

PARTICIPANT APPLICATION FORM (for participants aged 18 years and over)

NSW PARTICIPANTS ONLY

SECTION 1

Name:

[Given Name(s)] [Family Name]

Home Address:

City/Suburb.....State/Territory.....Postcode:

Gender: Male Female

Date of Birth: Age:

Phone: (Home) Mob).....

Email:

Award Unit:

(Name of School/Organisation/Group)

Level of Entry: Bronze Silver Gold

Registration Fee Enclosed: \$.....

PARTICIPANT DATA (VOLUNTARY):

This information is collected and used for statistical purposes only, to enable us to collect information for the purposes of improving the Duke of Edinburgh's International Award - Australia (the "Award Program") design, evaluation, access, delivery and equity. This information is voluntary. Please tick where appropriate:

Do you identify as being of Aboriginal or Torres Strait Islander origin?
 Yes No

Do you speak a language other than English at home?
 Yes No

Do you consider yourself to have a disability, impairment or long-term health condition?
 Yes No

PARTICIPANT AGREEMENT

- I have read, understood and agree to comply with, the requirements and conditions of my participation in the Duke of Edinburgh's International Award - Australia, as described on the website: www.dukeofed.com.au, and also set out in Section 2 below.
- I understand that all my participant activities must be covered under the Award Unit's insurance policy and that it is my responsibility to check with my Award Unit that my participant activity is covered by my Award Unit's insurance policy. If my participant activity is not covered by my Award Unit's insurance policy, and subject to my Award Unit agreeing to this activity, I understand that it is my responsibility to take out insurance for the activity and provide evidence of insurance cover to my Award Unit, or, alternatively, I may choose an activity which is covered by the Award Unit's insurance.
- I acknowledge that there may be an inherent risk of personal injury in physical activities that will be undertaken as part of the program, and I accept that risk.

Privacy notice: The Award Unit, the National and State and Territory Award Authorities are committed to respecting your privacy. The Personal Information that is collected on this form by the Award Unit is required for the purpose of your participation in the Award Program. If you do not provide this information to us, you may not be able to participate in the Award Program (note that non-provision of Participant Data does not have this consequence). We may disclose your Personal Information to other Australian and international organisations and service providers who assist us in the operation and administration of the Award Program including, but not limited to, the NAA and the Award Operating Authority.

The Privacy Policies of the NAA and the Award Operating Authority contain information about how you may access your Personal Information and seek the correction of such information. The Privacy Policies of the NAA and the Award Operating Authority also contain information about how you may lodge a complaint about a breach of the Australian Privacy Principles, and how we will deal with such a complaint. If you would like to contact us, please write to:

Attn: CEO

The Duke of Edinburgh's International Award - Australia

Level 33, 88 Phillip Street

Sydney NSW 2000

You may also contact the NAA or where applicable, the Award Operating Authority, to request a copy of their Privacy Policy

SECTION 2

REQUIREMENTS AND CONDITIONS

Unless otherwise provided, capitalised terms in this section have the same meaning as in the Licence Agreement between The Duke of Edinburgh's Award NSW Division and **[Insert name of Award Unit]** on **[Insert date of relevant Licence Agreement]**.

- 1 I understand that I cannot participate in the Award Program until this form has been completed and returned to the relevant Award Unit with the registration fee and then accepted by the relevant Award Unit.
- 2 I consent to the Award Unit and any other individuals, including volunteers, who are involved in or assist in organising the Award Program, transporting me for the purpose of participating in activities or functions related to the Award Program, as required. I understand that the Award Unit will notify me in advance of when and where such travel will occur.
- 3 I understand that all my participant activities must be covered under the Award Unit's insurance policy. If the Award Unit reasonably considers any activity undertaken to 'high' risk, it must check that the activity is covered under the Award Unit's insurance policy or the participant must have to take out separate insurance in relation to the 'high' risk activity.

