

Award Assistant

- an option for Silver and Gold Participants

Becoming an Award Assistant will help develop valuable life skills and enable contribution to the school/organisation community. As well as helping Participants gain practical experience with the program, becoming an Award Assistant will provide a fuller understanding of the aims and requirements of The Duke of Edinburgh's International Award (The Duke of Ed).

Award Assistance can be used for the Service Section (connecting and giving back to the school community or youth group) or the Skill Section (learning and developing leadership skills).

Award Assisting may involve:

- a. Researching The Duke of Ed
- b. Learning about NSW Division procedures
- c. Researching leadership styles
- d. Helping to promote The Duke of Ed
- e. Running Duke of Ed presentations
- f. Speaking at year or school assemblies
- g. Assisting current Participants with questions they have about The Duke of Ed
- h. Making sure all Participants paperwork is up to date and accurate

The following is an example of appropriate tasks/activities for a Gold Award Participant who chooses to undertake Award Assisting for their Skill or Service Section. It can be adjusted for Bronze and Silver Participants. Participants are expected to demonstrate a level of effort and dedication relevant to the Award Level being attempted.

Award Assistant requirements

1. *Research the Award:*

Familiarity with The Duke of Ed Handbook
Research leadership styles and how they might be used to lead fellow Participants at the school/organisation

2. *Learn about Duke of Ed procedures:*

Go to the Dukes website and learn about the procedures for Participants, schools/organisations, Award Leaders, Assessors and Parents

3. *Assist your Award Leader in your school/organisation:*

Speak to your Award Leader about how they run The Duke of Ed in your school/organisation and what you can do to assist them, for example by:

Help to promote The Duke of Ed:

Creating, organising and running a presentation for students who might be interested in doing their Duke of Ed.

Creating or maintaining The Duke of Ed notice board. You can put up stories and pictures of what current Participants are doing and advertise important dates (eg when the next Duke of Ed intake will be).

Organise Participants to speak at their year or school assembly to share their experiences of doing The Duke of Ed (or you can speak on their behalf).

Send interesting stories through to the National Duke of Ed Office to be advertised on the National website.

Make sure current Participants have followed NSW Division procedures:

Checking they have handed all the relevant forms back to the Award Leader eg Parent/Guardian Consent form, your schools/organisations permission form, NSW Assessor Commencement Guide.

Assist in answering enquires from Participants:

Attempt to answer general questions that other Participants may have about their Award (eg what activities can I do for my Physical Recreation, Skills or Service Section?) You can refer to The Duke of Ed Handbook, website and NSW Divisions FAQ's webpages)

4. *Record your experience*

Keep a journal or log showing dates and details of what you did to assist and lead your fellow students in doing their Duke of Ed.

Explain how being an Award Assistant developed your understanding about The Duke of Ed, your organisation skills, your leadership skills and how it helped your schools/organisations community.