

Volunteer Commencement Guide (VCG)

Definitions

Assessor

A suitably skilled, experienced and/ or qualified adult Volunteer who can assist with and assess a Duke of Ed User completing an activity being undertaken for a section of a Level.

Duke of Ed Centre

A body such as a school/company/club/organisation that has been licensed by the NAO or sub-licensed by an AOA to deliver the Duke of Ed Framework.

Duke of Ed Leader

An adult who is appointed by the Duke of Ed Centre to act as a representative of that Duke of Ed Centre and has overall responsibility of the delivery of the Duke of Ed for that Duke of Ed Centre.

Duke of Ed User

A young person who has been accepted to participate in a Bronze, Silver or Gold Level through the registration process in the ORB.

Supervisor

A suitably qualified or experienced Volunteer (including staff or commercial services providers) who supervise practice or qualifying Adventurous Journeys as part of the Duke of Ed.

Volunteer

For the purposes of the Duke of Ed, anyone who is or is over the age of 18 and who assists with the Duke of Ed either in a paid or unpaid capacity including, but not limited to, the Duke of Ed Leaders, Duke of Ed Coordinator, Assessors and Supervisors.

Information for Duke of Ed Users

If your Assessor or Supervisor has not already been approved by your Duke of Ed Leader please give them this Guide to read and complete. Please also remember to give them a seal-able envelope to maintain the privacy of their completed Volunteer Details and Agreements (see signing page of this Guide). Return the completed Volunteer Details and Agreements to your Duke of Ed Leader.

- Duke of Ed Users can ONLY commence a Duke of Ed Section activity AFTER their Duke of Ed Leader has approved their Assessor/Supervisor for that Section.
- In most circumstances, an Assessor should not be a family member
- Duke of Ed Users MUST seek approval from their Duke of Ed Leader before changing any of their Assessors.
- Duke of Ed Users are expected to comply with all relevant / respective safety requirements and procedures and not to act in any way to jeopardise the safety of themselves or others within the activity environment.

Information for Assessors and Supervisors

Duke of Ed Assessors and Supervisors play a crucial role in the success of the Duke of Edinburgh's International Award.

The Duke of Edinburgh's International Award - Australia requires that all Volunteers agree to the National Volunteer Code of Conduct (VCOC). The following information will assist in your understanding of those roles. For additional information please also refer to www.dukeofed.com.au.

What is the Duke of Ed?

The Duke of Edinburgh's International Award is a self-development program open to all young people between the ages of 14 and 25. The Award is non-competitive and encourages young people to set and achieve goals appropriate to their abilities and potential.

There are three Levels of the Duke of Ed (Bronze, Silver and Gold) and there are four Sections that must be completed for a young person to qualify for an Duke of Ed Level:

- Skills – encourages the development of personal interests and practical and social skills.
- Voluntary Service – encourages young people to volunteer their time to and understand the benefits of this Voluntary service to their community. To connect with community and give service to others and their communities.
- Physical Recreation – encourages young people to participate in sport and other physical recreation for their improvement of health, wellbeing and fitness
- Adventurous Journeys – encourages a sense of adventure whilst undertaking a team journey or expedition. As part of a small team, Duke of Ed Users will plan, train for and undertake a journey with a defined purpose in an unfamiliar environment.
- Gold Residential Project (only at Gold Award level) – aims to broaden Duke of Ed User's horizons through involvement with others in a residential setting.

The activities for Skills, Voluntary Service and Physical Recreation need to be undertaken by the Duke of Ed User on a regular basis. Regular commitment is at least one (1) hour per week, two (2) hours per two week period or four (4) hours per four week period. This participation is over a minimum period of 3, 6, 12 or 18 months depending on the Duke of Ed User's level and choice of "major" Section, and the Duke of Ed User should clarify this requirement with you.

How can Assessors/Supervisors meet New South Wales Child Protection requirements?

The Duke of Ed User's Leader must ensure that all the Duke of Ed User's Assessors or Supervisors have met the appropriate legislative and organisational requirements for Child Protection *before* Assessors undertake Duke of Ed activities with them.

How can I provide a safe environment for children?

Providing opportunities for young people to complete their Duke of Ed in a safe and non-threatening environment.

