



Approved Award Centre

Information Package

2012



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45th
The Duke of Edinburgh's Award
Anniversary Bermuda
1967-2012
45 Years of Service & Still Going Strong...

Approved Award Centre Information Package

An Introduction to becoming an Approved Award Centre for
The Duke of Edinburgh's Award in Bermuda

What is The Duke of Edinburgh's Award?

The Duke of Edinburgh's Award is a voluntary, non-competitive programme of practical, cultural and adventurous activities, designed to support the personal and social development of Young People aged 14 to 24, regardless of gender, race, ethnicity, background, ability or circumstances. It offers an individual challenge and encourages Young People to undertake exciting, constructive, challenging and enjoyable activities in their free time.

Since 1956, **The Duke of Edinburgh's Award** has continued to develop and grow. This rapid expansion led to the formation of **The Duke of Edinburgh's Award International Association (IAA)** in 1988. At that time, the overall title of **The International Award for Young People** was adopted to describe The Award worldwide and the countries that were successfully running The Award, *including Bermuda*, became **The Founding Members**. The Award currently operates in 131 countries, but this number is on the rise! The Award operates at the National level in 62 countries and there are nearly 230 Independent Operators in a further 69 countries. Over 845,000 Young People worldwide currently participate in the Programme and there are millions of Adult Volunteers who share their skills, enthusiasm and time to help guide Participants through their Award Programme.



**The International Award for Young People
has over 7 MILLION Alumni!**

Many countries have adopted different names for their Award Programme, particularly those outside the Commonwealth. For instance, Young People in Guyana, South Africa, Trinidad & Tobago, Kenya, Malta & Malaysia participate in **The President's Award**. The Award in Brazil is called **Mérito Juvenil**, in Russia, **The Interregional Youth Public Movement**, in Portugal, **Prémio Infante D. Henrique**, **The El-Hassan Youth Award Scheme** in Jordan, **The Governor-General's Youth Award** in The Bahamas and in Finland, **Avartti**. The main thing to remember is that whatever the name, **The Award is the same!**

In 1967, **The Duke of Edinburgh's Award in Bermuda** was officially launched, with His Excellency, The Governor of Bermuda, as President and Patron. We are a Bermuda Registered Charity (#540) and rely on the generous support of Volunteers, Local Authorities, Corporations and Individuals to meet our commitment to support all of Bermuda's Young People to realise their full potential **FREE OF CHARGE!**

There is no fee to be an Award Participant or an Approved Award Centre in Bermuda.

Award Levels, Sections, Time and Age Requirements | Overall Requirements

There are three progressive levels in The Award Programme:

Bronze Award - for those aged 14 and over

Silver Award - for those aged 15 and over

Gold Award - for those aged 16 and over



There are four Award Sections at **Bronze** and **Silver** levels and five at **Gold**:

Community Service: undertaking service to individuals or the community.

Physical Recreation: improving in an area of sport, dance or fitness activities.

Personal Skill: developing practical and social skills and personal interests.

Adventurous Journey: planning, training for and completion of an Adventurous Journey.

Residential Project: working away from home doing a shared activity. **(Gold only)**

There is no real time limit when it comes to completing The Award. As long as Participants are under the age of 25 when they complete all of the Activities in their Programme, they are free to work at their own pace. Our only stipulation is that Participants spend the following **minimum time** doing their Programme. *Please note, whilst timescales are expressed in months, Participants need to give a regular commitment averaging at least an hour a week during this time.*

Level:	Minimum period of participation by:	
	Direct entrants	Previous Award holders
Bronze	6 months	n/a
Silver	12 months	6 months
Gold	18 months	12 months

Direct entrants are young people starting their DofE programme at either Silver or Gold level, who have not achieved the previous level of Award.

