

THE INTERNATIONAL
AWARD FOR
YOUNG PEOPLE

RECORD BOOK



CHALLENGING
YOUNG PEOPLE
EVERYWHERE

The International Award is an exciting self-development Programme available to all young people worldwide equipping them with life skills to make a difference to themselves, their communities and the world. To date almost 6 million young people from over 100 countries have been motivated to undertake a variety of voluntary and challenging activities.

www.intaward.org



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This Record Book contains guidance on the operation of the International Award for Young People. The International Secretariat is available to provide assistance in all such matters. Neither the Handbook nor the Secretariat can assist in advising in connection with the legal and regulatory obligations which a National Award Authority (NAA) or Independent Operator (IO) may be required to comply with in order to operate the Award. Each NAA or IO is advised to seek local legal advice as to matters of legal liability to participants in the Award and others, and as to compliance with all local legal and regulatory requirements and the International Secretariat accepts no responsibility in this regard or for ensuring the safety of any Programme or activities operated by an NAA or IO.

This Record Book is published by the International Secretariat for use by young people taking part in the Award Programme, under whatever title, in countries which do not produce their own Record Books.

The purchase of this book does not provide any insurance cover by The Duke of Edinburgh's Award International Association.

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Record Book

Your details – please complete
in BLOCK CAPITALS

THIS SPACE MAY BE USED FOR
YOUR PHOTOGRAPH IF DESIRED

Name: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

Date of Birth: _____

If found please return to the above address.

Name and address of National Award Authority, or Independent Operator, responsible for issuing this Record Book:

.....
.....
.....

Date of commencement of Award: (to be completed by authority issuing this Record Book)

.....
.....
.....

Name and address of unit (school, club, company, etc) through which participant is doing the Award:

.....
.....
.....

Welcome to the Award

Welcome to the Award! You have accepted a challenge that can change your life, and joined a worldwide Award family of millions of people.

The Award is tough. It is not easily achieved. Yet at the same time, any young person aged between 14 and 25 can gain an Award at Bronze, Silver or Gold level. This seeming contradiction is explained by the basic idea that the Award is about individual challenge. Every individual is different; so too are your challenges. With guidance from adults, you should be encouraged to examine yourself, your interests, abilities, and ambitions and then set yourself challenges in the four different Sections of the Award. You will get out of the Award what you put into it. There are no short cuts to a real sense of achievement, it has to be earned.

These challenges should require persistence and determination to overcome. Along the way you may feel daunted or want to give up, but at the end you will have the satisfaction of knowing you overcame the challenges and succeeded, learning about yourself, your hidden depths of character and developing as a human being in the process. Now that's a sense of achievement!

The Award is a balanced programme with a framework of four Sections. Entry into the Award is voluntary and open to all young people aged between 14 and 25. There is no competition between participants. Once you have completed each Section, and the additional requirement of a Residential Project at Gold level, this Record Book should be sent to your Award authority for approval and arrangements will be made to present you with your Award.

Good luck, and well done for accepting this challenge.

This page is to be completed and certified by your Award Leader as each level is completed.

The participant has completed the following requirements of the Award Programme – indicate with a ✓

Section	Bronze	Silver	Gold
Service			
Adventurous Journey			
Skills			
Physical Recreation			
Residential Project Requirement (Gold Only)			

Award Gained	Bronze	Silver	Gold
Signed:			
Position:			
Date:			

Summary of General Conditions

There are three levels of Award:

Bronze: for those over 14 and under 25

Silver: for those over 15 and under 25

Gold: for those over 16 and under 25

For each level, participants have to complete the requirements of each of the four Sections, as outlined in the *International Handbook*:

Service

Aim: to learn how to give useful service to others.

Adventurous Journey

Aim: to encourage a spirit of adventure and discovery.

Skills

Aim: to encourage the development of personal interests and practical skills.

Physical Recreation

Aim: to encourage participation in physical recreation and improvement of performance.

At Gold level, participants must complete an additional requirement:

Residential Project

Aim: to broaden experience through involvement with others in a residential setting.

