

## Adventurous Journey (AJ) Planner and Reporting Guidelines

This document outlines some of the key points to consider when planning your AJs. This planner should be used in conjunction with [The Australian Duke of Ed Handbook](#) and other related governance materials.

### Overarching principles

The AJ is all about getting out and going on a journey in **an unfamiliar and challenging environment with an agreed Team Goal**. More than any other Section of the Duke of Ed Framework, the AJ is about **teamwork** and social connection with both the team members who will undertake the journey and the Volunteers who instruct, supervise, and assess the journey. The journey creates the environment for group work through planning, task sharing, problem solving, role allocation, and team reflection.

Although the Adventurous Journey is most frequently undertaken in the outdoors in the form of a bushwalk, it may be undertaken with many different types of personal physical effort, in a National Park, in an urban setting, or even in a virtual or partly virtual mode. [Click here for AJ ideas](#).

All AJ requirements must consider any applicable State or Territory Government requirements (policies or regulations), adventure activity standards, or industry guidelines.

Duke of Ed Users choose their type of AJ and specific location etc., taking into account any requirements or limitations set by the Duke of Ed Centre, and they must have their proposed AJ approved by their Duke of Ed Leader before commencing. If Duke of Ed Users are unable to meet one or more requirements of the AJ, they could consider undertaking an Adventurous Project – see [Australian Handbook](#) for more information.

### Outsource or run in-house?

Having appropriately qualified AJ supervisors is a critical consideration in ensuring the safety of the Duke of Ed Users and a successful outcome. If the Duke of Ed Centre does not have appropriately qualified staff within their organisation to lead or assist with an AJ then they should consider outsourcing their AJs.

The [Activity Provider directory](#) is a good place to start if you are looking to outsource your AJs. The Duke of Ed Leader, or appointed representative, should still be able to participate in an outsourced AJ as an Assessor.

Once you have conducted due diligence on the External Provider(s) you will need to communicate this information to Duke of Ed Users prior to them registering so they are aware that if they can't make the school-arranged AJ, they will need to complete an 'Open' AJ through one of the approved Providers.

### Risk Management

The Duke of Ed Centre holds the overall responsibility for determining whether an AJ is appropriate and needs to undertake necessary risk management assessments according to both Australian Duke of Ed Handbook requirements and organisational governance. This may include but not be limited to:

- a) Whether proposed Journeys meet requirements
- b) Whether Duke of Ed Users have shown sufficient competencies to undertake journey
- c) All participating adults meet legislative Child Safe requirements
- d) Supervisors (both internal and external) are appropriately qualified for the proposed journey

- e) When applicable, prior to departing on every AJ, trip intentions are lodged with the appropriate authorities noting the details of the Emergency Contact eg local police, landowners (such as National Parks/ Lands authorities)
- f) An Emergency Contact is nominated prior to departure for every AJ, and they have copies of all-important operational documents
- g) Emergency / Communications devices are appropriate
- h) Appropriate Emergency / Critical Incident Response and Communications Plans are completed / authorised for every Journey
- i) Appropriate insurance cover is in place for journey type
- j) In addition to the requirements above, you should establish a 'Pre-approval process' for Duke of Ed Users attending 'open' trips with an external Supervisor (eg in the school holidays) which should include but not limited to:
  - Which approved Provider they want to book with
  - Details of the journey (Practice or Qualifying, dates, location, mode of travel)

### Related governance resources

- The Australian Adventure Activity Standards ([www.australianaas.org.au](http://www.australianaas.org.au))
- The Sport Safety Guidelines (NSW Department of Education)
- Duke of Ed Centre guidelines/policies/procedures have been understood and adhered to
- Duke of Ed Centre Risk Assessment/Management Plans (see Sport Safety Guidelines for sample)

### AJ Reporting guidelines

The journey logging and reporting requirements are agreed between the Duke of Ed Users and Assessor and approved by the Duke of Ed Leader prior to undertaking the journeys.

As a minimum the Qualifying AJ report needs to include a note from the Duke of Ed Leader confirming that the Duke of Ed User has met the agreed Qualifying AJ reporting requirements. This written confirmation can be recorded in the notes field of the Duke of Ed Leader approval. Alternatively, it can be an email or document uploaded to the Documents tab of the Duke of Ed User's ORB record.

### Journey Logs

It is a requirement of the Duke of Ed that each Duke of Ed User keeps a log (written or digital) during both their Practice and their Qualifying Journeys. A log is comprised of notes/records taken during the journey and is important for safety purposes and for reflecting on and planning future journeys.

The equivalent of a half page for each day is recommended. The logs will provide important information in finalising the Qualifying AJ (QAJ) report and could include:

- Weather
- Preparedness for journey – shelter, clothing, food
- Managing unplanned events.

### QAJ Report

The QAJ report should consider

- Appropriate competencies of the group
- Whether to be completed individually or as a group
- Format of the report(s)

- Written report as an opportunity to hone report writing skills
- Video or digital report, as an opportunity to hone media skills and shared within the Duke of Ed Centre community social channels
- Group presentation to cohort or to the Duke of Ed Centre as part of a broader Duke of Ed Centre promotional strategy.

### QAJ Report inclusions

Considerations for inclusion in the report.

- Duke of Ed Centre name
- Duke of Ed User name
- AJ description
  - Where, when and duration
  - Modes of travel
  - Team objective(s)
- Images
  - Photos, videos
  - Google maps
- Equipment and clothing list
- Food and menu plans
- Observations, thoughts and reflections made through your daily journey logs which could include:-
  - What were the most memorable events/things you encountered on your journey?
  - How did your group work together? What were the problems and how were they solved?
  - What were your proudest achievements during the journey?
  - What was most challenging about this journey?
  - What didn't you like or enjoy?
  - What would you do differently next time?
  - What advice would you give to someone before they went on a similar journey?
  - Any other observations relating to the trip and its organisation?
- The Assessor might suggest additional or alternate ideas.

### Updating the Online Record Book (ORB)

The four main components of the AJ need to be appropriately recorded in the ORB

1. Preparation And Training
2. Practice Journey(s)
3. Qualifying Journey(s)
4. Qualifying Journey report

The activity dates must run in sequential order, for example the Preparation and Training dates should occur before the Practice AJ dates.

Any records saved to the ORB need to be less than 20mb. Written reports should be saved as a PDF.

## Adventurous Journey Ideas

Prior to undertaking any activities, please refer to The Duke of Edinburgh's International Award –Australia insurance policies available at <http://www.dukeofed.com.au/resources/insurance/>

- Bushwalking/hiking through the Blue Mountains
- River and lake waterways-based journeys – canoeing, rafting, dragon boating, SUP
- Sea based journeys – tall ships
- Cycling tour of the Hunter Valley
- Horse riding in the Megalong Valley
- Cross-country skiing or mountain biking in the Snowy Mountains
- Environmental studies and/or research
- Urban challenge, camping on Cockatoo Island
- Historical and/or cultural research
- Experiencing and understanding other languages/cultures
- Historic train or paddleboat journeys, e.g. if mobility is restricted
- [Virtual Explorations](#)