



Ignite Award Reference Book



Welcome to Ignite Award

This Reference Book is for everyone involved in delivering or doing Ignite Youth Award (Ignite Award) in Western Australia. It covers the conditions and minimum requirements of the Award program and offers a framework to successfully guide young people in order to achieve an Award.

Message from our Chair

Welcome to the Reference Book for Ignite Award.

As the Chairman of Awards WA, I am proud of our Ignite Award, the youth development award program that we deliver to the young people of Western Australia. I encourage you to read through this valuable resource to ensure that Ignite Award requirements and conditions are met and that the highest possible outcomes are achieved.

It is our vision to nurture young people to be our future leaders with horizons, creativity, leadership and commitment. Through Ignite Award, we focus on equipping them well and broadening their perspectives. The Award program is a great tool to foster positive self-development through the framework that promotes the learning of valuable skills, being physically active, assisting others in the community and experiencing adventures.

Thank you to our amazing group of volunteers who work with young people through their Ignite Award experience. Without you, there would be no Ignite! Don't forget that our Awards WA office team are there to help you and answer any of your questions.

I wish you all the best with your Ignite Award and congratulation on taking this great step forward.



Hon Joe Francis
Chairman
Awards WA Inc.

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Glossary

The following definitions apply to the terms used in this Reference Book.

Activity – The Award contains four required sections – Physical Activity, Hobby, Volunteering and Adventure.

Adventure – One of the required sections of Ignite Award, which encourages participants to undertake an adventure away from home/school (such as an outdoor exploration) with a purpose. It is completed for all four levels (1 – 4) of Ignite Award and needs some planning, training and/or teamwork.

Award Agent– An organisation/school granted the provision by Awards WA to deliver the Award program in Western Australia.

Awards WA Inc. (Awards WA) – Is the governing, administrative and support body of the Award in Western Australia, providing permission and support to Award Agents to deliver the Award.

Hobby – One of the required sections of Ignite Award, which encourages participants to develop personal interests and practical skills. It is completed for all four levels (1 – 4) of Ignite.

Ignite Guide – A suitably skilled, experienced and/ or qualified adult Volunteer who can assist with and assess a participant completing an activity being undertaken. In most circumstances, a Guide should not be a close family member.

Ignite Leader – An adult who is appointed by an Award Agent to act as a representative of the Award Agent that has overall responsibility of the delivery of the Award for that organisation.

Ignite Leader Training – Module 1 Training that all Ignite Leaders must complete prior to commencing their role. **Module 1** must be completed before undertaking the Ignite Leader role.

Ignite Levels – There are 4 levels of Ignite Award:

- Levels 1 & 2
- Levels 3 & 4

Ignite Open Award Centre (OAC) – An Award Agent, which does not have access restrictions such as needing to be a student or a member. This differs to most Award Agents, which are approved to manage the Award for a specific organisation, e.g. school, club, or community group. The Ignite OAC is administered by Awards WA.

Ignite Award Volunteer Code of Conduct – A list of rules and regulations to be agreed to/ signed by all Volunteers involved with the Award. This includes Ignite Leaders and Ignite Guides.

Incident – An event, occurrence or circumstance that may give rise to a claim for compensation for personal injury or property damage.

Mentor/Assistant Leader – A Volunteer appointed by the Award Agent, typically by the Ignite Leader, to directly support and encourage one or more participants should an Ignite Leader need extra assistance.

Minimum Hours – The minimum number of hours required to achieve an Award Level, which will vary based on the Award level.

Participant – A young person aged between the ages 9 – 13 who has been accepted to participate in Ignite Award through the registration process.

Physical Activity – One of the required sections of Ignite Award, which encourages participants to participate in physical activities and improve fitness and performance. It is completed for all four levels (1 – 4) of Ignite.

Record Book– A book issued by Awards WA to participants in which activities and Ignite Guide reports are recorded.

Volunteer – For the purposes of the Award, a “Volunteer” means anyone over the age of 18 who assists with the Award program, either in a paid or unpaid capacity. This includes all Ignite Leaders, Ignite Guides, mentors and instructors.