Bronze Award (14+ years old)

Volunteering	Physical	Skills	Expedition
3 months	3 months	3 months	Plan, train for and complete a 2 day, 1 night expedition

*All participants must undertake a **further** three months in the Volunteering, Physical or Skills section.*

Silver Award (15+ years old)

Volunteering	Physical	Skills	Expedition
6 months	One section for 6 months and the other section for 3 months		Plan, train for and complete a 3 day, 2 night expedition

*Direct entrants must undertake a **further** six months in the Volunteering or the **longer** of the Physical or Skills sections.*

Gold Award (16+ years old)

Volunteering	Physical	Skills	Expedition	Residential
12 months	One section for 12 months and the other section for 6 months		Plan, train for and complete a 4 day, 3 night expedition	Undertake a shared activity in a residential setting away from home for 5 days and 4 nights

*Direct entrants must undertake a **further** 6 months in either the Volunteering or the **longer** of the Physical or Skills sections.*

The Benefits to Award Participants

There are many rewards for Young People who do The Award Programme. Its balanced programme of activities develops the whole person - mind, body and soul, in an environment of social interaction and team work. Furthermore, as doing their Award involves developing a personal programme of challenging activities, Participants will enjoy unique experiences and rewards. Research with Award Alumni shows that Participants develop:

- ☑ Self-belief
- ☑ Self-confidence
- ☑ A sense of identity
- ☑ Independence of thought and action
- ☑ Respect and understanding of people from different backgrounds, cultures and walks of life
- ☑ A sense of responsibility
- ☑ An awareness of their potential
- ☑ New talents and abilities
- ☑ An understanding of strengths and weaknesses
- ☑ The ability to plan and use time effectively
- ☑ The ability to learn from and give to others in the community
- ☑ New relationships
- ☑ Skills including problem solving, presentation and communication
- ☑ The ability to lead and work as part of a team



Our Core Values and Principles

The vision for **The Duke of Edinburgh's Award in Bermuda** is to be the Programme of choice for Young People in Bermuda and be available to all Young People who want to access it. We believe we can further augment our outreach to have a greater impact on a larger segment of the community and improve the quality of life and spirit amongst the whole community. In particular, we seek to continue to raise awareness and increase participation from Public Schools, Community Service Groups and the Department of Corrections.

The Duke of Edinburgh's Award in Bermuda is committed to:

- ⇒ The emotional, intellectual, physical, spiritual and social development of Young People.
- ⇒ The development of confident, motivated, committed, disciplined and skilled Young People who are able to make informed, critical decisions and exercise their rights as citizens by contributing positively to society.
- ⇒ Ensuring learning and self-discovery through a fun and flexible environment.
- ⇒ The principle and practice of developing relevant partnerships, effective teamwork and working collaboratively.
- ⇒ The principles of equity, diversity and interdependence.
- ⇒ Being responsive and accountable to its stakeholders.
- ⇒ Open and transparent processes.
- ⇒ Recognising, valuing and promoting volunteers and volunteering.
- ⇒ The promotion and dissemination of learning, best practice and quality standards.
- ⇒ Enabling full participation of Bermuda's Young People by eliminating all fees and costs.

Our TEN Guiding Principles

The Bermuda National Award Authority strives to achieve our vision through personal development programmes and the assessment and presentation of Awards. All of our programmes are driven by the following **TEN Guiding Principles**, as mandated by **The International Award Association** and which are at the heart of everything we do.