Entry into the Award is voluntary and open to all young people between the ages of 14 and 25. You should register with your organisation, and your Award Leader will normally then issue you with this Record Book. You cannot retrospectively credit activities; only activities undertaken after you register may count towards your Award. Your Award Leader is an adult mentor who is familiar with all aspects of the Award, and can provide advice and encouragement. They will help you to choose your activities in all Sections.

To gain an Award you must show commitment, progress and improvement.

The Skills, Physical Recreation and Service Sections must be endorsed by your Activity Coach for each Section. An Activity Coach is an adult who is knowledgeable and experienced in the activity and can help you to set individually challenging and realistic goals. They will also be there to help you with any difficulties you may experience while undertaking the activity.

In the Adventurous Journey Section, you agree the purpose with your Supervisor and have the successful completion of the journey endorsed by the Assessor.

In the Residential Project requirement, you and your Award Leader should agree on a suitable Assessor who will endorse this book.

Once all four Sections, (and the additional requirement of the Residential Project at Gold) are satisfactorily completed and endorsed, this book should be given to your Award Leader who will get your Award approved, and make arrangements for the presentation of your badge and certificate.

Summary of Requirements

For full details of the Award requirements you may wish to look at the *International Handbook*. Your Award Leader will have a copy.

All activities must be voluntarily undertaken in your own free time.

Timescales

	Physical Recreation	Skills	Service	Adventurous Journey
Bronze (14+ years)	3 months	3 months	3 months	2 days + 1 night
	<i>Plus... All participants must do an extra 3 months in either Physical Recreation or Skills or Service</i>			
Silver (15+ years)	6 months	6 months	6 months	3 days + 2 nights
	<i>Plus... Non-Bronze holders must do an extra 6 months in either Physical Recreation or Skills or Service</i>			
Gold (16+ years)	12 months	12 months	12 months	4 days + 3 nights
	<i>Plus... Non-Silver holders must do an extra 6 months in either Physical Recreation or Skills or Service</i> <i>Plus... Additional requirement of 5 day / 4 night Residential Project</i>			

Please remember that these are minimum time requirements. You are encouraged to continue your activities beyond the minimum time, so as to achieve your own personal goals.

Providing you are at least the minimum age required, you may start the Award at the level that is most suitable for your goals. It is not compulsory to start with Bronze. However, doing the Silver without having done the Bronze, or the Gold without the Silver, will mean that you need to do an extra six months minimum activity in your choice of the Physical Recreation, Skills, or Service Sections.

Service

Aim: to learn how to give useful service to others.

In consultation with your Award Leader you should pick a service activity that interests you, undertake any necessary training to allow you to contribute to and learn from the service in a meaningful way, and then give regular practical service. The combined training and practical service time needs to be for at least the following minimum periods:

Bronze: At least 3 months

Silver: At least 6 months

Gold: At least 12 months

Your Award Leader can suggest suitable service opportunities in your area. There are also many examples in the *International Handbook*.

You need to show regular commitment and effort. You should also make a real contribution to others and learn from the experience. To help in this, it is suggested that you keep a diary or log book of your training and practical service. You should also discuss and review your activity with your Award Leader or Activity Coach from time to time.

Challenge yourself to be a responsible, caring member of your community.

Adventurous Journey

Aim: to encourage a spirit of adventure and discovery.

As part of a small team, you should plan, train for and undertake a journey with a clearly defined purpose in an unfamiliar environment. This will require determination, physical effort, perseverance and cooperation to complete. The journey can be an exploration or

expedition, or, for participants aged 18 and over, an other adventurous journey. Your Award Leader will be able to explain the distinctions between these. More information can be found in the *International Handbook*.

The qualifying journey will be at least:

Bronze: Two days and one night; average of 6 hours purposeful effort per day; minimum 12 hours purposeful effort in total.

Silver: Three days and two nights; average of 7 hours purposeful effort per day; minimum 21 hours purposeful effort in total.

Gold: Four days and three nights; average of 8 hours purposeful effort per day; minimum 32 hours purposeful effort in total.

Once the qualifying journey is complete, you should present a report or account of your venture.