Volunteering – One of the required sections of Ignite Award, which encourages participants to develop a sense of community spirit and responsibility to others. It is completed for all four levels (1 – 4) of Ignite.

Chapter 1

Ignite Award

- 1.1 What is Ignite Award?
- 1.2 Ignite Award Benefits
- 1.3 Ignite Award Framework
- 1.4 Ignite Award Requirements

1.1 What is Ignite Award?

Ignite Award is an exciting program of discovery for young people aged 9 – 13 and provides a framework to get fit, learn valuable skills, assist others in the community and experience adventures. It is a great tool for young people to transition into secondary school and fosters positive self-development and leadership skills.

There are 4 levels of Ignite Award:

- Levels 1 & 2
- Levels 3 & 4

To achieve any level of Ignite Award, young people create a unique program of activities:

- Physical Activity
- Hobby
- Volunteering
- Adventure

Young people can complete the activities in a single session; however we encourage them to undertake their activities over a period of time.

1.2 Ignite Award Benefits

Ignite Award fosters positive attitudes towards learning, complementing the curriculum whilst also building an environment for positive engagement and interaction between young people and the community.

Benefits for young people include:

- Increase self-esteem
- Increase confidence
- Develop commitment and responsibility
- Increase initiative
- Develop an awareness of the community and a desire to help others
- Develop a feeling of ownership and engagement in their formal and informal education

1.3 Ignite Award Framework

Physical Activity

To encourage participation in physical activities and improvement in fitness and performance.

Hobby

To encourage the development of personal interests and practical skills.

Volunteering

To develop and encourage a sense of community spirit and responsibility to others.

Adventure

Encourage a spirit of adventure and increase confidence in unfamiliar places.

1.4 Ignite Award Requirements

	Level 1	Level 2	Level 3	Level 4
Physical Activity	Min 3 hours	Min 6 hours	Min 10 hours	Min 15 hours
Hobby	Min 3 hours	Min 6 hours	Min 10 hours	Min 15 hours
Volunteering	Min 3 hours	Min 6 hours	Min 10 hours	Min 15 hours
Adventure	Min 3 hours	Min 6 hours	Min 8 hours	2 days/ 1 night <u>or</u> 2 day trips at least 6 hours each

- It is essential that participants show regular commitment and that they complete the majority of the required hours in their own time.
- Participants can complete the activities in a single session, however it is recommended and encouraged for participants to undertake activities over a period of time.
- Ignite Leaders help participants choose an activity that fits the purpose of the particular part of the Ignite Award, however, it is important to ensure it is something that the participant is interested in and can regularly participate in.
- Any rules and safety requirements of the chosen activity should be learnt by the participant prior to commencement.
- Ignite Guides help participants through their activity. This person is skilled and experienced in the relevant activity and should not be a close family member.
- Ignite Award is about working hard to achieve the activity goal. The participant should think about it, talk with their Ignite Leaders and Guide and then write it in their Record Book before starting the activity.
- During all parts of Ignite Award, participants must be appropriately supervised by a responsible adult or Instructor at all times. This person may be the Ignite Guide. Ignite Leaders should clarify this arrangement with the parent if the activity is to be held out of school or organisation time. Parents may supervise their child's activity but should not be their Ignite Guide.
- Only one Award level can be completed at a time. Each Award level needs to be finished before starting on the next.

Chapter 2 Structure

2.1 Awards WA

2.2 Award Agents

2.3 Volunteers

2.1 Awards WA

Awards WA Inc. is the governing, administrative and support body of the Award in Western Australia and provides permission and support to Award Agents to deliver the Award.

Awards WA is responsible for:

1. Providing information, resources and promotional materials for the Award program.
2. Ongoing administrative and support services.
3. Award training and networking opportunities.
4. Ignite Award Reference Book.
5. All Policies with which the Award Agent must comply.
6. Limited insurance coverage together with details of any changes to that insurance coverage.