1. **Non-Competitive:** The Award is a personal challenge and not a competition against others. It's not about competing to be the best; it is about striving to achieve their personal best.
2. **Available to All:** The Award is open to all Young People aged 14-25 who choose to take up its challenge, regardless of gender, culture, religion, political affiliation or mental or physical ability. There is no discrimination on any grounds.
3. **Voluntary:** Young People make a free choice to enter the Programme and commit their own time to undertake the activities. They cannot be forced to take part, nor forced to do certain activities within each Section. Also, thousands of volunteers deliver The Award to Young People; in that sense, it is also a voluntary programme.
4. **Personal Development:** The Award is a Programme of personal and social development. The value to Young People is dependent on personal commitment, the learning process and the quality of the experience.
5. **Flexible:** Young People design their own Programme, which can be geared to their choice and personal circumstances and also to local provision. They may enter for whichever level of Award best suits them, and may take as long as they wish to complete an Award.
6. **Balanced:** The four Sections (*plus the additional requirement of the Residential Project at Gold Level*) provide a framework to encourage physical activity, mental challenge, individual perseverance, teamwork and interaction with other people. An individual's Award activities should reflect their own interests, but should also show breadth and not focus too exclusively on similar activities.
7. **Progressive:** The Participant achieves success through personal progress and development. Should a Participant start at Bronze, continue to Silver and then to Gold, The Award Programme will demand more time and commitment from the Participant.
8. **Achievement Focused:** Before starting an activity, Young People are encouraged to set their own goals. If they aim for those goals and show improvement, they will achieve their Award.
9. **Marathon, Not a Sprint:** The Award demands persistence and commitment. It cannot be completed in short bursts of enthusiasm. All requirements stated are minimum requirements and are often exceeded.
10. **Enjoyable:** Most Young People get involved because they hope to have fun. Adults who get involved should also find participation enjoyable and satisfying.



What are the aims of the Approved Award Centre Programme?

In 2010, **The Duke of Edinburgh's Award in Bermuda** introduced a Quality Assurance Programme certifying Youth Development Organisations and Programmes which have been proven to meet the conditions of The Duke of Edinburgh's Award to become **Approved Award Centres (AAC)**. **AACs** are certified to operate Bronze and/or Silver Award Groups as part of their current Youth Development Programme. This includes assessment and the authorization of Award Participant Record Books.

The AAC Programme aims to:

- ☑ **Strengthen** The Award by continuing to broaden and extend its reach to more Young People in Bermuda.
- ☑ **Enhance** the experience of Participants by offering a wider choice of activities, opportunities and locations to pursue their Award.
- ☑ **Assess, approve and nurture** lasting partnerships with Youth Development Organisations and Programmes which offer activities that can count towards one or more Award Sections and which provide services to Young People who may or may not already be involved in The Award.
- ☑ Allow Award Centres which meet the quality standards of The Award Programme **access** to our AAC logo, **opportunity** to market themselves through The Award and its networks and **participate** in ongoing Award Leadership and Development Training.
- ☑ Proactively **promote** AACs to our Community as providers of The Award Programme and one or more of The Award Sections. Providing to all Participants and AACs easy access to an accurate list of our **Approved Activity Providers (AAP)** and links to their services.
- ☑ To provide a strong **contact and support** base between AACs and The Bermuda National Award Authority and Office.

The Benefits of an AAC Certificate

The Duke of Edinburgh's Award is the world's leading achievement award for Young People and a very highly regarded personal development programme. Your involvement with us will add an extra dimension to your current work with Young People, allowing your work to be internationally recognised and certified. The AAC Certificate is a Quality Standard on an organisation's programmes meeting The Award Programme and sectional requirements.

Promotion & Training

- ☑ Your Adult Leaders will be invited to participate in our ongoing Bermuda-based **Award Leadership Training and Development Courses**, as well as to Regional and International Award Training opportunities (*leading to National and/or International Certification*).
- ☑ Your Award Participants and Leaders will be invited to participate in Award Activities at the **National Level**, such as **BANX** (*The Bermuda Award National eXpedition*), **Regional Level**, such as **CASC** (*The Caribbean Award Sub-regional Award Council's Annual Expedition*) and **International Level**, such the triennial **IGE** (*International Gold Event*), **IASS** (*International Award Summer Schools*) and **Award Exchanges** which take place all over the world.
- ☑ You will be provided with The Award AAC logo to use on your promotional materials to publicise your Award Partnership with Award Participants, Leaders, Assessors and Corporate Supporters, both locally and internationally.
- ☑ You will be listed on The Award in Bermuda's website, facebook page, eNewsletters and future promotional materials.
- ☑ As a new AAC, we will notify our network of your new partnership status with us.