You need to ensure that all Volunteers/staff and provide opportunities for young people to complete their Duke of Ed in a safe and non-threatening environment and conduct themselves appropriately.

Examples of unacceptable conduct by Volunteers/employees would include:

- Any initiation activities
- Physical, emotional or verbal abuse of Duke of Ed Users
- Physical assault or exposing Duke of Ed Users to violence
- Inappropriate conversations of a sexual nature, suggestive remarks or jokes of a sexual nature
- Displaying or showing any form of explicit material, sexually suggestive publications, electronic media or illustrations
- Any form of inappropriate touching
- Any form of inappropriate personal correspondence or expression of sexual feelings toward the Duke of Ed User.

Assessors are required to report any allegations of incidents concerning a young person to the Duke of Ed Leader at the earliest convenience. Duke of Ed Users are expected to comply with the organisation's safety and child safety requirements and procedures and not to act in any way to jeopardise the safety of themselves or others within the activity environment. Visit: [Office of Children's Guardian](#) for further information regarding NSW Child Protection.

Is there Duke of Ed insurance?

Primary insurance cover should be provided by the Duke of Ed Centre. The Duke of Edinburgh's International Award - Australia provides secondary public liability and personal injury insurance covering most Duke of Ed activities (excluding those identified as high risk). For more information, please refer to: dukeofed.com.au/resources/insurance.

How do I complete my Assessor's Report?

The Duke of Ed User's Online Record Book (ORB) will automatically generate an email to enable you to complete your Assessor's Report/Signoff after the Duke of Ed User has met the time requirements for a respective Section.

What are the next steps?

Please read the following applicable Roles and Responsibilities and Volunteer Code of Conduct then complete the *Volunteer Details and Agreements* which must be completed and returned to the Duke of Ed User's Duke of Ed Leader **prior** to the Duke of Ed User undertaking any Duke of Ed related activities with you.

There may be additional documentation to complete depending on the Child Safe requirements of the Duke of Ed Centre. To maintain your privacy, it is recommended that you return any hard copy documents in a sealed envelope or via email direct to the Duke of Ed Leader if an email address has been provided. You will be notified once the Duke of Ed Leader has verified your details.

Roles and responsibilities

Who is a Duke of Ed Assessor?

Assessors are suitably skilled, experienced and/or qualified Volunteers who assist with, and assess, an activity being undertaken for a Section of a Duke of Ed User's Duke of Ed Level. An Assessor can assess more than one Duke of Ed User, and they may also be qualified to assess across multiple activities and/or Sections. An Assessor may be required to meet certification or qualification requirements if their activity is bound by a State/Territory or National accreditation requirement. Please note that a Duke of Ed Leader can also be an Assessor.

Roles and Responsibilities of an Assessor

1. Be suitably experienced and/or qualified in the activity in which you are assessing.
2. Meet the Child Protection Legislation requirements in your State/Territory.
3. Agree to the Duke of Ed Volunteer Code of Conduct before undertaking any

Who is a Duke of Ed Supervisor?

Supervisors are suitably qualified and/or experienced Volunteers (including staff of commercial service providers,) who supervise Practice and/or Qualifying Adventurous Journeys.

Roles and Responsibilities of a Supervisor

1. Be suitably experienced and/or qualified in the field (terrain and mode of journey) in which they are instructing and/or supervising e.g. hiking, canoeing, etc.
2. Hold appropriate qualifications from a relevant authority if such qualifications are available and/or required in your

