

Direct Entrant Participant Application Form 2016

Do not use this form if you have completed your Bronze or Silver Award in Queensland – please use an Award Continuation form. If you have completed your Award in another State or Country, please send a photocopy of your certificate with this form.

Once paperwork and payment has been submitted please see your Award Leader for access to the Online Record Book (ORB).

PARTICIPANT DETAILS (PLEASE PRINT):

NAME											
(Title)		(First)		(Middle)		(Surname)					
Please note that the name above is how your name will be printed on your certificate/s											
HOME ADDRESS											
SUBURB					STATE				POSTCODE		
POSTAL ADDRESS											
SUBURB					STATE				POSTCODE		
DATE OF BIRTH				AGE				GENDER (please circle)		M	F
PHONE	HOME			WORK				MOBILE			
PERSONAL EMAIL											
HOME/FAMILY EMAIL											
LEARNER UNIQUE IDENTIFIER (LUI) * (where applicable)								Your LUI is a 10 digit number.			
* Successful completion of a Duke of Edinburgh's International Award ("the Award Program") may contribute credit towards the Queensland Certificate of Education (QCE). A LUI is a unique number issued by the Queensland Curriculum and Assessment Authority to learners upon registration for a QCE learning account. If you have a LUI please provide it in the space above. For further information please go to www.qcaa.qld.edu.au											
AWARD UNIT											
(Name of Organisation/School/PCYC Branch)											

YOUR REGISTRATION:

LEVEL OF ENTRY (please circle)	BRONZE	SILVER	GOLD
Minimum starting age	14 years	15 years	16 years
YOUR DIRECT ENTRANT REGISTRATION FEE \$145 (GST Inclusive)			
Please return completed form and registration fee to your Award Unit .			

OFFICE USE ONLY:

Invoice No.		Start Date	
Receipt No.		Rec ID.	

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PARTICIPANT DATA (VOLUNTARY)

This information is collected and used for statistical purposes only, to enable us to collect information for the purposes of improving design, evaluation, access, delivery and equity of the Award Program. The provision of this information is voluntary. Please where appropriate.

BACKGROUND - Do you identify as:

<input type="checkbox"/>	Aboriginal	<input type="checkbox"/>	Torres Strait Islander	<input type="checkbox"/>	Non-English speaking background
<input type="checkbox"/>	South Sea Islander	<input type="checkbox"/>	Other (Please specify): _____		

DAY ACTIVITIES

<input type="checkbox"/>	School	<input type="checkbox"/>	Tertiary (Uni/TAFE)	Which Uni / TAFE _____
<input type="checkbox"/>	Employed	<input type="checkbox"/>	Participating in an alternative education program	
<input type="checkbox"/>	Unemployed	<input type="checkbox"/>	Other (Please specify) _____	
<input type="checkbox"/>	Participating in a youth justice program			

ARE YOU A PERSON

<input type="checkbox"/>	with an Intellectual Disability	If yes, please specify: _____
<input type="checkbox"/>	with a Physical Disability	If yes, please specify: _____
<input type="checkbox"/>	with a Mental Illness	If yes, please specify: _____
<input type="checkbox"/>	with an impairment or long-term health condition?	If yes, please specify: _____

How did you first hear about The Duke of Edinburgh's International Award:

<input type="checkbox"/> Parent	<input type="checkbox"/> Friend	<input type="checkbox"/> Online	<input type="checkbox"/> School / Community Organisation
<input type="checkbox"/> Radio	<input type="checkbox"/> TV	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other _____

YOUR PRIVACY

The Department of Education and Training is collecting your personal information to facilitate your involvement in 'The Duke of Edinburgh's International Award'. This may also include personal information that you submit via the Online Record Book Participant Registration Form.

Your personal information will only be accessed by authorised officers who may provide the information to award volunteers and organisations associated with The Duke of Edinburgh's International Award program to facilitate the Award program and to update and maintain records. Non-identifying statistical information may also be supplied to the National Award Authority, a non-government organisation that oversees The Duke of Edinburgh's International Award in Australia.

