users volunteer in their communities, make a positive contribution to society and demonstrate social responsibility.</p> <p>Physical Recreation Encourages young people to improve their fitness and performance, and enjoy healthy lifestyles for good mental and physical wellbeing.</p> <p>Skills Enables Registered Users to develop their talents, broaden their abilities, increase their self-confidence and improve their employability.</p> <p>Adventurous Journey Young people discover through team work in an unfamiliar environment a sense of adventure.</p> <p>Gold Residential Project Registered Users broaden their experience by staying in an unfamiliar environment with other young people, taking part in a worthwhile project and building new relationships.</p> </div>
Duke of Ed User	<p>Young person (14-24 years) using the Bronze, Silver or Gold Level of The Duke of Ed.</p>
Volunteer	<p>For the purposes of Duke of Ed, a Volunteer is anyone over the age of 18 who assists, either in a paid or unpaid capacity, young people to use the Framework. Activity Assessors and Supervisors are both Volunteer roles.</p>
Duke of Ed Centre	<p>Organisations (usually schools or community groups) that hold a licence to offer the Duke of Ed Framework.</p>
Duke of Ed Leader	<p>Adults appointed by a Duke of Ed Centre are responsible for facilitating the use of the framework to the required standard in that organisation.</p>

The activities selected for each of the Skills, Voluntary Service and Physical Recreation Sections need to be undertaken by the Duke of Ed User 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 is over a minimum period of 3, 6, 12 or 18 months depending on the User's Level, and the User should clarify this requirement with you.

A. Who can be an Activity Assessor and/or a Supervisor?

Assessors are suitably skilled, experienced and/or qualified Volunteers who assist with, and assess, an activity being undertaken for a Section of the Duke of Ed. An Assessor can assess more than one Duke of Ed User, 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 (for example Adventurous Journey in QLD). Please note that a Duke of Ed Leader can also be an Activity Assessor.

Supervisors are Volunteers who play a critical role in implementing and overseeing the arrangements concerning the safety of Users when they are undertaking an Adventurous Journey. Often, they are external contractors who offer outdoor adventure activities and experiences. It is important to contact your [State/Territory Duke of Ed Office](#) for specific requirements regarding supervising Adventurous Journeys.

B. Role and Responsibilities of an Activity Assessor and Supervisor

All Volunteers with Duke of Ed must:

1. **Be suitably experienced and/or qualified in the activity/journey type.** Hold appropriate qualifications from a relevant authority if such qualifications are available and/or required in your State/Territory. Supervisors must be highly competent in the activity and/or nature of the journey they are supervising
2. **Meet the Child Protection Legislation** requirements in your State/Territory (page 5).
3. **Agree to the Duke of Ed Volunteer Code of Conduct**
4. **Be approved by the Duke of Ed Leader** and therefore the Duke of Ed Centre prior to the User commencing the activity/journey.
5. **Provide 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 supervise or who are considered to be in your care.
6. **Understand the relevant Duke of Ed requirements** for the Section you are assessing and/or Adventurous Journey. (<https://dukeofed.com.au/about-the-award/sections-in-detail/>)

Additional role specific roles and responsibilities are points 1-6 above plus:

Activity Assessor-specific Role and Responsibilities

7. **Assist the User** to identify and set achievable goals for the Section you are assessing and to develop a program to reach their goals.
8. **Help the User** to stay focused on the goals they have set.
9. **Ensure the User** undertakes Section activity substantially in their own time.
10. **Encourage and recognise improvements** in the User and record positive comments about the User's progress.
11. **Write a report** at the completion of the Section activity, and sign off the User's records to verify they have achieved the requirements of The Duke of Ed.

Supervisor-specific Role and Responsibilities

- 7. Supervise Practice and/or Qualifying Journeys** for the Adventurous Journey Section of the Duke of Ed.
- 8. Implement and oversee the arrangements concerning the safety of Duke of Ed Users** whilst undertaking Practice and/or Qualifying Journeys, without interfering with the group's decisions or purpose, unless safety is a concern.
- 9. Engage the Duke of Ed User group** during their Practice Journey(s) for the purpose of reinforcing and supplementing their training and preparation as required.
- 10. If by agreement with the Duke of Ed Centre the Supervisor is not accompanying the group, make contact with Duke of Ed Users** at least once each day when they are undertaking their Practice and/or Qualifying Journeys.
- 11. Provide feedback** to the Duke of Ed Users and/or their Activity Assessor regarding any journeys they supervise, including individual and team strengths, weaknesses and areas of concern which need to be addressed prior to Users undertaking their Qualifying Journey or their final assessment being completed.