2.2 Award Agent

Awards WA grants the provision to deliver the Award program in Western Australia to Award Agents. These can be schools, community organisations, service, sporting or social clubs and other like-minded groups. Insurance, Child Protection Legislations and other requirements are to be met by Award Agents. Refer to the latest version of the Award Agent Agreement available at www.igniteaward.org.au

2.3 Volunteers

For the purposes of Ignite Award, a volunteer means anyone over the age of 18 who assists with Ignite Award, either in a paid or capacity. Volunteers are highly valued members of the Awards WA team and contribute to making a significant difference in the organisation's ability to help young people to discover and learn. All Ignite Award volunteers must agree to the Ignite Award Volunteer Code of Conduct.

2.3.1 Ignite Leader

The Ignite Leader is responsible for running Ignite Award in an Award Agent and have completed and submitted to Awards WA, the Ignite Leader Registration Forms.

Duties and responsibilities:

- Develop and/or implement strategies for attracting a broad spectrum of young people to participate in the Award.
- Advising, guiding and assisting young people to participate in the Award.
- Ensuring members of all groups within the Award Agent are considered and catered for wherever possible.
- Providing young people access to registration and the distribution of Record Books and other literature/ resources as required.

- Encouraging participants to choose a diverse and challenging range of activities, and to reach beyond their grasp, and approving their program (activity selection)
- Assisting participants to find suitable Award Guides.
- Checking Award Guide's suitability (i.e. experience and/ or qualifications) and approving them and keeping a record of all Volunteers.
- Ensuring all Volunteers meet Child Protection Legislation requirements within Western Australia.
- Ensuring all Volunteers have agreed to the Ignite Award Volunteer Code of Conduct by ticking the box in the participant's Record Book.
- Keeping records of participants approved by the Award Agent.
- Assisting participants with understanding the Record Book and logging their activities as required.
- Pre-approval and final sign-off of all activities, including all components of the Adventure activity.
- Final assessment and approval sign-off on behalf of Award Agent.
- Encouraging participants to complete their Award, and progress to the next level where possible.
- Liaising and, where appropriate, coordinating activities with other Award Agents of the Award in the relevant area.
- Arrange Award presentations as required.
- Publicising and promoting the Award.
- Exercising appropriate duty of care regarding the safety and wellbeing of the participants.
- Managing the operation of Award within the Award Agent.
- Maintaining and upholding the policies and requirements of Award (as provided for in the Ignite Award Reference Book).
- Ensuring that any documents, collateral, website pages or other items that utilise the Award logo meet all requirements of the Brand Identity Guidelines (available from Awards WA).
- Ensuring that all new materials that utilise the Award logo and contains interpretive content regarding the Award is approved by Awards WA prior to being circulated.
- Undertaking the role of a volunteer in a safe work environment.

2.3.2 Ignite Guide

A suitably skilled, experienced and/ or qualified Volunteer (over the age of 18), who can assist with and assess a participant completing an activity being undertaken. Participants should discuss their goal with their Ignite Guide for each activity before they commence to ensure that it aligns with SMART goal setting and is challenging yet achievable.

Award Guides don't have to be present every time the participant practices or engages in the activity, however they must have regular contact with the participant to ensure they are supported and progressing as expected.

Guides complete a final report to verify that the participant has achieved the requirements for the relevant activity. In most circumstances, a Guide should not be a close family member.

Ignite Guides must read and agree to the Ignite Award Volunteer Code of Conduct by ticking the appropriate box in the participant Record Book.

2.3.3 Mentors/ Assistant Ignite Leaders

A Volunteer appointed by the Award Agent, typically by the Ignite Leader, to directly support and encourage one or more participants should an Ignite Leader need extra assistance. The mentor is typically not highly trained in the program and may also be a Guide for other activities. Older peers are often a target group to act as mentors for Ignite Award participants. The mentor's role is to make regular contact, show interest, and assist with trouble shooting or with locating potential Guides.