Your personal information will not be used for any other purpose or disclosed to any other party unless we have your consent or it is required by law. Your personal information is collected and managed in accordance with the Information Privacy Principles described in the *Information Privacy Act 2009* and, if applicable, in accordance with section 426 of the *Education (General Provisions) Act 2006*. You can access your own personal information by contacting the Queensland State Award Operating Authority.

By signing this agreement I give my consent for the Department of Education and Training to provide access to my personal and/or organisational information to award volunteers and organisations to facilitate the Award programs and maintain licensing agreements.

BLUE CARD

Under the *Working with Children (Risk Management and Screening) Act 2000*, people who work with children and young people (individuals who are under 18) must hold a blue card or an exemption card if their work falls into one of the regulated categories of business or employment.

The Commission for Children and Young People and Child Guardian Act 2000 has determined that the Working With Children Check (blue card system) now applies to employees or volunteers associated with The Duke of Edinburgh's International Award – Australia and The Bridge Award programs.

Organisations that provide child-related services must have policies and procedures in place to identify and minimise the risk of harm to children. These risk management strategies are monitored by Blue Card Services.

It is an offence for a disqualified person to apply for or renew a blue card. You may be subject to penalties of up to 5 years or a fine of up to \$55,000.

For more information on whether you are required to hold a blue card or develop and implement a child and youth risk management strategy, please visit the Blue Card Services website at www.bluecard.qld.gov.au or call Blue Card Services on 1800 113 611 (free call within QLD - calls from mobile phones may attract charges).

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REQUIREMENTS AND CONDITIONS

- 1 I understand that the Participant cannot participate in the Award Program until this form has been completed (including–Parental or Guardian Consent for Participants under the age of 18), returned to the relevant Award Unit with the registration fee and then accepted by the relevant Award Unit.
- 2 I consent to the Award Unit and any other individuals, including volunteers*, who are involved in or assist in organising the Award Program, transporting the Participant for the purpose of participating in activities or functions related to the Award Program, as required. I understand that the Award Unit will notify me in advance of when and where such travel will occur.
- 3 I understand that certain activities are considered high-risk and that high-risk activities are not covered by the insurance arrangements of the NAA (www.dukeofed.com.au). I understand that the responsibility for all risks arising from the Participant's participation in the Award Program is placed solely upon the Participant.
- 4 I authorise employees, officers or agents of the Award Unit and any other individuals who participate in, are involved in or assist in organising the Award Program, in the event of any accident, injury, illness or loss suffered by the Participant whilst participating in, or travelling to and from, any activities or functions related to the Award Program, to obtain any necessary medical assistance or treatment including, but not limited to, engaging any doctors, nurses or hospital accommodation.
- 5 I consent to pay all such doctors, nurses or hospital accommodation fees and expenses incurred on behalf of the Participant as a result of any such accident, injury, illness or loss suffered by the Participant whilst participating in, or travelling to and from, any activities or functions related to the Award Program.
- 6 I consent to and understand that photographs may be taken of the Participant participating in certain activities related to the Award Program and such photographs may be used for promotional purposes provided that an appropriate release form has been signed by the Participant and, if the Participant is under 18, their parent/guardian.
- 7 I have read and understand the different levels and requirements of the Award Program set out in the Attachment to this Participant Application Form.
- 8 I understand every Participant must participate in the Award Program through an Award Unit who has the discretion to accept or reject participants and proposed activities to be undertaken as part of the Award Program.
- 9 I understand that the Participant cannot commence any particular section of the Award Program until I have satisfied myself that any instructor or assessor nominated by the Participant, who is not an employee of the Award Unit, is suitably experienced and/or qualified to instruct, supervise or assess that section of the Award Program; and until any relevant assessors, supervisors, instructors or volunteers have completed and returned the required documentation to the Award Unit.
- 10 I understand that upon acceptance into the Award Program by the Award Unit, the Participant will receive a Record Book or access to the Online Record Book ("ORB"). The Participant will read the requirements of the Award Program contained in the Record Book, the ORB and at www.dukeofed.com.au prior to commencing activities in relation to the Award Program. I understand that the Award Unit has the discretion to determine whether the Award Program requirements have been met and therefore whether a Gold, Silver or Bronze Award should be issued. I understand that The Duke of Edinburgh's international Award Australia ("NAA") provides participants with limited insurance in respect of personal accident and public liability commencing upon acceptance into the Award Program by the Award Unit.
- 11 I understand that:
 - (a) a Participant must not drive a motor vehicle or transport other participants participating in activities related to the Award Program, unless the Participant holds an appropriate and valid driver's licence and there is appropriate third party insurance in place to cover any person injured as a consequence of the Participant's driving; and
 - (b) a Participant must not be driven by any individual who is not involved in or assisting in organising the Award Program, for the purposes of participating in the Award Program unless the Participant or the Participant's parent or legal guardian has viewed the driver's appropriate and valid driver's licence and evidence of insurance to cover the risk of injury to any person as a consequence of the individual's driving.
- 12 I understand that Participants are required to comply with the Award Program requirements contained in the Record Book, the ORB, at www.dukeofed.com.au, the policies of the NAA or the relevant Award Operating Authority (as amended from time to time) and requirements of the Award Operating Authority and Award Unit in relation to emergency plans, assessment of activities and the conduct of Adventurous Journeys related to the Award Program and I understand that the Award Unit may withdraw its approval to the Participant's participation in the Award Program if they do not comply.
- 13 I consent to the provision of any Personal Information that I have provided (including Participant Data) to the Award Unit to be used and provided to the State/Territory Award Operating Authority or National Award Authority. I consent to this Personal Information being treated in accordance with the provisions of the Privacy Policy of the NAA and/ or the relevant Award Operating Authority (as amended from time to time), the Australian Privacy Principles contained in Schedule 1 of the *Privacy Act 1988* (Cth), and any other privacy legislation, standards, guidelines or instructions binding on the Award Unit, the Award Operating Authority and the NAA.
- 14 I consent to the use of my Personal Information by the NAA, the Award Operating Authority or the Award Unit for the purpose of sending me information about other Award Program activities or events which may be of interest to me.

