

Participant Name

Email

Award Centre

(i.e. your school or organisation)

# SILVER AWARD ONLINE RECORD BOOK (ORB) CHECKLIST

To ensure you meet all the requirements for a Silver Award via ORB, please use this Checklist **before** submitting your Award online to your Award Leader. Your Award Leader will then forward your Silver Award for final approval by the WA Award Operating Authority.



**Make sure you have covered all points correctly so your Silver 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 Silver Award requirements please review the relevant pages at: [www.awardswa.org.au](http://www.awardswa.org.au), or call us on 9321 4179.

## 1. Age and Starting my Silver Award:

If you completed your Bronze Award you were able to start your Silver Award straight away.

Start Date for Silver activities

Age at Start Date



If you **did not** complete a Bronze Award you can only have started your Silver Award **after 15** years of age

**REMEMBER:** If you completed a Bronze Award, you **CANNOT** count activities towards your Silver Award until *after* your Bronze Award was approved by the WA Award Operating Authority, unless otherwise authorised by your Award Leader.

- I have only counted activities towards my Silver Award **AFTER** I was accepted as a Silver Participant by my Award Leader or authorised to start earlier by Award Leader

## 2. Voluntary Service Requirements:

- My Assessor was NOT an immediate family member (e.g. parent or sibling)
- My Voluntary Service activity met a genuine need in the community
- I have entered all of my activities in ORB and my record has reached 100%
- I downloaded the “Summary for Assessor” for my 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. Skills Requirements:

- My Assessor was NOT an immediate family member (e.g. parent or sibling)
- I have entered all of my Skills activities in ORB and my Skills record has reached 100%
- I downloaded the “Summary for Assessor” for my Skills 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 in ORB 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 in ORB  
*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 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** 3 days duration. The correct dates are entered in ORB and the dates are **prior** to my qualifying journey
- My qualifying journey was **at least** 3 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 and my AJ record has reached 100% in ORB
- I downloaded the “Summary for Assessor” from ORB for my AJ Section to provide evidence to my Assessor that I have completed all 3 components of my AJ Section. My Assessor has written their Report and this 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\_AJ\_Assessor\_Report*

### Adventurous Journey Report

A report of your qualifying 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.dukeofed.com.au/resource/handbook/](http://www.dukeofed.com.au/resource/handbook/)).

#### 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 | <input type="checkbox"/> | - other supporting evidence (photos, etc) | <input type="checkbox"/> |
- (1 x A4 page as a guide)

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

6. I have clicked the “Submit” button for all 4 Sections of my Silver Award



## 7. Additional Notes:

### **Silver 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.

Your Award Leader will confirm that you have all your uploaded Assessor Reports and will then approve and submit your completed Award to the WA Award Operating Authority to be recorded and your certificate and badge to be issued.

Please allow approximately 2 weeks for your Silver 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 Silver Award has been approved you’ll be able to register your interest for a higher level Award.