C. How do I complete an Assessor's Report?

Once the Duke of Ed User meets the time requirements for a section, the Online Record Book (ORB) will email you to complete the Assessor's Report with the activity details and logs.

D. Is there Duke of Ed insurance?

The Duke of Edinburgh's International Award - Australia provides *secondary* public liability and personal injury insurance covering almost all Duke of Ed activities. As a bona fide Volunteer you have some coverage under this insurance. If you'd like more information regarding this insurance please refer to: www.dukeofed.com.au/resources/insurance

E. How can I meet my State or Territory's working with children requirements?

Each State and Territory in Australia has a different agency that manages the clearance of adults to work with children. Anyone working with young people under 18 must have clearance, unless they meet the guidelines for an exemption. You are required to have clearance from the relevant agency in the state or territory in which you are engaging with young people.

Working with Children (Click on link for more details)	
ACT: Working with Vulnerable People	SA: Working with Children Check
NSW: Working with Children Check	TAS: Working with Vulnerable People (including children)
NT: Working with Children Clearance	VIC: Working with Children Check
QLD: Blue Cards for working with Children	WA: Working with Children Check

For any further information, contact the Duke of Ed Centre that has invited you to become an Assessor or The Duke of Ed office in your State/Territory: <https://dukeofed.com.au/contact-us/>

F. Volunteer Code of Conduct

The Duke of Edinburgh's International Award – Australia (the Duke of Ed), deems a Volunteer to be anyone over 18 years old, who assists with the Duke of Ed Framework, whether in a paid or unpaid capacity. This includes all Duke of Ed Leaders, Activity Assessors and Supervisors.

The Volunteer Code of Conduct outlines the standards of behaviour and obligations agreed to by the Volunteer. Signing and adhering to the code is a requirement of all Volunteers.

In consideration of approval as a Duke of Ed Leader/ Assessor/ Supervisor/ Volunteer by the Duke of Ed Centre or Award Operating Authority,

[name of school/organisation/group]

I AGREE 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 Duke of Ed Handbook (<https://dukeofed.com.au/resource/handbook/>)).
2. Comply at all times with the requirements of the Duke of Ed Framework and with all applicable laws relevant to fulfilling my obligations to the Duke of Ed.
3. Comply with the Key Principles of the Duke of Ed Framework (as outlined in the [Handbook](#)).
4. Undertake training and meet accreditation requirements, as appropriate.
5. Undertake to provide assessment for the Duke of Ed only in areas where I am suitably qualified and/or experienced.

Safeguarding young people

6. 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 Duke of Ed activity).
7. Take any allegations or concerns of abuse seriously and immediately follow the reporting process in use within the organisation. Never trivialise abuse, or let allegations, suspicions, or concerns about abuse go unreported.
8. Provide a safe environment by not harming young people or adults in any way, whether through discrimination, favouritism, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
9. Ensure young people and adults are aware of my organisation's safeguarding arrangements to keep people from harm and abuse.
10. 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.
11. 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

12. Respect the privacy of persons served by the Duke of Ed and hold, in confidence, sensitive, private and personal information collected in relation to the Duke of Ed 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).
13. 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; and complying with any reasonable instructions, policy or procedure relating to health and safety that applies to me, my colleagues, and people I am supervising or who are considered to be in my care.
14. Follow through and complete agreed tasks and commitments.
15. Conduct myself in a respectful manner, exhibit good conduct and be a positive role model by setting an example for all to follow. This includes: displaying respect and courtesy for Users of the Duke of Ed Framework, other volunteers, staff, contractors and property.
16. Work cooperatively as a team member with employees of the Duke of Ed and other volunteers.