Operational Materials

- ☑ As an AAC, The Award will support you to develop Award-centric materials for your Leaders and Young People, including content and branding for leaflets, letters and emails.
- ☑ We can help you to develop materials to answer frequently asked questions and problems for Young People and their families.
- ☑ As an AAC, you will have access to The Award in Bermuda's products and resources including, promotional products and information leaflets. You may also use Award support materials for Volunteers and Staff, such as *'Programme Planners'* and *'Leader's Check Lists'*.

A Direct Relationship with The Award in Bermuda

- ☑ As an AAC, you will have a direct line of communication with The Bermuda National Award Office to support you with your delivery of The Award Programme.
- ☑ We will help you develop Award-centric programmes which are consistent in delivery and quality to help Young People get the most out of their activities.
- ☑ As an AAC, Award Leadership Training and Certification courses will be available at no charge so that your Volunteers/Staff can become Certified Award Leaders, Expedition Assessors, etc.

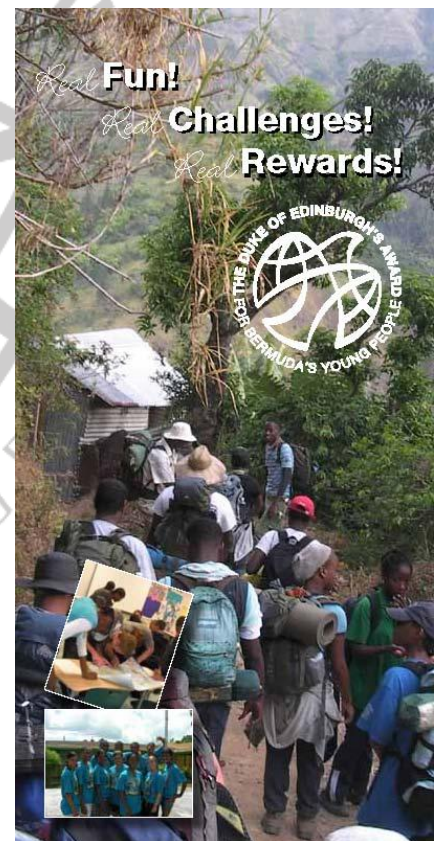
AACs can be confidently used by Bermuda's Young People for their Duke of Edinburgh's Award

What Commitments Will You Need to Make?

Our aim is to ensure that the high quality of a Young Person's Award Programme is maintained at all times. In order to work with The Award, you will need to agree to maintain our Guiding Principles and fulfil our Programme Requirements and Sectional Conditions in your working practices.

As an Organisation, You Will Need to:

1. Meet with the National Director, or a Bermuda NAA Representative, to discuss key organisational policies and assess partnership potential.
2. Sign an **AAC Memorandum of Understanding**, upholding you to maintain high standards of service, the safety requirements of your AAC and adhere to the principles and requirements of The Award Programme for a three-year period.
3. Ensure that your Award Leaders become IAA Certified and participate in regular Award Leader Development and Training.
4. Submit an **Annual Statistical Report** on Participation levels.
5. Adhere to Award Section notification and assessment criteria as set out by the NAA.
6. Display the AAC logo on appropriate materials, resources, etc.
7. Reapply, should you wish, once your AAC Certificate is expired.



There are NO FEES associated with the AAC Programme!

How Does it Work in Practice?

As an Approved Award Centre, Young People will progress through their Award with you in the following way:

A Young Person currently in your organisation requests to undertake their Award Programme.



They choose a Programme that is appropriate to them and notify their Award Leaders.
The National Award Authority will accept **ALL** AAP Programmes.



As an AAC, your Programme/Activity will **ONLY** meet the requirements for The Award Section(s) that you have been approved for in advance,
i.e. Physical Recreation, Community Service, Personal Skill or Residential Project.