- 4 I acknowledge that there may be an inherent risk of personal injury in physical activities that will be undertaken as part of the program, and I accept that risk.
- 5 I authorise employees, officers or agents of the Award Unit
- 6 and any other individuals who participate in, are involved in or assist in organising the Award Program, in the event of any accident, injury, illness or loss suffered by me whilst participating in, or travelling to and from, any activities or functions related to the Award Program, to obtain any necessary medical assistance or treatment including, but not limited to, engaging any doctors, nurses or hospital accommodation.
- 7 I consent to pay all such doctors, nurses or hospital accommodation fees and expenses incurred on behalf of me as a result of any such accident, injury, illness or loss suffered by the me whilst participating in, or travelling to and from, any activities or functions related to the Award Program.
- 8 I consent to and understand that photographs may be taken of me participating in certain activities related to the Award Program and such photographs may be used for promotional purposes.
- 9 I have read and understand the different levels and requirements of the Award Program set out in the Attachment to this Participant Application Form.
- 10 I understand every participant must participate in the Award Program through an Award Unit who has the discretion to accept or reject participants and proposed activities to be undertaken as part of the Award Program.
- 11 I understand that I cannot commence any particular section of the Award Program until I have satisfied myself that any instructor or assessor I have chosen, who is not an employee of the Award Unit, is qualified to instruct, supervise or assess that section of the Award Program; and until any relevant assessors, supervisors, instructors or volunteers have completed and returned the required documentation to the Award Unit.
- 12 I understand that upon acceptance into the Award Program by the Award Unit, I will receive a Record Book or access to the ORB. I will read the requirements of the Award Program contained in the Record Book, the ORB and at www.dukeofed.com.au prior to commencing activities in relation to the Award Program. I understand that the Award Unit has the discretion to determine whether the Award Program requirements have been met and therefore whether a Gold, Silver or Bronze Award should be issued. I understand that the NAA provides participants with limited insurance in respect of personal accident and public liability commencing upon acceptance into the Award Program by the Award Unit.
- 13 I understand that:
 - (a) a Participant must not drive a motor vehicle or transport other participants participating in activities related to the Award Program, unless the Participant holds an appropriate and valid driver's licence and there is appropriate third party insurance in place to cover any person injured as a consequence of the Participant's driving; and
 - (b) a Participant must not be driven by any individual who is not involved in or assisting in organising the Award Program, for the purposes of participating in the Award Program unless the Participant has viewed an appropriate and valid driver's licence and evidence of insurance to cover the risk of injury to any person as a consequence of the individual's driving.
- 14 I understand that I am required to comply with the Award Program requirements contained in the Record Book, the ORB, at www.dukeofed.com.au, the policies of the NAA or relevant Award Operating Authority (as amended from time to time) and requirements of the Award Operating Authority and Award Unit in relation to emergency plans, assessment of activities and the conduct of expeditions related to the Award Program and understand that the Award Unit may withdraw its approval my participation in the Award Program if I do not comply.
- 15 I consent to any Personal Information that I have provided (including Participant Data) to the Award Unit to be to be used and provided by the Award Unit to the State or Territory or National Award Authorities. I consent to this information being treated in accordance with the provisions of the Privacy Policy of the NAA or the relevant Award Operating Authority (as amended from time to time), the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth), and any other privacy legislation, standards, guidelines or instructions binding on them under privacy legislation.
- 16 I consent to the use of my Personal Information by the NAA, the Award Operating Authority or the Award Unit for the purpose of sending me information about other Award Program activities or events which may be of interest to me.



Privacy notice: The Award Unit, the National and State and Territory Award Authorities are committed to respecting your privacy. The Personal Information that is collected on this form by the Award Unit is required for the purpose of your participation in the Award Program. If you do not provide this information to us, you may not be able to participate in the Award Program (note that non-provision of Participant Data does not have this consequence). We may disclose your Personal Information to other Australian and international organisations and service providers who assist us in the operation and administration of the Award Program including, but not limited to, the NAA and the Operating Authority.

The Privacy Policies of the NAA and the Award Operating Authority contain information about how you may access your Personal Information and seek the correction of such information. The Privacy Policies of the NAA and the Award Operating Authority also contain information about how you may lodge a complaint about a breach of the Australian Privacy Principles, and how we will deal with such a complaint. . If you would like to contact us, please write to:

Attn: CEO

The Duke of Edinburgh's International Award - Australia

Level 33, 88 Phillip Street

Sydney NSW 2000

You may also contact the NAA or where applicable, the Award Operating Authority, to request a copy of their Privacy Policy.