Journey with your eyes open.

Skills

Aim: to encourage the development of personal interests and practical skills.

In consultation with your Award Leader you should pick a hobby or practical skill activity that interests you. This can be something completely new, or it may be an activity of which you already have some knowledge.

Once you have chosen the skill, you should discuss it with your Activity Coach who will help you to set yourself challenging, realistic targets to achieve. You then need to follow it regularly for at least the following minimum periods:

- Bronze:** At least 3 months
Silver: At least 6 months
Gold: At least 12 months

Your Award Leader can suggest suitable skills activities in your area. There are also many examples in the *International Handbook*.

You need to show regular commitment, progress and improvement. To help show this, it is suggested that you keep a diary or log book of your activity. You should also discuss and review your activity with your Award Leader or Activity Coach from time to time.

Challenge yourself to improve your skills and widen your personal interests.

Physical Recreation

Aim: to encourage participation in physical recreation and improvement of performance.

In consultation with your Award Leader you should pick a physical activity that interests you. This can be something completely new, or it may be an activity of which you already have some knowledge.

Once you have chosen the activity, you should discuss it with your Activity Coach who will help you to set yourself challenging, realistic targets to achieve. You then need to follow it regularly for at least the following minimum periods:

- Bronze:** At least 3 months
Silver: At least 6 months
Gold: At least 12 months

Your Award Leader can suggest suitable activities in your area. There are also many examples in the *International Handbook*.

You need to show regular commitment, progress and improvement. To help show this, it is suggested that you keep a diary or log book of your activity, or you may find it useful to join a sports or activity club. You should also discuss and review your activity with your Award Leader or Activity Coach from time to time.

Challenge yourself to improve your performance and fitness.

Residential Project (Gold level only)

Aim: to broaden experience through involvement with others in a residential setting.

In consultation with your Award Leader you should choose a purposeful activity, with people who are not your usual companions, in an unfamiliar residential setting. The total period is a minimum of five consecutive days and four nights away.

Your Award Leader can suggest suitable projects. There are also many examples in the *International Handbook*.

BRONZE AWARD

Bronze Award: Service

Form of Service:

Date commenced:

Date completed:

Activity Coach's report: (give details of training completed and practical service given, any qualifications gained and general performance)

It is certified that this participant has acquired the necessary understanding and made a regular commitment over the period of time indicated above.

Signed:

Date:

Position:

Bronze Award: Adventurous Journey

Preliminary Training

Subject	Instructor's Signature	Date
Understanding of the Adventurous Journey		
First aid and emergency procedures		
Necessary equipment and how to use it		
Route planning		
Navigation		
Camp craft, including food and cooking		
Team building and leadership training		
Technical skills in the mode of travel		
Observation and recording skills		

To be completed by the Adventurous Journey Supervisor

It is certified that a satisfactory level of knowledge has been reached in these subjects and the necessary number of practice journeys has been completed and the participant is properly prepared for the qualifying journey.

Signed: _____ Date: _____

Position: _____

Qualifying Journey

Type of journey: _____

Area: _____

Dates: _____

Purpose: _____

Assessor's report: (of qualifying journey and participant's report)

Signed: _____ Date: _____

Position: _____

Bronze Award: Skills

Skill followed:

Date commenced: Date completed:

Activity Coach's report: (give details of regular effort and improvement made, any qualifications gained and general performance)

It is certified that this participant has shown individual progress and made a regular commitment over the period of time indicated above.

Signed: Date:

Position:

Bronze Award: Physical Recreation

Physical Recreation followed:

Date commenced: Date completed:

Activity Coach's report: (give details of regular effort and improvement made, any qualifications gained and general performance)

It is certified that this participant has shown individual progress and made a regular commitment over the period of time indicated above.

Signed: Date:

Position:

SILVER AWARD

Silver Award: Service

Form of Service:

Date commenced:

Date completed:

Activity Coach's report: (give details of training completed and practical service given, any qualifications gained and general performance)

It is certified that this participant has acquired the necessary understanding and made a regular commitment over the period of time indicated above.