Chapter 3

Achieving an Ignite Award

3.1 Steps to Achieving Ignite Award

3.1 Steps to Achieving Ignite Award

1. Registration form is completed and returned to the Ignite Leader along with the registration fee (see igniteaward.org.au for current fees)
2. Activities are chosen and challenge level identified
 - The participant should be encouraged to choose activities that are challenging so that skills are learnt and improvement shown.
3. An Ignite Guide is chosen who will guide the participant through and sign off each relevant activity
 - An Ignite Guide must be over 18, should be skilled in the relevant activity and in most circumstances should not be the participant's parents or an immediate family member.
 - A participant **MUST** be supervised at all times during activities.
4. SMART goals are set for each activity with the help of each of the Ignite Guides
 - SMART goals are Specific, Measurable, Achievable, Relevant and Timely.
5. Participants work through each of their activities.
6. Participants record the hours spent on each activity as they do them in their Record Book
 - The time spent on each activity should be through regular participation rather than just one session – this allows a better chance of getting better at the activity and achieving goals.
 - The amount of time needed on each activity is just the minimum – Participants can always do more hours if they want or need to in order to achieve their goals.
7. Activities completed
 - This means that a participant has achieved at least the minimum amount of hours and worked really hard to achieve their goals.
 - A participant does not fail Ignite Award if they did not achieve their goals - it provides an opportunity for the participant to reflect and think about how they could get there next time.
8. Reflect on achievements
 - Participants to use the reflection pages in their Record Book to record their feelings for each activity.
9. Record book completed and signed by the Ignite Guide for each activity

10. Record Book given to Ignite Leader for approval

- The Award Leader will forward the names of completed participants to Awards WA who will issue a certificate and badge.
- Awards Leaders should organise a presentation of badge and certificate at an appropriate event (school assembly, Awards nights etc).

11. Participants can now start on the next Level of Ignite Award

Chapter 4

Hobby

- 4.1 Hobby Explained
- 4.2 Requirements
- 4.3 Reporting and Reflection
- 4.4 Assessment
- 4.5 Activity Suggestions

4.1 Hobby Explained

To encourage the development of personal interests and practical skills.

This part of Ignite Award encourages participants to follow their own interests in a non-physical hobby or hobbies. It is the opportunity for Participants to have a go at an activity that interests them and provides the opportunity to build on existing skills or develop new skills.

4.2 Requirements

- Participants must show regular commitment and that they complete the majority of the required hours in their own time.
- Participants can complete the activities in a single session, however it is recommended and encouraged to undertake activities over a period of time.
- The participant must be taught/ instructed/ coached by an Award Guide who is suitably qualified and/ or experienced in the chosen activity.
- It is recommended that participants choose an activity outside one they would normally do during their school day.
- The activity must be non-physical, so that means it should not be sport, dance, martial arts or similar.
- Participants can choose an activity which will be done independently, or within a group.
- The activity should involve some challenge and result in the gaining of new skills and knowledge.
- Participants may take on a new activity for each level, or spend more than one level on a particular activity. If using the same activity for a new level, participants will need to review and set a new goal.

Level	Minimum Time
1	At least 3 hours
2	At least 6 hours
3	At least 10 hours
4	At least 15 hours

4.3 Reporting and Reflection

It is recommended that participants present a brief report on completion of each activity. This may take the form of a written, oral or photographic record, or a combination of these. It should outline what was achieved, what was learned and some information about the activity/ venue/ location.

There is space provided in the Record Book for the report, but additional work may be requested. This brief report will help to consolidate what has been observed and learned and serve as a fitting conclusion to the activity.

4.4 Assessment

The participant will be assessed by an Ignite Guide when the minimum time requirement has been met.

In addition, it will be necessary for the;

- Participant to have developed some knowledge and skill in the chosen hobby appropriate for their ability.

There is no failing should the participant not meet their goal. Constructive feedback should be provided by the Award Guide to motivate and help a participant reflect on what they could improve upon in the future.