- assessment (please refer to relevant section of this Guide).
4. Be approved by the Duke of Ed Leader and therefore the Duke of Ed Centre prior to the Duke of Ed User commencing the activity with you as their Assessor.
 5. Understand the relevant Duke of Ed requirements for the Section you are assessing.
 6. Assist the Duke of Ed User to identify and set achievable goals for the Section you are assessing and to develop a program to reach their goals.
 7. Help the Duke of Ed User to stay focused on the goals they have set.
 8. Ensure the Duke of Ed User undertakes Section activity substantially in their own time.
 9. Encourage and recognise improvements in the Duke of Ed User and record positive comments about the Duke of Ed User's progress.
 10. Write a report at the completion of the Section activity, and sign off the Duke of Ed User's records to verify they have achieved the requirements of the Duke of Ed.
 11. Undertake your role as an Assessor in a safe work environment. This includes: taking reasonable care for your own health and safety; that your conduct does not adversely affect the health and safety of others; that you comply with any reasonable instructions relating to health and safety; and that you cooperate with any reasonable policy or procedure relating to health and safety that applies to you, your colleagues, people you are supervising or who are considered to be in your care.
- State/Territory. Supervisors must be highly competent in the activity and/or nature of the journey they are supervising
3. Meet the Child Protection Legislation requirements in your State/Territory.
 4. Agree to the Volunteer Code of Conduct prior to undertaking any supervision (please refer to page 6 of this Handbook or www.dukeofed.com.au for the latest
 5. Be approved by the Duke of Ed Leader and therefore the Duke of Ed Centre prior to the Adventurous Journey(s) commencing.
 6. Supervise Practice and/or Qualifying Journeys for the Adventurous Journey Section of the Duke of Ed.
 7. Implement and oversee the arrangements concerning the safety of Duke of Ed Users whilst undertaking Practice and/or Qualifying Journeys, without interfering with the group's decisions or purpose, unless safety is a concern.
 8. Engage the Duke of Ed User group during their Practice Journey(s) for the purpose of reinforcing and supplementing their training and preparation as required.
 9. If by agreement with the Duke of Ed Centre the Supervisor is not accompanying the group, make contact with Duke of Ed Users at least once each day when they are undertaking their Practice and/or Qualifying Journeys.
 10. Provide feedback to the Duke of Ed Users and/or their Assessor regarding any journeys they supervise, including individual and team strengths, weaknesses and areas of concern which need to be addressed prior to the Duke of Ed Users undertaking their Qualifying Journey or their final assessment being completed.
 11. Undertake the role as a Supervisor in a safe work environment. This includes taking reasonable care for their own health and safety; that their conduct does not adversely affect the health and safety of others; that they comply with any reasonable instructions relating to health and safety; and that they cooperate with any reasonable policy or procedure relating to health and safety that applies to them, their colleagues, people they are supervising or who are considered to be in their care.

Volunteer Code of Conduct

For the purposes of The Duke of Edinburgh's International Award - Australia, and therefore this document, a "volunteer" means anyone over the age of 18 who assists with the Duke of Ed, either in a paid or unpaid capacity. This includes all *Duke of Ed Leaders, Assessors and Supervisors.

In consideration of the Duke of Ed Centre,

[name of school/organisation/group]

approving me as an Assessor/Supervisor in relation to The Duke of Edinburgh's International Award,

I UNDERSTAND and AGREE I will:

My Role & Responsibilities

1. Comply with and exercise due care in carrying out my Roles and Responsibilities (as outlined in Section 2 of the Duke of Ed Handbook, available at [Australian Duke of Ed Handbook](#))
2. Comply at all times with the requirements of the Duke of Ed and with all applicable laws relevant to fulfilling my obligations to the Duke of Ed Framework.
3. Comply with the Key Principles of the Duke of Ed (as outlined in the Duke of Ed Handbook).
4. Undertake training and meet accreditation requirements, as appropriate.
5. Undertake to provide assessment for the Duke of Ed only in areas where I am suitably qualified and/or experienced.

Safeguarding young people

6. Meet all applicable Child Protection Legislation requirements in my State/Territory, and follow any supervisory ratios stipulated by my own organisation (and those responsible for any specific Duke of Ed activity).
7. Take any allegations or concerns of abuse seriously and immediately follow the reporting process in use within the organization. Never trivialise, abuse, or let allegations, suspicions, or concerns about abuse go unreported.
8. Provide a safe environment by not harming youth or adults in any way, whether through discrimination, favoritism, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
9. Ensure young people and adults are aware of my organisation's safeguarding arrangements to keep people from harm and abuse.
10. Recognise and personally acknowledge the position of power or influence I may have when working with young people and other adults, and never abuse this position by forming an inappropriate relationship with a child, young person or vulnerable adult.
11. Promote an environment where young people are valued and encouraged to talk about any concerns they may have, and challenge attitudes or behaviours they do not like.

People & Culture

12. Respect the privacy of persons served by the Duke of Ed and hold, in confidence, sensitive, private and personal information collected in relation to the Duke of Ed in accordance with the Privacy Policy of The Duke of Edinburgh's International Award - Australia [ACN 114 269 195] (National Duke of Ed Operator) and the law (reports of child abuse or neglect will be handled under the relevant State/Territory legislation).

