

The Duke of Edinburgh's International – Australia (WA) Award Leader Pre-Learning/Level 1

Name:

Award Unit:

Date:

Last updated: Dec 2017

This Pre-Learning is a pre-requisite prior to beginning your role as Award Leader and attending further training (Level 2). Please allow yourself ample time to answer these questions (we recommend at least 2 hours). **Once completed, please forward them to the WA State Award Operating Authority for assessment. We can then direct you to the appropriate next stage of your training.**

Answers to these questions are found in The Duke of Edinburgh's International Award – Australia Handbook (2014 v2), ("The Award Handbook") available at: dukeofed.com.au/resource/handbook. Please also note that all headings, section and page references correspond with those in The Handbook.

GLOSSARY (Pages 8 - 9)

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Please complete the following sentences by filling the blanks:

1. An Assessor is a suitably _____, _____ and/or _____ Volunteer who assists with and assesses Award activities. Assessors **should not** be immediate _____s.
2. A Participant who starts Silver without having first completed Bronze, or who starts Gold without having first completed Silver is known as a _____ entrant.
3. The method of transport used by Participants in their Adventurous Journey is known as the _____ of _____.
4. Regular activity is based on a minimum of ____ hour per week or, with Award Leader discretion, ____ hours per two week period, or ____ hours per four week period.
5. While some activity may take place within school, university or work hours, most of it should occur _____ outside of these scheduled times.
6. The Supervisor is suitably qualified and experienced to supervise _____ and/or _____ Adventurous Journeys.
7. Anyone over the age of 18 who assists with the Award, either in a paid or unpaid capacity, is known as a _____.

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VOLUNTER CODE OF CONDUCT (VCOC) (pages 11 - 12)		Official use only
<p>8. The VCOC must be agreed to by:</p> <ul style="list-style-type: none"> a) all Assessors b) all Supervisors c) all Award Leaders d) all of the above <p>9. All new materials utilising the Duke of Ed logo which contain interpretive content* must be approved prior to circulation by:</p> <ul style="list-style-type: none"> a) the main Award Leader at the Award Unit b) the WA Award Operating Authority of The Duke of Edinburgh's International Award - Australia c) the National Award Authority in Australia (the "NAA") d) the Asia-Pacific Regional Office of Duke of Edinburgh's International Award <p>* Interpretive content refers to any information published by The Duke of Ed which has been re-worded and/or re-developed.</p>		SCORE
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THE DUKE OF ED - CHAPTER 1 (pages 18 - 29)		Official use only
1.5 OUR PRINCIPLES		
<p>10. True or False</p> <ul style="list-style-type: none"> i. Participant programs and goals are set by Adult Volunteers ii. The Duke of Ed focuses on competition rather than personal challenge iii. Participating in the Duke of Ed is voluntary iv. Activity time undertaken prior to being accepted as a Participant by the Award Leader cannot be included in a participation minimum time requirements v. Completing a Duke of Ed Award is more a 'marathon' than a 'sprint' <p>1.6.1 THE AWARD FRAMEWORK</p> <p>1.6.2 THE AWARD TIME REQUIREMENTS</p> <p>1.6.3 THE AWARD AGE REQUIREMENTS</p>		
<p>Please refer to the appropriate sections in The Handbook to complete the following Award Requirements Summary Table (question 11):</p>		

11. AWARD REQUIREMENTS SUMMARY TABLE

Section	Award Level		
	Bronze	Silver	Gold
Physical Recreation	3 months	___ months	___ months
Skill	___ months	6 months	___ months
Service	___ months	___ months	12 months
Plus – for the <i>Major Section</i>	All Participants must complete an additional 3 months in either Physical Recreation, Skill or Service	All Participants who have not completed a Bronze Award must complete an additional 6 months in either Physical Recreation, Skill or Service	All Participants who have not completed a Silver Award must complete an additional 6 months in either Physical Recreation, Skill or Service
Adventurous Journey <i>(at least 2 per level)</i>	___ days (___ night)	___ days (___ nights)	___ days (___ nights)
Residential Project	_____	N / A	___ days (___ nights)
Min. Starting Age	___ years	___ years	___ years
Min. Completion Time	___ months	___ months <i>Silver direct entrants:</i> ___ months	___ months <i>Gold direct entrants:</i> ___ months
Min. Completion Age	___ years ___ mths	___ years ___ mths <i>Silver direct entrants:</i> ___ years ___ mths	___ years ___ mths <i>Gold direct entrants:</i> ___ years ___ mths