4.5 Activity Suggestions

- Art/ Craft
- Astronomy
- Bird watching
- Bush survival skills
- Card making
- Chess
- Coaching
- Computing
- Cooking
- Dance choreography
- Debating/public speaking
- Dog training
- Drama
- Electronics
- Embroidery
- Fishing
- Gardening
- Jewelry making
- Knitting
- Learning a language
- Learning a musical instrument
- Model construction
- Pet care
- Photography
- School production
- Sewing
- Sign language
- Stamp or coin collecting
- Umpiring (nonpaid)
- Video making
- Woodwork

Chapter 5

Physical Activity

5.1 Physical Activity Explained

5.2 Requirements

5.3 Reporting and Reflection

5.4 Assessment

5.5 Activity Suggestions

5.1 Physical Activity Explained

Encourages participation in physical activities and improvement in fitness and performance.

This part of Ignite Award encourages participants to have a go at a new fitness activity, or focus on developing skills in a physical activity they already do. The purpose is to establish a positive attitude to physical activity, to gain satisfaction from meeting the challenge and to lay the pattern for an ongoing active lifestyle.

5.2 Requirements

- Participants must show regular commitment and that they complete the majority of the required hours in their own time.
- Participants can complete the activities in a single session, however it is recommended and encouraged to undertake activities over a period of time.
- The participant must be taught/ instructed/ coached by an Award Guide who is suitably qualified and/ or experienced in the chosen activity.
- It is recommended that Participants choose an activity outside one they would normally do during their school day.
- Participants can choose an activity which will be done independently, or within a group/ team.
- The activity should involve some challenge and result in the gaining of fitness and development of skills.
- Participants may take on a new activity for each level, or spend more than one level on a particular activity. If using the same activity for a new level, participants will need to review and set a new goal.

Level	Minimum Time
1	At least 3 hours
2	At least 6 hours
3	At least 10 hours
4	At least 15 hours

5.3 Reporting and Reflection

It is recommended that participants present a brief report on completion of each activity. This may take the form of a written, oral or photographic record, or a combination of these. It should outline what was achieved, what was learned and some information about the activity/ venue/ location.

There is space provided in the Record Book for the report, but additional work may be requested. This brief report will help to consolidate what has been observed and learned and serve as a fitting conclusion to the activity.

5.4 Assessment

The participant will be assessed by an Ignite Guide when the minimum time requirement has been met.

Assessment will be made on the basis that:

- The participant has made a regular effort over the minimum time period.
- Some improvement in fitness and skill level has been made.
- A greater understanding of the rules, safety requirements and tactics is evident

There is no failing should the participant not meet their goal. Constructive feedback should be provided by the Award Guide to motivate and help a participant reflect on what they could improve upon in the future.

5.5 Activity Suggestions

- AFL (football)
- Athletics
- Ballet
- Baseball
- Canoeing
- Cricket
- Cycling
- Dancing
- Golf
- Gymnastics
- Horse riding
- Ice skating
- Martial arts
- Netball
- Rowing
- Rugby
- Skipping
- Soccer
- Surfing
- Swimming
- Volleyball
- Water polo

Chapter 6

Volunteering

- 6.1 Volunteering Explained
- 6.2 Requirements
- 6.3 Reporting and Reflection
- 6.4 Assessment
- 6.5 Activity Suggestions

6.1 Volunteering Explained

To develop and encourage a sense of community spirit and responsibility to others.

This part of Ignite Award encourages participants to realise that everyone should appreciate and understand what it means to help others, and what an important role volunteers play in the community. It is also designed to help participants develop a sense of involvement and responsibility to others. It is hoped that they will continue their commitment to community involvement after finishing Ignite Award.

A participant can either be actively involved in a volunteering action or use this opportunity to learn more about volunteer organisations prior to getting involved. This could be within school, sporting clubs or another organisation in the wider community.

6.2 Requirements

- Participants must show regular commitment and that they complete the majority of the required hours in their own time.
- Participants can complete the activities in a single session, however it is recommended and encouraged to undertake activities over a period of time.
- At the introductory stage of this activity, it is essential that the participant receive a brief but informative session on the needs of the community and how statutory and voluntary agencies provide assistance. The discussion could be taken by a teacher or an experienced member of a community organisation.
- The Ignite Guide must be qualified and/ or experienced in the chosen activity.
- The participant must be instructed by a volunteer (Award Guide) who is suitably qualified or experienced in the chosen activity.
- It is recommended that participants choose an activity outside one they would normally do during their school day.
- Participants can choose an activity which will be done independently, or within a group.
- The activity should involve some challenge and result in the gaining of new skills and knowledge.
- Participants may take on a new activity for each level, or spend more than one level on a particular activity. If using the same activity for a new level, participants will need to review and set a new goal.