Privacy notice: The Award Unit, the National and State and Territory Award Operating Authorities are committed to respecting your privacy. The Personal Information that is collected on this form by the Award Unit is required for the purpose of your participation in the Award Program. If you do not provide this information to us, you may not be able to participate in the Award Program (note that non-provision of Participant Data does not have this consequence). We may disclose your Personal Information to other Australian and international organisations and service providers who assist us in the operation and administration of the Award Program including, but not limited to, the NAA and the Operating Authority.

The Privacy Policies of the NAA and the Award Operating Authority contain information about how you may access your Personal Information and seek the correction of such information. The Privacy Policies of the NAA and the Award Operating Authority also contain information about how you may lodge a complaint about a breach of the Australian Privacy Principles, and how we will deal with such a complaint. . If you would like to contact us, please write to: Attn: CEO, The Duke of Edinburgh's International Award – Australia, Level 33, 88 Phillip Street, Sydney NSW 2000 You may also contact the NAA or where applicable, the Queensland State Award Operating Authority, to request a copy of their Privacy Policy.

*For the purposes of the Award Program, and this document, a "Volunteer" means anyone over the age of 18 who assists with in the Award Program, either in a paid or unpaid capacity including but not limited to all Leaders, Assessors, Attendants and Supervisors.

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(please tick)	I have read, understood and agree to comply with, the Requirements and Conditions of the participant's participation in Award Program, as described above and on the website of the National Award Authority of The Duke of Edinburgh's International Award - Australia (NAA): www.dukeofed.com.au		
PARTICIPANT'S SIGNATURE			DATE

PARENTAL OR GUARDIAN CONSENT This section must be completed for participants under 18 years of age.

I, _____
(full name of parent or guardian)

of _____
(address) State _____ Postcode _____

Telephone: Home _____ Mobile _____

Email _____

I am the parent/guardian of _____ (the participant named in Page 1). I consent to him/her participating in The Award Program under the supervision of _____ (Award Unit) and to him/her undertaking activities to fulfil the requirements of the Award Program.

