

NSW Duke of Ed User - Checklist

This checklist should be used as a guide in both planning the Duke of Ed Framework as well as checking all Activities have been completed correctly in the Online Record Book (ORB) before submitting to a Duke of Ed Leader for approval. Incomplete or incorrect submissions will significantly delay approval sign-off for the Duke of Ed Level.

Requirements - General

- Assessors have been approved by the Duke of Ed Leader for each Activity
- Assessors/Supervisors are NOT family members (ie. a parent, sibling or relative)
- SMART goals have been created in consultation with the Assessor for each Activity and have been entered in the ORB
- Activities logged meet minimum age requirements
- Activities logged are AFTER approval was given by the Duke of Ed Leader on the ORB (This is the ORB Duke of Ed Start Date)
- Activities logged were unpaid
- Logs are detailed and show commitment, progress and improvement towards set goals (not just a copy and paste of previous log)
- Assessor reports for each Activity are attached after Section hours completed
- On completion of hours, each Section has been submitted to the Duke of Ed Leader for approval
- Final submission of the whole Duke of Ed Level sent to the Duke of Ed Leader for approval
- Continue to monitor your Level until it shows as 'Completed' in the ORB

Requirements - Section Specific

Physical Recreation

- Activity is undertaken primarily to actively improve health and fitness (either as an individual or team pursuit)

Skills

- Activity broadens non-physical personal interests and skills
- Activity allows Duke of Ed Users to develop their talents, broaden their abilities, increase their self-confidence and improve their employability

Voluntary Service

- Duke of Ed Users make a positive contribution to society and demonstrate social responsibility by volunteering in their communities for a genuine cause
- Activity is NOT assisting a For Profit business
- Activity is NOT of benefit to family or a favour to a friend or neighbour
- Activity is NOT based on a required vocational or work experience activity

Adventurous Journey (AJ)

- The AJ goals have been approved by the Duke of Ed Leader
- The reporting requirements for the AJ are understood – see [Adventurous Journey Report Guide](#)
- Preparation and Training was completed and approved by the Duke of Ed Leader prior to departing for Practice Journey

- Duke of Ed Leader approval discussed and received prior to undertaking Practice and Qualifying Journeys as applicable
- Written parent/guardian consent was obtained prior to departing for Practice and Qualifying Journeys as applicable
- Practice and Qualifying Journeys used the same Mode(s) of Travel (eg hiking, canoeing, public transport)**
- Practice and Qualifying Journeys were of a similar nature (eg type, terrain and climate), difficulty and in a similar environment, but not over the same route
- Practice and Qualifying Journeys only involved simple self-catered accommodation
- Practice and Qualifying Journeys were both conducted in a group of between 4 and 7 people
- Practice and Qualifying Journeys met minimum journeying requirements
- Each day of journey(s) involved at required purposeful effort
- Correct dates are entered in ORB. Preparation and Training and the Practice Journey dates are prior to Qualifying Journey dates
- A record that the AJ report has been approved by the Duke of Ed Leader has been uploaded to the ORB (note or email) - Note: File size is limited to 20mb per file.

Gold Residential Project – (Gold level only)

- Activity involves a shared purposeful activity (eg a training or service activity)
- Total Activity is at least 5 days duration away from usual place of residence. This can be done as two separate similar Activities if unable to find a suitable 5 day GRP.
- Activity is in the company of others who are, in the majority, NOT usual companions
- The Activity is recorded in the ORB and includes the goals and the Duke of Ed Users' experiences and achievements

Contact Details

- Make sure your Contact details are updated and correct in the ORB. If you are leaving school, you should provide an alternate personal email address

Submitting a Duke of Ed Level

Duke of Ed Levels are normally assessed within 10 business days of submission by the Duke of Ed Leader. Incomplete or incorrect submissions will delay Duke of Ed Level sign-off approval. If a Level submission is not approved, the Duke of Ed Level will need to be re-submitted for assessment after addressing any missing or incomplete requirements. Please continue to monitor your completed Level until it is approved.

*** Special condition – If a Practice Journey was multi-mode (eg hiking and canoeing), the Duke of Ed Leader, after consulting with the Practice Journey Supervisor/Assessor, may permit a Qualifying Journey to be undertaken using only one of those modes (as long as sufficient competence in that single mode has been demonstrated)*