13. Undertake my role in a safe work environment. This includes taking reasonable care for my own health and safety; ensuring that my conduct does not adversely affect the health and safety of others; compliance with any reasonable instructions relating to health and safety; and cooperation with any reasonable policy or procedure relating to health and safety that applies to me, my colleagues, people I am supervising or who are considered to be in my care.
14. Follow through and complete agreed tasks and commitments.
15. Conduct myself in a respectful manner, exhibit good conduct and be a positive role model by setting an example for all to follow.
16. Display respect and courtesy for Duke of Ed Users of the Duke of Ed Framework, other volunteers, staff, contractors and property.
17. Work cooperatively as a team member with employees of the Duke of Ed and other volunteers.

Representations and Media

18. Represent the Duke of Ed with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
19. Immediately advise the aforementioned Duke of Ed Centre of any matter of which I am involved that has or could lead to criminal conviction. Advise the Duke of Ed Centre of any officer or employee of the Duke of Ed Centre; or any Duke of Ed Leader/Assessor/supervisor/volunteer involved in the management and/or delivery of the Framework who I believe has acted in a way which may be detrimental to the good name of the Duke of Ed.
20. Copy and distribute materials the Duke of Ed Leader gives me only for the purposes of the Duke of Ed and not otherwise use them without the prior written consent of the National Duke of Ed Operator.
21. Not use those materials in any way which would bring the Duke of Edinburgh, Duke of Ed Centre, State/Territory Duke of Ed Operating Authority or the National Duke of Ed Operator into disrepute.
22. Immediately stop use of all materials once my involvement with the Duke of Ed ends.
23. Ensure that any improvements, developments, or new versions of the materials, including new materials I create based on or incorporating them, belong to the National Duke of Ed Operator and I assign all rights, including intellectual property rights in them, to the National Duke of Ed Operator.
24. Ensure that any documents, collateral, website pages or other items that utilise the international logo meet all requirements of the International Brand and Style Guidelines (available from the National Duke of Ed Operator).
25. Ensure that all new materials utilising the Duke of Ed logo which contain interpretive content** regarding the Duke of Ed has been approved by the National Duke of Ed Operator prior to being circulated. A copy of all such materials will be retained by the National Duke of Ed Operator for reference purposes.

Signing page

Assessor/Supervisor for:

Duke of Ed Centre					
Duke of Ed User					
Duke of Ed Level	<input type="checkbox"/> Bronze	<input type="checkbox"/> Silver	<input type="checkbox"/> Gold		
Duke of Ed Section	<input type="checkbox"/> Skill	<input type="checkbox"/> Vol Service	<input type="checkbox"/> Physical Rec	<input type="checkbox"/> Adv Journey	<input type="checkbox"/> GRP

Volunteer Details and Agreements

For a(n) Assessor or Supervisor to complete **prior** to undertaking any Duke of Ed Activities with a Duke of Ed User.

Full Legal Name	Phone
Organisation	
Email	
Skills/experience/qualifications relevant to Duke of Ed User's activity	
<input type="checkbox"/> I have read, understood and agree to comply with the Volunteer Code of Conduct <input type="checkbox"/> I am aware of my obligations as outlined in this document and that my approval as an Assessor or Supervisor in relation to The Duke of Ed may be terminated as a result of any breach by me of the undertakings in this document <input type="checkbox"/> I agree to assess and/or supervise areas only where I am suitably skilled, experienced and/or qualified and approved by the Duke of Ed Leader <input type="checkbox"/> I am over 18 years of age <input type="checkbox"/> I have read, understood and agree to comply with the Assessor/Supervisor (please circle as appropriate) Roles and Responsibilities as outlined in this Guide (also found in Section 2 of The Handbook and at: https://dukeofed.com.au/delivering-the-award/assessors-supervisors/ I agree to my name and organisation, if applicable, being included on the Duke of Ed Centre list of approved Assessors/Supervisors	
NSW Working with Children Check (WWCC) where applicable and required	
WWCC number	WWCC expiry date
Date of birth	
Signature:	Date:

Return form to

Duke of Ed Leader name	
Email (to return form to)	