Level	Minimum Time
1	At least 3 hours
2	At least 6 hours
3	At least 10 hours
4	At least 15 hours

6.3 Reporting and Reflection

It is recommended that participants present a brief report on completion of each activity. This may take the form of a written, oral or photographic record, or a combination of these. It should outline what was achieved, what was learned and some information about the activity/ venue/ location.

There is space provided in the Record Book for the report, but additional work may be requested. This brief report will help to consolidate what has been observed and learned and serve as a fitting conclusion to the activity.

6.4 Assessment

The participant will be assessed by an Ignite Guide when the minimum time requirement has been met. Assessment will be based on the fulfilment of the basic requirements as listed and on;

- The participant's level of commitment, increased awareness of community needs
- Their performance and achievement of set goals.

There is no failing should the participant not meet their goal. Constructive feedback should be provided by the Award Guide to motivate and help a participant reflect on what they could improve upon in the future.

6.5 Activity suggestions

AT SCHOOL

- School counselor
- Tutoring
- Peer support
- Library assistant
- Fundraising
- Gardening
- Student newsletter
- Lunchtime group

FUNDRAISING

- For a community group or charity

ELDERLY/UNWELL

- Hospital visits
- School band playing at centers/hospitals
- Reading for the elderly

CHILDREN

- Help at pre-school/ Kindy

ENVIRONMENT

- Litter collection
- Help to maintain walking tracks
- Cadet groups

Chapter 7

Adventure

- 7.1 Adventure Explained
- 7.2 Requirements
- 7.3 Reporting and Reflection
- 7.4 Assessment
- 7.5 Activity Suggestions

7.1 Adventure Explained

Encourage a spirit of adventure and increase confidence in unfamiliar places.

This exciting and challenging part of Ignite Award offers participants a chance to arrange an adventure away from home, such as an outdoor exploration which needs some planning, training and/or teamwork.

Before participants head out on their Adventure, they will need to do some preparation or training with help from someone who is experienced. This is to ensure that they are well prepared for the Adventure, and may include the following:

- Communication methods: use of mobile phones, meeting arrangements, contact numbers etc
- Obtaining equipment, food, water and clothing
- Becoming familiar with safety and first aid procedures
- Map reading/ navigation

7.2 Requirements

- The Adventure must have a purpose rather than just journeying to a certain destination. The goal might be to find out more about a location, its history or geography.
- All Adventures must be supervised during the activity by an adult who accepts responsibility for the group while on the journey, and is satisfied that adequate training has been received. Supervising adults are to provide support without being intrusive, as this would negate the purpose of the activity.
- The participant must be taught by an Award Guide who is suitably qualified and/ or experienced in the chosen activity.
- It is necessary for the participant's Ignite Leader to be aware of other factors eg. existing plans for school camps and excursions, the level of family involvement and neighbourhood facilities when planning for this activity.
- The activity should involve some challenge and result in the gaining of new skills and knowledge.

Level	Minimum Time
1	At least 3 hours
2	At least 6 hours
3	At least 8 hours
4	2 days & 1 night or 2 day trips of at least 6 hours each

7.3 Reporting and Reflection

It is recommended that participants present a brief report on completion of each Adventure. This may take the form of a written, oral or photographic record, or a combination of these. It should outline what was achieved, what was learned and some information about the Adventure.

There is space provided in the Record Book for the report, but additional work could also be requested. This brief report will help to consolidate what has been observed and learned and serve as a fitting conclusion to the activity.

7.4 Assessment

The participant will be assessed by an Ignite Guide when the minimum time requirement has been met.

Assessment will be made on the basis that:

- The participant has made a regular effort over the minimum time period.
- Some improvement in skill level has been made.