Signed:

Date:

Position:

Silver Award: Adventurous Journey

Preliminary Training

Subject	Instructor's Signature	Date
Understanding of the Adventurous Journey		
First aid and emergency procedures		
Necessary equipment and how to use it		
Route planning		
Navigation		
Camp craft, including food and cooking		
Team building and leadership training		
Technical skills in the mode of travel		
Observation and recording skills		

To be completed by the Adventurous Journey Supervisor

It is certified that a satisfactory level of knowledge has been reached in these subjects and the necessary number of practice journeys has been completed and the participant is properly prepared for the qualifying journey.

Signed: _____ Date: _____

Position: _____

Qualifying Journey

Type of journey: _____

Area: _____

Dates: _____

Purpose: _____

Assessor's report: (of qualifying journey and participant's report)

Signed: _____ Date: _____

Position: _____

Silver Award: Skills

Skill followed:

Date commenced:

Date completed:

Activity Coach's report: (give details of regular effort and improvement made, any qualifications gained and general performance)

It is certified that this participant has shown individual progress and made a regular commitment over the period of time indicated above.

Signed:

Date:

Position:

Silver Award: Physical Recreation

Physical Recreation followed:

Date commenced:

Date completed:

Activity Coach's report: (give details of regular effort and improvement made, any qualifications gained and general performance)

It is certified that this participant has shown individual progress and made a regular commitment over the period of time indicated above.

Signed:

Date:

Position:

GOLD AWARD

Gold Award: Service

Form of Service:

Date commenced:

Activity Coach's report: (give details of training completed and practical service given, any qualifications gained and general performance)

It is certified that this participant has acquired the necessary understanding and made a regular commitment over the period of time indicated above.

Signed:

Date:

Position:

Gold Award: Adventurous Journey

Preliminary Training

Subject	Instructor's Signature	Date
Understanding of the Adventurous Journey		
First aid and emergency procedures		
Necessary equipment and how to use it		
Route planning		
Navigation		
Camp craft, including food and cooking		
Team building and leadership training		
Technical skills in the mode of travel		
Observation and recording skills		

To be completed by the Adventurous Journey Supervisor

It is certified that a satisfactory level of knowledge has been reached in these subjects and the necessary number of practice journeys has been completed and the participant is properly prepared for the qualifying journey.

Signed: _____ Date: _____

Position: _____

Qualifying Journey

Type of journey: _____

Area: _____

Dates: _____

Purpose: _____

Assessor's report: (of qualifying journey and participant's report)

Signed: _____ Date: _____

Position: _____

Gold Award: Skills

Skill followed:

Date commenced:

Date completed:

Activity Coach's report: (give details of regular effort and improvement made, any qualifications gained and general performance)

It is certified that this participant has shown individual progress and made a regular commitment over the period of time indicated above.

Signed:

Date:

Position:

Gold Award: Physical Recreation

Physical Recreation followed:

Date commenced:

Date completed:

Activity Coach's report: (give details of regular effort and improvement made, any qualifications gained and general performance)

It is certified that this participant has shown individual progress and made a regular commitment over the period of time indicated above.

Signed:

Date:

Position:

Gold Award: Residential Project

Residential Project Purpose:

Place:

Dates:

Assessor's report: (give details of personal standards, relationships with others, acceptance of responsibility, initiative and general progress)

Signed: Date:

Position:

Transfer Slip

If you leave your original organisation with which you have been doing your Award, or move to a new locality or country, this slip should be completed by your Award Leader and sent to either:

- the new Award Leader in the locality or organisation to which you are going (if known), or
- the nearest Award Officer or Secretary of the local Award Committee (if any).

If you change country, this slip should be sent to the International Secretariat, The Duke of Edinburgh's Award International Association, 7-11 St. Matthew Street, London SW1P 2JT, UK.

E-mail: sect@intaward.org www.intaward.org

BLOCK CAPITALS THROUGHOUT PLEASE

Name:

Date of Birth:

Present Home Address:

New Address:

Has been participating in the Award Programme at:
(state name of Award unit – school, club, company, etc)

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