12. True or False

- i. Participants are able to take a “break” in their activities
- ii. Preparation and Training is required at every level prior to departing for the practice journey
- iii. At least one practice journey of the same nature and duration as the qualifying journey is required at every level
- iv. If a Participant meets the minimum age requirements they can commence The Duke of Ed at any level
- v. A Participant can **only** commence their Silver Award at 14 years and 9 months if they have already completed a Bronze Award
- vi. Activities completed prior to a Participant’s 16th birthday can be counted towards a Gold Award

1.7 GETTING STARTED

13. The role of The Duke of Ed Assessors and Award Leaders is to:

- a) select activities for Participants and make sure they are completed
- b) select Participants through a merit process and guide them through a set program of activities
- c) guide, mentor and offer encouragement to Participants
- d) provide transport to Participant activities

14. True or False

- i. The Duke of Ed is complementary to many other activities that young people might already participate in e.g. Surf Life Saving, Scouts, local football team, tennis lessons
- ii. All activities being counted for a Duke of Edinburgh’s Award must be unpaid

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STRUCTURE – CHAPTER 2 (pages 30 - 41)

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2.2 ADULT VOLUNTEERS

15. True or False

- i. Award Leaders are required to have special qualifications
- ii. Assessors must have experience and/or qualifications in the Participant’s chosen activity
- iii. An Award Leader can also be an Assessor
- iv. It is OK to write negative comments in a Participant’s records if they are justified
- v. An Assessor can only assess one Participant at a time
- vi. Adult volunteers provide guidance and encouragement/motivation to Participants

16. Supervisors are required for both practice & qualifying journeys and must:

- a) be highly competent in the form of journey being undertaken
- b) meet all applicable compliance requirements
- c) provide feedback to Participants
- d) all of the above

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THE DUKE OF ED SECTIONS (pages 42 - 75)

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CHAPTERS 3-5 PHYSICAL RECREATION / SKILL / SERVICE

17. A rule of thumb in deciding whether or not an activity is suitable for the Physical Recreation Section is:

- a) the Participant is part of a team
- b) if there are technical skills involved
- c) if there is a coach involved
- d) if a Participant raises a sweat whilst undertaking the activity

18. True or False

When a Participant attempts the Skill Section they must undertake an activity which develops or improves on a non-physical skill e.g. arts and design, music, technical or cultural

19. The purpose of the Service Section of the Duke of Ed is to encourage Participants to:

- a) contribute/give back to their community
- b) donate their time to a genuine cause
- c) make a difference to the lives of others
- d) all of the above

20. True or False

- i. A Participant has the option of participating in more than one activity over the required time (e.g. a "Winter" Physical Recreation and "Summer" Physical Recreation activities)
- ii. Physical Recreation, Skill or Service activities can be undertaken entirely during work, university or school hours
- iii. Participants must have an Assessor for each Section of their Award
- iv. Participants can undertake Service for the benefit of family members
- v. Participants can "pause" their activities, as long as minimum requirements are eventually met before their 25th birthday.

CHAPTER 6 ADVENTUROUS JOURNEY

21. Some of the benefit(s) to Participants of completing the Adventurous Journey Section include:

- a) individual challenge
- b) team work and cooperation
- c) problem solving
- d) all of the above

22. What is the minimum number of Participants required to undertake an Adventurous Journey together?

- a) 7
- b) 3
- c) 4
- d) 5

23. When a Participant plans to undertake practice and qualifying journeys, one of the requirements is to:

- a) undertake training that is relevant to the planned journeys
- b) undertake a course in Adventure Activity Standards
- c) undertake all activities in school hours
- d) complete a remote first aid course

24. Complete the chart below:

Requirements			
Level	Days	Nights	Minimum total hours purposeful effort
Bronze		1	
	3		21
Gold		3	

25. All Adventurous Journeys must be supervised by a:

- a) suitably skilled, experienced and/or qualified Volunteer
- b) parent who is supervising because their child is doing their Bronze Award
- c) Award Leader of the Award for that Participant
- d) former Gold Awardee

