

Duke of Ed Assistants

- an Option for Silver and Gold Level

Duke of Ed Assistants are Duke of Ed Users who volunteer to help their Duke of Ed Centre with the running of the Duke of Edinburgh's International Award. Becoming a Duke of Ed Assistant will help you to further develop valuable life skills such as leadership, mentoring and time management while enabling you to contribute to the successful running of your Duke of Ed Centre. As well as helping Duke of Ed Users gain practical experience with The Duke of Ed, Duke of Ed Assistants also gain a fuller understanding of the philosophy of The Duke of Ed Framework.

Being an Award Assistant can be used either for your Service Section (connecting and giving back to community) or Skill Section (learning and developing leadership skills).

Considerations and suggestions for those contemplating becoming an Duke of Ed Assistant:

1. Be willing to research and understand the Duke of Ed Framework by referencing
 - a. The Australian Duke of Edinburgh's International Award Handbook
 - b. available supporting Resources
2. Duke of Ed Users are encouraged to discuss suitable and mutually beneficial options with their Duke of Ed Leader. These could include:
 - a. Promotional activities to support onboarding of new Duke of Ed Users including
 - i. Creating, organising and running presentations for students who might be interested in doing their Duke of Ed. Speaking at year or school assemblies.
 - ii. Creating resources for younger Duke of Ed to help them understand the different Sections of the Duke of Ed Framework.
 - iii. Organising Duke of Ed Users to speak at their year or school assembly to share their experiences of doing Duke of Ed.
 - iv. Creating or maintaining a Duke of Ed notice board. You could put up stories and pictures of what current Duke of Ed Users are doing and advertise important dates (e.g. upcoming Adventurous Journey dates or registration dates).
 - v. Coordinating list of 'good news stories' from the Duke of Ed Centre to be sent to NSW Office.
 - vi. Supporting recognition of Duke of Ed Users achievements through stories in Duke of Ed Centre communication channels i.e. Facebook posts and newsletter articles.
 - b. Assisting new Duke of Ed Users with questions they may have about planning or completing their Duke of Ed including
 - i. How to complete their Duke of Ed Centre plans ensuring that new Duke of Ed Users select appropriate Activities for their Service, Skill and Physical Recreation.
 - ii. Finding an appropriate Assessor for their Activities.
 - iii. Writing a SMART goal for each Regular Activity.

- c. Helping new Duke of Ed Users navigate the ORB – web and app, including
 - i. Checking that new Duke of Ed Users have set their Award up correctly.
 - ii. Checking that new Duke of Ed Users are correctly logging their Activities.
 - iii. Checking that new Duke of Ed Users have all the necessary information before submitting to Duke of Ed Leader for approval, including Assessor and Qualifying AJ reports.
- d. Research projects i.e. leadership styles and how they might be used to lead fellow Participants at the school/organisation, teamwork activities, Adventurous Journey ideas
- e. Act as an advocate for The Duke of Ed by providing feedback to your Duke of Ed Leader and the Duke of Ed NSW Office, as required.

Example of how Duke of Ed Assistants are being used in Duke of Ed Centres

“We are using 90 minutes every other Wednesday afternoon for co-curricular which equates to approximately 66 hours per term. Year 9 will use that time in Terms 2,3 and 4 towards their Bronze Level. The Duke of Ed Assistants will be helping Bronze Duke of Ed Users with

1. Duke of Ed User registrations
2. Setting Activity goals
3. Writing descriptive logs
4. Completing online training ahead of AJs, route plans/maps and then writing AJ reports
5. In Term 1, Duke of Ed Assistants will use the time to prepare resources and complete training for later in the year”