To fulfil each of their Award Section requirements, Young People continue to participate in your organisation, as well as any 'external' activities, for the minimum required amount of time.



Once ALL Award Sections have been successfully completed and the Record Book includes comments and signatures from each of the Activity Coach's, AACs submit the Record Books to The Bermuda NAA for final assessment in preparation for the next Award Ceremony.

How do I Apply for an Approved Award Centre Certificate?

To apply for an AAC Certificate, you will need to provide us with specific details that we can use to assess whether your Organisation/Programme meets the requirements of The Award Programme. Please feel free to use the **Initial Interest Form** at the back of this Information Package or download one from our website at www.theaward.bm. We will then contact you to arrange for a meeting to discuss your Programme and the AAC Certificate.

For further information or to apply as an **Approved Award Centre**, please contact:

The Duke of Edinburgh's Award in Bermuda National Award Authority

Tina Nash, National Director

P.O. Box HM 1577

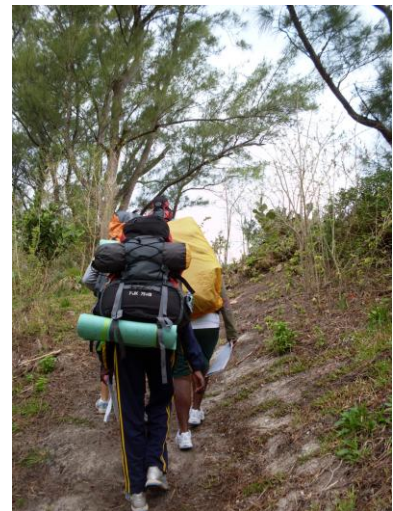
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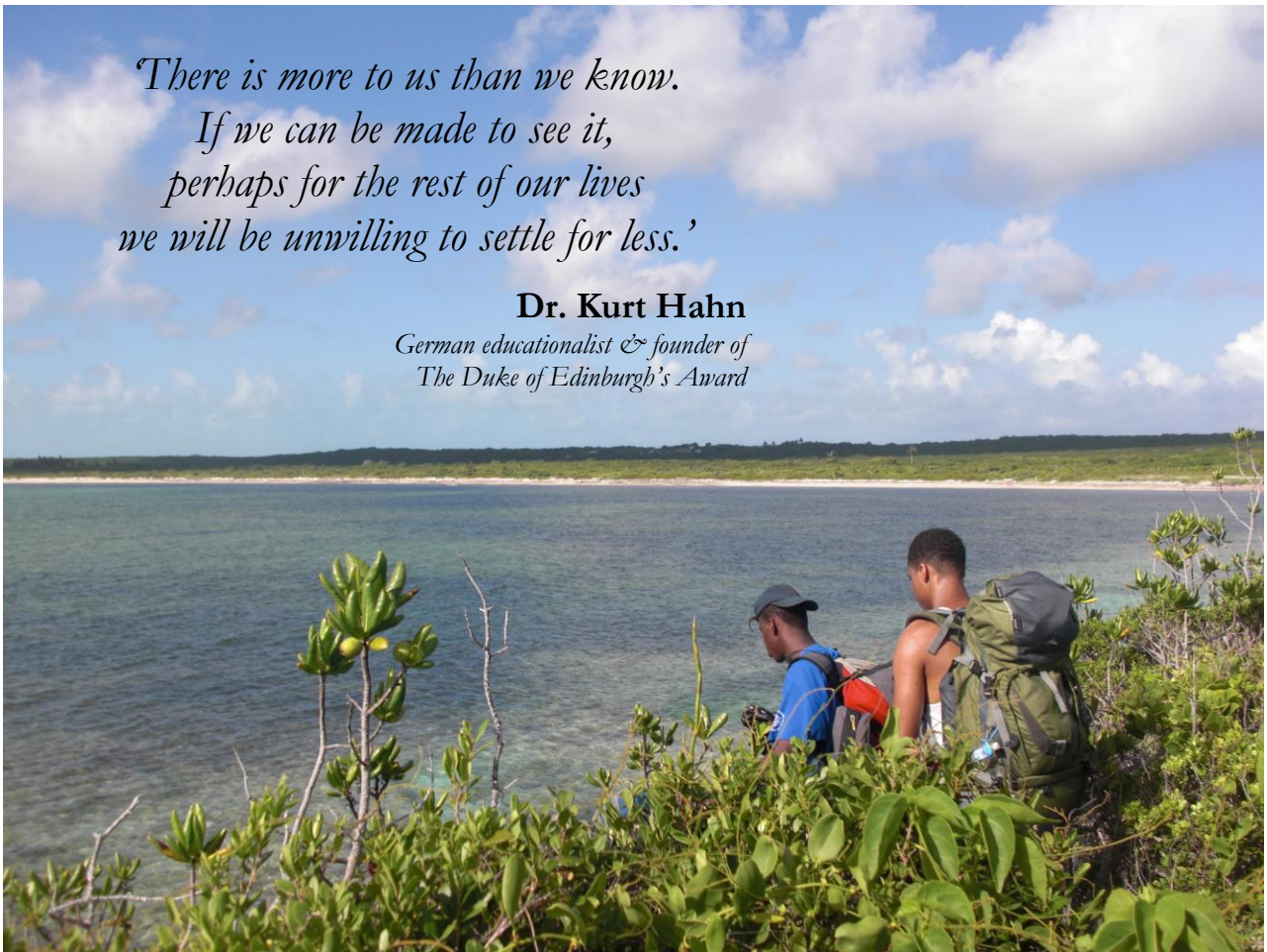