Representations and media

17. Represent the Duke of Ed with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
18. Immediately advise the aforementioned Duke of Ed Centre of any matter of which I am involved that has or could lead to criminal conviction. Advise the Duke of Ed Centre of any officer or employee of the Duke of Ed Centre; or any Duke of Ed Leader/ Assessor/ Supervisor/ Volunteer involved in the management and/or delivery of the Duke of Ed, who I believe has acted in a way which may be detrimental to the good name of the Duke of Ed.
19. Copy and distribute Award materials only for the purposes of the Duke of Ed and immediately stop use of all materials once my involvement with the Award ends.
20. Not use materials or behave in any way which would bring the Duke of Ed, Duke of Ed Centre, Duke of Ed Operating Authority or the National Award Operator into disrepute.
21. 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.
22. Ensure that any documents, collateral, website pages or other items that utilise the Duke of Ed logo meet all requirements of the NAO Australian Branding Guidelines, and is compliant with the requirements of the International Brand Guidelines and Style Guide (available at: <https://dukeofed.com.au/resources/logo-and-brand-guidelines/>)
23. Ensure that all new materials utilising the Duke of Ed logo which contain interpretive content** regarding the Duke of Ed Framework has been approved and registered 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.

** Interpretive content refers to any information published by The Duke of Edinburgh's International Award - Australia which has been re- worded.

Volunteer Details and Agreements – Signing page

The Volunteer Code of Conduct **must be signed prior** to a Duke of Ed Leader/ Activity Assessor/ Supervisor/ Volunteer undertaking any Duke of Ed activities with a Duke of Ed User. Once the form is completed, it can be scanned and sent to the Leader or placed in an envelope to return to the Leader.

Return completed form to:

Duke of Ed Leader name	
Duke of Ed Leader email	

Activity Assessor / Supervisor for:

Duke of Ed User					
Duke of Ed Centre					
Duke of Ed Level	<input type="checkbox"/> Bronze	<input type="checkbox"/> Silver	<input type="checkbox"/> Gold		
Duke of Ed Section	<input type="checkbox"/> Skills	<input type="checkbox"/> Voluntary Service	<input type="checkbox"/> Physical Recreation	<input type="checkbox"/> Adventurous Journey	<input type="checkbox"/> Gold Residential Project

Full Legal Name	Phone
Organisation (if relevant)	
Email	
Skills/experience/qualifications relevant to User's activity	
<input type="checkbox"/> I have read, understood and agree to comply with the Volunteer Code of Conduct. <input type="checkbox"/> I understand that any breach of the Volunteer Code of Conduct may result in my termination as a Duke of Ed Leader/ Activity Assessor/ Supervisor/ Volunteer. <input type="checkbox"/> I agree to assess and/or supervise areas only where I am suitably skilled, experienced and/or qualified, and approved by an Award Leader. <input type="checkbox"/> I am over 18 years of age.	
Child Protection Information <div> State/Territory allocated number: e.g. QLD Blue or Exemption card number, NSW Working with Children Check, VIC Teacher Registration Number. </div> <div> Date of Birth: Expiry Date: </div>	
Signature:	Date:

Information for Queensland only:

Privacy Statement: Your personal information will not be used for any other purpose or disclosed to any other party unless we have your consent or it is required by law. Your personal information is collected and managed in accordance with the Privacy Principles described in the Schedule 3 of the Information Privacy Act 2009 and, if applicable, in accordance with section 426 of the Education (General Provisions) Act 2006. You can access your own personal information by contacting the Queensland Award Operating Authority. By completing this form, I give my consent for the Department of Education, and its licenced Award Centres, to collect and store my personal information which may be used for the purposes outlined above.

Blue Card: Under the Working with Children (Risk Management and Screening) Act 2000 people working with children under 18 years of age in certain categories of business or employment must undergo the Working with Children Check. The Working with Children Check (blue card system) applies to employees or volunteers associated with The Duke of Edinburgh's International Award program. Employers and businesses providing regulated child-related services are also required to have a child and youth risk management strategy in place to protect children and young people from harm. For more information on whether you are required to hold a blue card or develop and implement a child and youth risk management strategy, please visit the Blue Card Services website at www.qld.gov.au/bluecard or call Blue Card Services on 1800 113 611 (free call). You can also read the fact sheet for The Duke of Edinburgh's International Award at <https://www.publications.qld.gov.au/dataset/blue-card-system-changes/resource/5963ee66-8a39-4aac-aa1c-2e9368da0f6f>. Note: If you have applied for your blue/exemption card through another organisation you are required to link to the Award Centre. To find out how to do this, visit the Blue Card Services website: www.bluecard.qld.gov.au.