26. An Expedition is a:

- a) purpose with a journey
- b) journey with a purpose
- c) journey that's an exploration
- d) a journey that can be undertaken solo

27. An Exploration is a:

- a) a practice journey
- b) a residential project
- c) a purpose with a journey
- d) a journey with a purpose

28. An Adventurous Project is:

- a) usually suited to Participants over the age of 18
- b) requires more innovation, creativity and challenge than an expedition or exploration
- c) a project that can be undertaken as an individual or in a team
- d) Gold Award Level only
- e) all of the above

29. Classify the following Adventurous Journeys as an Expedition, Exploration or Adventurous Project.

Adventurous Journey	Expedition, Exploration or Adventurous Project?
Mountain biking on the Mundi Bidli Trail	
A three week trek through the Andes with one companion	
Marine study on Rottneest Island	
A disabled Participant group undertaking a Dep of Sport & Recreation activity camp	
Canoeing the Blackwood River	
Study of old cemeteries in a region	
Hiking a section of the Bibbulmun Track	
Rock climbing and survey in the Blue Mountains from a base camp	
Sailing solo from Sydney to the Whitsundays	
Cross Country skiing from Schlink Pass to Round Mountain Hut	

30. Adventurous Journeys at all Levels require Participants to undertake sufficient _____ to ensure Participants are ready for their journey

- a) purposeful activity
- b) guts and determination
- c) risk management
- d) Preparation and Training

31. Adventurous Journeys, by their very nature, contain elements of risk. What is required to reduce these risks?

- a) Training and Preparation
- b) Thorough risk management
- c) A critical incident management plan
- d) All of the above

32. For ALL Adventurous Journeys, skills which will require training and signoff include: (tick applicable)

- i. Technical skills in the mode of travel
- ii. Understanding of the Adventurous Journey
- iii. Safety and safe practice
- iv. How to use a compass
- v. First aid and emergency procedures
- vi. How to set up a tent
- vii. Necessary equipment and how to use it
- viii. Route planning and navigation
- ix. Campcraft / Accommodation
- x. Using a street directory
- xi. Cooking with a Trangia
- xii. Oral extraction of snake venom
- xiii. Team building and leadership training
- xiv. Environmental awareness and care
- xv. Observation and recording skills

33. An Assessor, once Training and Preparation has been satisfactorily completed by a Participant, must:

- a) take the Participants on their practice journey
- b) take the Participants on their qualifying journey
- c) authorise the Participant's training record confirming they are ready to do their practice journey
- d) notify WA State Award Operating Authority that the Participant has completed their Award

34. Prior to the Practice Journey at every level Preparation and Training is required. The delivery and depth at which the topics are covered depends on:

- a) the sound judgment of the Assessor
- b) the difficulty and type of Adventurous Journey
- c) the experience, condition, characteristics and competence of the Participants
- d) the duration of the journeys
- e) all of the above

35. True or False

- i. A highly skilled group of individuals are not required to undertake a practice journey if the Award Leader approves
- ii. Practice Journeys should be of a similar nature and duration, and in a similar environment, to the planned Qualifying Journey
- iii. The Practice Journey can be on the same route as the Qualifying Journey
- iv. Participants cannot undertake more than one Practice Journey

36. At which level(s) is it a requirement of the Duke of Ed to undertake at least one qualifying journey?

- a) Bronze
- b) Silver
- c) Gold
- d) All

37. When finally assessing a Participant's qualifying journey, the Assessor will need to review:

- a) a Journey Report
- b) maps of the Journey
- c) food and clothing lists
- d) the parental permission note

38. True or False

- i. The Assessor and Supervisor for a Participant must be the same person
- ii. Supervision is undertaken by a suitably skilled, experienced and/or qualified adult who has been considered suitable by the Award Unit (Award Leader)
- iii. The Award Unit must approve all Supervisors
- iv. One of the Assessor's roles is to sign-off each required component of preparation and training

39. A Participant satisfies the requirements of the Adventurous Journey Section if the Assessor is convinced that: (tick applicable)

- i. the Participant has met the preparation and training requirements
- ii. progress has been made based upon their initial knowledge and ability
- iii. a tent can be put up and packed away without assistance
- iv. minimum hours and time requirements have been met
- v. an appropriate qualifying journey report was submitted/presented
- vi. the Participant can navigate with a compass on a contour map without assistance