(please tick)	I have read, understood and agree to comply with, the Requirements and Conditions of the Participant's participation in The Award Program, as described above and on the website of the National Award Authority: www.dukeofed.com.au		
PARENT OR GUARDIAN SIGNATURE: _____ DATE: _____			

The Award Unit agrees to accept the above mentioned as a Participant of Award Program according to the Requirements and Conditions as described above and on the National website: www.dukeofed.com.au

Name of Award Unit organisation _____

Award Leader Name _____

Award Leader Signature _____ Date _____

Signed on behalf of the Award Unit _____

Please return completed form and registration fee to your Award Unit.

The State Award Operating Authority contact details:

The Duke of Edinburgh's International Award,
GPO Box 919, BRISBANE QLD 4001
Freecall: 1800 177 338
Email: qld.award.office@dete.qld.gov.au
Website: www.dukesaward.qld.gov.au



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ATTACHMENT 1 - OUTLINE OF THE PROGRAM

(Please detach and keep this page for your records)

The Award Program has three levels; **Bronze, Silver** and **Gold**. Each of these levels is made up of four Sections: Physical Recreation, Skills, Service and Adventurous Journey. The Gold Award has an additional requirement – a Residential Project. All Participants in The Award Program must be registered with an Award Unit. The Award Unit must approve activity Assessors prior to Participants undertaking any Award activities with them.

Participants design their own program by selecting activities that interest them and then set their goals according to the following minimum requirements (summarised in the table below). Full requirements for obtaining an Award are set out in more detail in The Australian Award Handbook - www.dukeofed.com.au/Handbook.html

	BRONZE	SILVER	GOLD
Skill	3 months*	6 months*	12 months*
Service	3 months*	6 months*	12 months*
Physical Recreation	3 months*	6 months*	12 months*
Plus for the major Section	All Participants must complete an additional 3 months in either Skill, Service or Physical Recreation.	Participants who have not achieved a Bronze Award must complete an additional 6 months in either Skill, Service or Physical Recreation.	Participants who have not achieved a Silver Award must complete an additional 6 months in either Skill, Service or Physical Recreation.
Adventurous Journey	2 days + 1 night**	3 days + 2 nights**	4 days + 3 nights**
Residential Project	N/A	N/A	5 days + 4 nights
Minimum age to start	14 years	15 years	16 years
Minimum age to finish (without exception)	14 years, 6 months	Bronze Awardees: 15 years, 6 months Direct entrants: 16 years	Silver Awardees: 17 years Direct entrants: 17 years, 6 months
Maximum age to finish (without exception)	Before 25 th birthday	Before 25 th birthday	Before 25 th birthday

*These are minimum time requirements and are expressed in whole months, during which there should be regular commitment. Refer to section 1.6.2 in the Australian Award Handbook for further important information.

**Satisfactory completion of the Adventurous Journey Section includes preparation and training appropriate for the journeys being undertaken and at least one practice journey of a similar nature and duration to the qualifying journey. See The Australian Award Handbook for more details – www.dukeofed.com.au/Handbook.html

- Any young person aged 14 to 25 can become an Award Participant.
 - At Bronze level, if a person is 13 and 9 months, but is part of a peer group where the majority are 14 years or older, then some discretion is given to the Award Unit to allow that young person to start their Bronze Award with the rest of the group
 - A person may commence Silver at 14 and 9 months if they have completed their Bronze Award. In practice, this means that Participants who are given concession to start Bronze or Silver early will need to wait longer to receive their Award
 - Participants who commence their Bronze or Silver Award slightly earlier will need to wait until they meet the minimum age for completion before they can claim their Award.
 - No activity undertaken before a Participant's 16th birthday may be counted towards a Gold Award
 - **Please contact your State/Territory Award Operating Authority if you have any questions about age range and commencing The Duke of Ed prior to 14 years of age.**
- The Award Program must be completed by the Participants 25th birthday
- Parent/Guardian consent is required for Participants aged under 18 years
- All Participants must sign the Participation Agreement
- The Standards of achieving an Award are individual effort, perseverance and progress
- Whilst the Award may be offered within School, University, work-time, custody or extra-curricular activity, individuals choose to do a program and must commit a substantial amount of their free time to undertake their activities.