

## NSW Duke of Ed Best Practice Check List (BPC)

This resource provides a framework for ongoing operational review, discussion and self-assessment regarding best practice delivery of the Duke of Ed Centre and should be used in conjunction with [supporting Resources](#).

Acronyms used in this document	
<b>DoEC</b>	Duke of Ed Centre
<b>AJ</b>	Adventurous Journey
<b>DoEL</b>	Duke of Ed Leader
<b>NAO</b>	National Award Operator
<b>ORB</b>	Online Record Book
<b>SO</b>	Senior Officer – typically Head of organisation or Principal
<b>VCG</b>	Volunteer Commencement Guide
<b>VCOC</b>	Volunteer Code of Conduct
<b>WWCC</b>	Working With Children Check

Useful Links
<a href="#">Office of Sport Duke of Ed webpages</a>
<a href="#">Duke of Ed Australia webpages</a>
<a href="#">Australian Duke of Ed Handbook</a>
<a href="#">ORB resources and login page</a>
<a href="#">Duke of Ed Leaders' closed Facebook page</a>
<a href="#">Office of Children's Guardian</a>

### Compliance

- DoEC has a signed licence agreement
- DoEC insurances are current as referenced on NAO insurance web page
- DoEC holds appropriate insurance cover for approved Activities
- DoEL(s) – Level 1 and 2 and Assistant(s) – Level 1 are trained to appropriate levels
- All Duke of Ed Volunteers (Leaders, Assessors etc.) sign a VCOC (contained within the VCG)
- Maintains a securely backed up register of all Assessors and related documents including VCOC
- Duke of Ed Leader and Duke of Ed Users understand the requirements and differences between Skills, Physical Recreation, Voluntary Service Sections.
- DoEL understands the requirements of AJs and Gold Residential Project (GRP)
- Incidents are reported through the [National website](#)

### Delivering and administering the Duke of Ed

- The DoEC has clear objectives approved and supported by SO to deliver the Duke of Ed
- The DoEL(s) provides regular updates to the SO relating to achievement of those objectives
- DoEC has at least one Duke of Ed Leader and one Assistant DoEL

- Active DoEL(s) and Assistant(s) have a login to the Duke of Ed Leader Learning Locker
- Staff members or designated officers that are engaged to support Duke of Ed administration including
  - Financial transactions
  - WWCC and other probity checks**
  - Assessors
- Internal staff are engaged to act as Assessors for in-house Activities
- ORB payment method in ORB appropriate (online payment via credit card by Duke of Ed User on registration is strongly encouraged)
- Gold/Silver Duke of Ed Users/Alumni used to help younger Duke of Ed Users with their Duke of Ed Levels eg Duke of Ed Assistants
- DoEL(s) are members of the closed NSW Duke of Ed Leaders Facebook group

### Promoting the Duke of Ed

- Licence certificate is displayed in prominent position
- DoEC develops or utilises existing appropriate resources to promote the Duke of Ed to its Duke of Ed Users
- All promotional collateral meets Duke of Ed branding guidelines and has been approved by DoE NSW
- Use a range of promotional methods including talks at assemblies, social media, school website, notice boards, flyers, posters. Please see our Promotion and Communication Planner
- Duke of Ed is represented on DoEC's website
- The Duke of Ed is inclusive and available to all Duke of Ed Users
- DoEC holds information sessions for Duke of Ed Users and parents/guardians
- DoEC has a clearly stated purpose for offering the Duke of Duke of Ed Users
- Partnerships developed within local community with approved Assessors e.g. local Council, sporting clubs, PCYC, local charities, local environmental groups

### Registering Duke of Ed Users - [refer to Duke of Ed User Resources](#)

- Explaining Duke of Ed Centre's registration requirements to Duke of Ed Users
- Registrations should not be approved without:
  - Parental Consent
  - Payment received in full
  - Email confirmation
  - Payment is non-refundable once registration is approved**
- Assist Duke of Ed Users to get their Activities and Assessors set up and approved in ORB. Each Activity has an appropriate SMART goal.
- Approving Assessors

- Each Activity has a qualified and approved Assessor who is not a family member
- All Assessors and adult volunteers need to receive and complete a NSW Duke of Ed VCG plus any other additional Paperwork required for your school (before the Participant begins each Section)
- Where local governance requires Assessor to have a WWCC, the designated officer for the DoEC must verify Assessor's WWCC before approving

### Monitoring Duke of Ed Users

- DoEL(s) monitor Duke of Ed Users' logging and progress in the ORB to encourage completion
- DoELs and Assistants hold regular meetings with Duke of Ed Users

### Adventurous Journeys planning and management

- DoEL understands the requirements of AJs. Refer to AJ Planning and Reporting guidelines
- Ensures appropriate **Risk Management Plan** for all AJ regardless of whether run in-house or through external providers
- Conduct Preparation and Training
- Conduct Practice Journey
- Conduct Qualifying Journey

### Duke of Ed User Activity and Section sign-off

- Review each Activity for sign-off approval as it is completed
- Each Section is reviewed against Duke of Ed requirements, as per Duke of Ed Level Checklists and with particular attention to
  - Appropriate logging (individual description for each log entry and concluding reflection)
  - Inclusion of Assessor reports
  - Inclusion of AJ Prep and Training dates and Qualifying AJ reports
  - Inclusion of Gold Residential Project report (Gold only)

### Duke of Ed User recognition - Certificates and Badges presentation

- DoEC recognises Duke of Ed Level Holder achievements through ceremonies and assemblies
- Duke of Ed activities and achievements are included in DoEC communication channels
- Good news stories and Duke of Ed achievements are shared on social channels newsletters, local newspapers, MP or Mayor's offices
- DoEC has an honours board for Duke of Ed Level Holders

### Other/Ongoing

- DoEL(s) and SO contact details are up to date in ORB
- Departed DoEL(s) made inactive in ORB and NSW Division notified
- Departing and inactive Duke of Ed Users are made inactive in the ORB