40. Which of the following is a suitable Adventurous Journey sequence?

(tick applicable)

- i. 2 day bushwalking practice (Bibbulmun Track), and 3 day bushwalking qualifier (Bibbulmun Track) (Bronze level)
- ii. 2 day bushwalking practice (Bibbulmun Track March), and 2 day bushwalking qualifier (Cape to Cape in August) (Bronze level)
- iii. 3 day canoe practice (Blackwood River), and 3 day canoe qualifier (Lake Arglye) (Silver level)
- iv. 3 day bushwalking practice (Six-Foot Track, Blue Mountains), and 3 day bushwalking qualifier (Six-Foot Track, Blue Mountains) (Silver level)
- v. 2 day bushwalking practice, one day bushwalking, one day canoeing qualifying trip (Bronze level)

CHAPTER 7 RESIDENTIAL (GOLD ONLY)

41. The Residential Project is the undertaking of a _____ experience with people who are not their usual companions, working toward a common goal

- a) fun
- b) purposeful
- c) exciting
- d) recreational

42. The minimum time requirement for a Residential Project is:

- a) five days and five nights
- b) six days and five nights
- c) five days and four nights
- d) four days and three nights

43. In exceptional circumstances, the Residential Project can be spread over two weekends (within a year) but the:

- a) same group of people must be involved
- b) Participant must be exceptional in order to be permitted to do this
- c) same activity must be pursued within a 12 month period
- d) Award Leader will be the Assessor

44. True or False

- i. Participants can sleep overnight at home if they participate in activities during the day and are otherwise involved
- ii. Participants should have the same Assessor throughout their Project
- iii. It is the responsibility of the Participant to remind their Assessor that the Project will form part of their Gold Award
- iv. A Participant must demonstrate commitment to building relationships with others during the residency to satisfy requirements

45. Some possible ideas for Residential Projects include (tick applicable):

- i. assisting at a kids camp (assisting a camp counsellor for a week)
- ii. sports skills development camp weekend
- iii. housing project in Africa building a library for a small community (1 month)
- iv. school camp with friends (1 week)
- v. crew member on board the Leeuwin Tall Training Ship (2 weeks)

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RISK MANAGEMENT – CHAPTER 8 (pages 102 – 107)

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46. When a Participant is under the age of 18, it is possible for them to gain formal National Duke of Ed Parent / Guardian consent using:

- a) The National “The Duke of Ed Parent / Guardian Consent Form”
- b) The Parent / Guardian consent process via the Online Record Book
- c) A school-based permission form
- d) (a) and (b) above

47. National Award insurance provides Participants and adult volunteers with *secondary* coverage in the areas of:

- a) personal liability and public liability
- b) personal property and personal accident
- c) personal accident and public liability
- d) public property and public liability

48. All _____ who actively engage with Participants in Award activities must agree to the Volunteer Code of Conduct

- a) Award Leaders
- b) Parents
- c) Volunteers
- d) Assessors

49. It is the responsibility of the Award Leader, on behalf of their _____, to ensure the safety of their Participants

- a) Award Unit
- b) Parents
- c) Senior Officer
- d) The National Office

50. In the event of an incident occurring on any Award activity, the Award Unit and the Award Leader should take the following steps (rank these below in order from 1 - 5):

- Complete The Duke of Ed program's Liability Injury Incident Report Form as soon as possible after the incident occurs
- Give consideration to any legal requirements or obligations that may apply
- Seek appropriate help and/or render appropriate assistance
- Refer to their own organisation's policy, practice and procedures
- Forward copies of any incident reports or other relevant documents to the WA Award Operating Authority who will pass these on to the National Office

51. True or False

- i. No laws in Australia, in relation to working with young people and Child Protection, apply to The Duke of Edinburgh's Award because The Duke of Ed has its own policy
- ii. All Sections of The Duke of Ed may contain an element of risk
- iii. Assessment and risk management are the responsibility of the Award Leader alone
- iv. Participants have *secondary* Duke of Ed insurance
- v. Parents / Guardians should not be encouraged to get involved with their child's Award

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RESULTS

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PASS / FAIL