- I have read, understood and agree to comply with, the Requirements and Conditions of my participation in the Duke of Edinburgh's International Award - Australia, as described above and on the website: www.dukeofed.com.au.

Participant's Signature: Date

The Award Unit agrees to accept the above-mentioned as a participant on the terms contained in this form.

Signed on behalf of

The Award Unit:Date:

PLEASE RETURN COMPLETED FORM AND REGISTRATION FEE PAYMENT TO THE AWARD UNIT

OUTLINE OF THE PROGRAM

The Duke of Ed has three levels; **Bronze, Silver** and **Gold**. Each of these levels is made up of four Sections: Physical Recreation, Skills, Service and Adventurous Journey. The Gold Award has an additional requirement – a Residential Project. All Participants in The Duke of Ed must be registered with an Award Unit. The Award Unit must approve activity Assessors prior to Participants undertaking any Award activities with them.

Participants design their own program by selecting activities that interest them and then set their goals according to the following minimum requirements (summarised in the table below). Full requirements for obtaining an Award are set out in more detail in The Australian Award Handbook - www.dukeofed.com.au/Handbook.html

	BRONZE	SILVER	GOLD
Skill	3 months*	6 months*	12 months*
Service	3 months*	6 months*	12 months*
Physical Recreation	3 months*	6 months*	12 months*
Plus for the major Section	All Participants must complete an additional 3 months in either Skill, Service or Physical Recreation.	Participants who have not achieved a Bronze Award must complete an additional 6 months in either Skill, Service or Physical Recreation.	Participants who have not achieved a Silver Award must complete an additional 6 months in either Skill, Service or Physical Recreation.
Adventurous Journey	2 days + 1 night**	3 days + 2 nights**	4 days + 3 nights**
Residential Project	N/A	N/A	5 days + 4 nights
Minimum age to start	14 years	15 years	16 years
Minimum age to finish (without exception)		Bronze Awardees: 15 years, 6 months Direct entrants: 16 years	Silver Awardees: 17 years Direct entrants: 17 years, 6 months
Maximum age to finish (without exception)	Before 25 th birthday	Before 25 th birthday	Before 25 th birthday

*These are minimum time requirements and are expressed in whole months, during which there should be regular commitment. **Regular** time commitment is at least one (1) hour per week, two (2) hours per two weeks, or four (4) hours per four weeks. Award Participants are encouraged to continue their activities beyond the minimum time. Refer to section 1.6.2 in the Australian Award Handbook for further important information.

**Satisfactory completion of the Adventurous Journey Section includes preparation and training appropriate for the journeys being undertaken and at least one practice journey of a similar nature and duration to the qualifying journey. See The Australian Award Handbook for more detail – www.dukeofed.com.au/Handbook.html

1. Any young person aged 14 to 25 can become an Award Participant.
 - At Bronze level, if a person is 13 and 9 months, but is part of a peer group where the majority are 14 years or older, then some discretion is given to the Award Unit to allow that young person to start their Bronze Award with the rest of the group
 - A person may commence Silver at 14 and 9 months if they have completed their Bronze Award. In practice, this means that Participants who are given concession to start Bronze or Silver early will need to wait longer to receive their Award
 - Participants who commence their Bronze or Silver Award slightly earlier will need to wait until they meet the minimum age for completion before they can claim their Award.
 - The minimum age for commencing Gold is 16 years. No activity undertaken before a Participant's 16th birthday may be counted towards a Gold Award
 - **Please contact your State/Territory Award Operating Authority if you have any questions about age range and commencing The Duke of Ed prior to 14 years of age.**
2. The Duke of Ed must be completed by the Participants 25th birthday
3. Parent/Guardian consent is required for Participants aged under 18 years
4. All Participants must sign the Participation Agreement
5. The Standards of achieving an Award are individual effort, perseverance and progress
6. Whilst the Award may be offered within School, University, work-time, custody or extra-curricular activity, individuals choose to do a program and must commit a substantial amount of their free time to undertake their activities.