



The Duke of Ed

# DUKE OF EDINBURGH'S AWARD NSW ONLINE RECORD BOOK (ORB) QUICK START GUIDE

[www.dukeofed.com.au/Online-Record-Book.html](http://www.dukeofed.com.au/Online-Record-Book.html)

## Register your organisation online

- Apply online as a Licensed Operator at: <http://orb.theaward.com.au/participant/award/licensed-operator-registration.asp>  
Coordinator User guide and training videos can be found at: <http://www.dukeofed.com.au/Online-Record-Book-Resources.html>
- An email requesting you to validate your email address will be automatically sent to you.
- Validate your email address. Email addresses must be validated before your application can proceed further.
- After email validation your application will be sent to the NSW Division for approval.
- Once approved a system-generated email will be sent to you confirming approval and providing you with a system-generated username and password.

## Log in

- You may now log in at: [http://orb.theaward.com.au/management/home/log\\_in.asp](http://orb.theaward.com.au/management/home/log_in.asp)
- It is recommended that you change your username and password to something you can easily remember in the 'My Details' section at this time.

## Register additional Coordinators/Assistants

- Any additional Coordinators/Assistants can register at <http://orb.theaward.com.au/participant/award/coordinator-registration.asp>

## Participant registration

### Prior to registering online

- Participants complete a Participant Award Plan. The Participant Award Plan can be downloaded from the NSW Resources page at [www.theaward.com.au/Resources-NSW.html](http://www.theaward.com.au/Resources-NSW.html)
- Participants are required to obtain a Prohibited Employment Declaration (PED) from each of their Assessors before returning their plan to their Coordinator (unless the Coordinator is satisfied that a PED has been signed and retained elsewhere). The PED can be downloaded from the NSW Resources page at [www.theaward.com.au/Resources-NSW.html](http://www.theaward.com.au/Resources-NSW.html)
- Coordinators and parents/carers check the suitability of Instructors and Assessors and then sign the Award Plan.
- Collect payment from Participants and ensure Participants and parents/carers are aware of payment required for future Award levels.

### Registering online

- Participants can now register online and submit to Coordinator to be accepted to commence their Award through the ORB <http://orb.theaward.com.au/participant/award/registration.asp>  
ORB Participant User Guide and training videos can be found at: [www.dukeofed.com.au/Online-Record-Book-Resources.html](http://www.dukeofed.com.au/Online-Record-Book-Resources.html)

**Participants CANNOT commence their Award until their ORB registration has been accepted by the Coordinator.**

## Participant registration acceptance

- Coordinator accepts the online registration of Participant.  
Before accepting Participant registration please ensure:
    - Participant has not previously registered online (you may 'delete' them if they have created a duplicate identity)
    - Payment has been received – You will be automatically invoiced for all online registrations you approve. Invoices will be issued on a regular basis.
    - All Participant details are correct – Please note that the name entered in to the ORB will be the name printed on the Participants certificate
    - Parent/Guardian consent has been obtained (under 18 only)
    - Participant has not already commenced their current level using the paper record book (Participants must complete their current level before transferring to the ORB)
  - Participants are then given access to the ORB by following instructions provided in a system-generated email.
  - Participants commence their Award and set up their Award activities in their 'My Award Setup' section.
- ORB Participant User Guide and training videos can be found at [www.dukeofed.com.au/Online-Record-Book-Resources.html](http://www.dukeofed.com.au/Online-Record-Book-Resources.html)

## Assessor registration

- Assessors will be invited by Participants to register online to assess/approve Participant activity when Participants are setting up their activities in the ORB 'My Award Setup' section. This requires that the Assessor has an email address.  
Assessors without email can approve activities manually using the Assessor form that Participants can download from within the ORB 'My Award Setup' section. You will be required to approve activities in the ORB on behalf of the Assessor.

## Participant activities

- Participants log their activities in the ORB as they progress through their Award
- The percentage completed for each Award activity will display in the left hand side bar of the Participants 'My Award' page to show progress
- Once the percentage for an activity reaches 100% the participant submits the activity to the Assessor for approval. If the Assessor is not registered on the ORB please ensure that the Assessor form has been completed before approving.
- The overall percentage completed is displayed on the right hand side of each Participant page.
- Coordinators have access to a 'read only' version of all Participant pages.

Please note that regular effort is required to reach 100%. Regular effort means at least one hour per week.

## Award approval

- Once all Sections are complete and have been approved by Assessors, the overall percentage will display as 100%. The Participant can then submit their Award through the ORB to the Coordinator for approval
- Check that the Award has been fully completed. Please ensure:
  - Activities undertaken for each Section meet Award requirements
  - Time requirements have been met
  - Regular effort has been undertaken
  - Overall percentage is 100%
  - Participant name is correct for printing on their Award Certificate
- Once the Award is approved by the Coordinator it will automatically be submitted to NSW Division for approval
- NSW Division approves or rejects the submitted Award. An email is sent to the Coordinator and Participant advising that the Award has either been approved or rejected
- If the Award is rejected the Participant may continue entering details into their activity log until their Award is complete and then re-submit to Coordinator for approval.

## Certificates and Badges

- Upon Award approval, Certificates and Badges will be mailed to the Coordinator.