In addition, it will be necessary for the participant to have developed some knowledge and skill in the chosen activity appropriate for their ability.

There is no failing should the participant not meet their goal. Constructive feedback should be provided by the Award Guide to motivate and help a participant reflect on what they could improve upon in the future.

7.5 Activity suggestions

CANOEING

- Nearby rivers and lakes

CITY/ LOCAL SITES

- Aquariums
- Art galleries
- Historical landmarks/ sites
- Libraries
- Museums
- Mountain ranges etc
- National Trust Properties
- Observatories
- Planetariums
- School camps and excursions will also provide many opportunities
- Zoo

CYCLING

- Local bike trails
- National parks
- State forests

WALKING

- National and Coastal parks
- Waterfalls

Chapter 8

Ignite Award Volunteer Code of Conduct

8.1 Ignite Award Volunteer Code of Conduct

IGNITE AWARD VOLUNTEER CODE OF CONDUCT

In consideration of the Award Agent, _____ [name of school/ organisation/ group] approving me as an Volunteer in relation to the Ignite Award, I undertake that I will:

1. Comply with and exercise due care in carrying out my Roles and Responsibilities as outlined in the Ignite Award Reference Book available at www.igniteaward.org.au
2. Comply at all times with the requirements of the Ignite Award and with all applicable laws relevant to fulfilling my obligations to Awards WA.
3. Meet all applicable Child Protection Legislation requirements in my State/ Territory.
4. Undertake training and meet accreditation requirements, as appropriate.
5. Respect the privacy of persons served by Awards WA and hold, in confidence, sensitive, private and personal information collected in relation to the Ignite Award in accordance with the Privacy Policy of Awards WA [ABN 31 619 327 859] and the law (reports of child abuse or neglect will be handled under the relevant State/ Territory legislation).
6. Immediately advise the aforementioned Award Agent of any matter of which I am involved that has or could lead to criminal conviction. Advise the Award Agent of any Officer or employee of the Award Agent; or any Ignite Leader/ Guide/ Volunteer involved in the management and/ or delivery of the Ignite Award, who I believe has acted in a way which may be detrimental to the good name of the Awards WA.
7. Represent Awards WA with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
8. Undertake my role in a safe work environment. This includes: taking reasonable care for my own health and safety; ensuring that my conduct does not adversely affect the health and safety of others; compliance with any reasonable instructions relating to health and safety; and cooperation with any reasonable policy or procedure relating to health and safety that applies to me, my colleagues, people I am supervising or who are considered to be in my care.
9. Follow through and complete agreed tasks and commitments.
10. Conduct myself in a respectful manner, exhibit good conduct and be a positive role model.
11. Display respect and courtesy for participants of the Ignite Award, other Volunteers, staff, contractors and property.
12. Provide a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
13. Work cooperatively as a team member with employees of Awards WA and other Volunteers.
14. Undertake to provide assessment for the Ignite Award only in areas where I am suitably qualified and/ or experienced.
15. Copy and distribute materials given to me only for the purposes of the Ignite Award and not otherwise use them without the prior written consent of Awards WA.

16. Not use those materials in any way which would bring the Ignite Award and/ or Awards WA into disrepute.
17. Immediately stop use of all materials once my involvement with the Ignite Award ends.
18. Ensure that any improvements, developments, or new versions of the materials, including new materials I create based on or incorporating them, belong to Awards WA and I assign all rights, including intellectual property rights in them, to Awards WA.
19. Ensure that any documents, collateral, website pages or other items that utilise the Ignite Award logo meet all requirements of Awards WA.
20. Ensure that all new materials utilising the Ignite Award logo which contain interpretive content regarding the Ignite Award has been approved by Awards WA prior to being circulated. A copy of all such materials will be retained by Awards WA for reference purposes.

For the purposes of Awards WA, and therefore this document, a “Volunteer” means anyone over the age of 18 who assists with the Ignite Youth Award (Ignite Award), either in a paid or unpaid capacity. This includes all Ignite Leaders and Ignite Guides.



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