*'There is more to us than we know.
If we can be made to see it,
perhaps for the rest of our lives
we will be unwilling to settle for less.'*

Dr. Kurt Hahn

*German educationalist & founder of
The Duke of Edinburgh's Award*



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The Duke of Edinburgh's Award in Bermuda

Approved Award Centre Certificate | Initial Interest Form

Use this document to register your interest in applying for an Approved Award Centre (AAC) Certificate by emailing it to director@theaward.bm.

If you would like to become an AAC, please complete this Initial Interest Form and forward it to The Bermuda National Award Authority. Once the form is received, we will contact you to secure a meeting time to learn more about your organisation/programme and to develop a shared vision for going forward with the partnership.



ORGANISATIONAL DETAILS	
Date:	
Type of Organisation i.e. Charity, Gov't, etc.	
Organisation Name:	
Mailing Address:	
Organisation Website:	
Organisation Contact Number:	
Existing Programme Partner?	No: <input type="checkbox"/> / Yes: <input type="checkbox"/> → How Many Years?
Quantity of Young People you work with:	Total: DofE Award only: Bronze: Silver: Gold:
CONTACT DETAILS	
Contact Name:	
Contact Position (within the organisation):	
Contact Address:	
Contact Office Phone:	
Contact Mobile Phone:	
Contact email:	
PROGRAMME(S) DETAILS	
DofE Award Section(s) you would like to offer:	Community Service: No: <input type="checkbox"/> / Yes: <input type="checkbox"/> Personal Skills: No: <input type="checkbox"/> / Yes: <input type="checkbox"/> Physical Recreation: No: <input type="checkbox"/> / Yes: <input type="checkbox"/> Residential Project (<i>Gold Award only</i>) No: <input type="checkbox"/> / Yes: <input type="checkbox"/>
Summary of Programme(s):	
Location(s) of Activity Delivery:	West End <input type="checkbox"/> Central <input type="checkbox"/> East End <input type="checkbox"/>

For information on becoming an **Approved Activity Provider (AAP)**, offering one or more of The Award Sections: Community Service, Physical Recreation, Personal Skill or Residential Project (*Gold Award only*), please contact **The Duke of Edinburgh's Award in Bermuda** at director@theaward.bm or 537.4868.

