

Participant Name

Email

Award Unit

(i.e. your school or organization)

# GOLD AWARD ONLINE RECORD BOOK (ORB) CHECKLIST

To ensure you meet all the requirements for a Gold Award via ORB, please use this Checklist **before** submitting your Award online to your Award Leader. Your Award Leader will then forward your Gold Award for final approval to the Gold Award Approval Panel.



**Make sure you have covered all points correctly so your Gold Award can be approved as quickly as possible.**

Incomplete or incorrect submissions will delay your approval. If your submission is rejected, you will need to re-submit your application after taking care of any missing or incomplete requirements.

If you have any further questions regarding Gold Award requirements, please review the relevant pages at: [www.dukeofedwa.org.au](http://www.dukeofedwa.org.au) or call us on 9321 4179.

## 1. Age and Starting my Gold Award

You are able to start your Gold Award once you turn 16 years of age.

Start Date for Gold activities

Age at Start Date

**REMEMBER:** If you completed a Silver Award, you **CANNOT** count activities towards your Gold Award until *after* your Silver Award has been approved by the WA Award Operating Authority and your Gold Award Proposal has been approved by the Gold Award Approval Panel.

- I have only counted activities towards my Gold Award **AFTER** I was accepted as a Gold Participant by my Award Leader and my Gold Award Proposal was approved.

## 2. Service Requirements

- My Assessor was NOT an immediate family member (e.g. parent or sibling)
- My Service activity met a genuine need in the community
- I have entered all of my Service activities in ORB and my Service record has reached 100%
- I downloaded the “Summary for Assessor” for my Service Section to provide evidence to my Assessor that I reached 100%, and my Assessor has written their Report
- The completed Summary/Assessor Report has been scanned and uploaded to my Library in ORB   
*Also – please include your full name in the filename e.g. Billy\_Bloggs\_Service\_Assessor\_Report*

## 3. Skill Requirements

- My Assessor was NOT an immediate family member (e.g. parent or sibling)
- I have entered all of my Skill activities in oRB and my Skill record has reached 100%
- I downloaded the “Summary for Assessor” for my Skill Section to provide evidence to my Assessor that I reached 100%, and my Assessor has written their Report
- The completed Summary/Assessor Report has been scanned and uploaded to my Library in ORB   
*Also – please include your full name in the filename e.g. Billy\_Bloggs\_Skill\_Assessor\_Report*

## 4. Physical Recreation Requirements

- My Assessor was NOT an immediate family member (e.g. parent or sibling)
- I have entered all of my Physical Recreation activities and my Physical Recreation record has reached 100%
- I downloaded the “Summary for Assessor” for my Physical Recreation Section to provide evidence to my Assessor that I reached 100%, and my Assessor has written their Report
- The completed Summary/Assessor Report has been scanned and uploaded to my Library   
*Also – please include your full name in the filename e.g. Billy\_Bloggs\_Phys\_Rec\_Assessor\_Report*

## 5. Adventurous Journey Requirements

- My Assessor was NOT an immediate family member (e.g. parent or sibling)
- The mode(s) of travel were **the same** for **both** my practice and qualifying Adventurous Journeys  
*e.g. both my journeys were bushwalks, or both were canoe journeys*
- Both my practice and qualifying journeys were of a similar nature and in a similar environment, but not over the same route  
*e.g. they were both expeditions or explorations, and in a similar climate and over similar terrain*
- My Preparation and Training was completed and signed off in ORB prior to me departing for my practice journey
- My practice journey was **at least** 4 days duration. The correct dates are entered in ORB and the dates are **prior** to my qualifying journey
- My qualifying journey was **at least** 4 days duration. The correct dates are entered in ORB
- I have ticked the “Journey Completed” checkboxes for both journeys in ORB
- I have entered all of my Adventurous Journey (AJ) activities in ORB and my AJ record has reached 100%
- I downloaded the “Summary for Assessor” for my AJ Section to provide evidence to my Assessor that I have completed all 3 components of my AJ Section. I have recorded by Report and my Assessor has written their Report and this has been scanned and uploaded to my Library in ORB. *Also – please include your full name in the filename e.g. Billy\_Bloggs\_AJ\_Assessor\_Report*

### Adventurous Journey Report

A Report of your qualifying Adventurous Journey is the final requirement of your Adventurous Journey Section. Your Report may be completed on an individual or group basis.

The report is usually written but it can also be presented in more than one medium. For more information, visit [www.dukeofed.com.au/Journey-logs-and-Journals.html](http://www.dukeofed.com.au/Journey-logs-and-Journals.html), Section 6.12 of the current Award Handbook ([www.dukeofedwa.org.au/Resources](http://www.dukeofedwa.org.au/Resources)).

#### It is preferred that you save your Report as a single PDF file

My Adventurous Journey Report includes:

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| - a route plan/map   | <input type="checkbox"/> | - a food list/menu plan                   | <input type="checkbox"/> |
| - a clothing list  | <input type="checkbox"/> | - an equipment list                       | <input type="checkbox"/> |
| - a description of the journey<br>(2 x A4 page as a guide) | <input type="checkbox"/> | - other supporting evidence (photos, etc) | <input type="checkbox"/> |

- I have uploaded my Qualifying Adventurous Journey Report to my Library in ORB   
*Also – please include your full name in the filename e.g. Billy\_Bloggs\_Phys\_AJ\_Report*

## 6. Residential Project Requirements

- My Assessor was NOT an immediate family member (e.g. parent or sibling)
- My RP was a shared purposeful activity
- I resided away from my home for at least 5 days
- I was in the company of others who were, in the majority, not my normal companions
- I have entered all of my Residential Project activities in ORB and my record has reached 100%
- I have ticked the “Residential Project Completed” checkbox and recorded my observations
- I downloaded the “Summary for Assessor” for my Residential Project Section to provide evidence to my Assessor that I reached 100%, and my Assessor has written their Report
- The completed Summary/Assessor Report has been scanned and uploaded to my Library in ORB   
*Also – please include your full name in the filename e.g. Billy\_Bloggs\_Res\_Proj\_Assessor\_Report*

## 7. IORB Final Process

I have clicked the “Submit” button for all 5 Sections of my Gold Award

## 8. Additional Notes

As a final requirement for your Gold Award, you will need to complete a minimum one page summary of your Gold Award experience. This should include reflections of all 5 Sections of your Award as well as reflections of your Award overall.

### Gold Assessment Process

Once you have clicked “Submit”, your Award goes through 2 approvals – one by your Award Leader and one by the WA Award Operating Authority.

Please allow approximately 4 weeks for your Gold Award to be assessed and approved. If there are any issues, then this process may take longer as you and your Award Leader will need to provide further information. After your Gold Award has been approved, you will be notified of this as well as given information regarding the next Gold Award Ceremony where you will receive your certificate.