

NSW Duke of Ed Best Practice Checklist (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	
AJ	Adventurous Journey
NAO	National Award Operator
ORB	Online Record Book
SO	Senior Officer
VCG	NSW Volunteer Commencement Guide
VCOC	Volunteer Code of Conduct
WWCC	Working With Children Check

Useful Links to bookmark
Duke of Ed Australia (National) webpages
ORB resources and login page
Duke of Ed Leaders' closed Facebook page
Office of Children's Guardian
Duke of Ed NSW webpages

Compliance

- Duke of Ed Centre has a signed licence agreement
- Duke of Ed Leader(s) and SO contact details are up to date in ORB
- Duke of Ed Leader (Level 1 and 2 trained) and Assistant Duke of Ed Leader (Level 1 trained) are trained to appropriate levels
- Explain Leader Accreditation change – now 12 months to complete training and be a certified Duke of Ed Leader
- Duke of Ed Centre has at least one Duke of Ed Leader and one Assistant Duke of Ed Leader
- Duke of Ed Leader(s) has joined NSW closed FB page
- All Duke of Ed Volunteers (Leaders, Assessors etc...) agree to the VCOC (ie ie complete the "Volunteer Details and Agreements" – VCG last page)
- Duke of Ed Centre maintains a securely backed up Assessor register of all Volunteers and related documents (including VCOC agreement)
- Departed Duke of Ed Leaders(s) made inactive in ORB and NSW Division notified
- Duke of Ed Leader(s) provide regular updates to the SO relating to achievement of their objectives
- Duke of Ed Leader(s) are aware of their organisation's risk management policies and procedures

- Duke of Ed Leader is informed of parental consent, payment options and National refund policy
- Duke of Ed Centre Personal Accident and Public Liability insurances are appropriate and current as referenced on [NAO insurance page](#)
- All Duke of Ed Activity related Incidents are reported through the [National website \(Incident Report Form\)](#).
- Quality Assurance requirements and expectations explained to Duke of Ed Leader(s)

Promotion

- Licence certificate is displayed in prominent position
- Duke of Ed Centre has a clearly stated purpose for offering the Duke of Ed framework and has support of SO to deliver
- Discuss the range of promotional methods including talks at assemblies, social media, school website, notice boards, flyers, posters
- Duke of Ed Centre utilises existing appropriate resources to promote the Duke of Ed to its Duke of Ed Users
- Additional promotional collateral created by Duke of Ed Centre meets Duke of Ed branding guidelines and has been approved by NSW Duke of Ed
- Duke of Ed is represented on Duke of Ed Centre's website and/or intranet
- Duke of Ed Leader(s) are members of the closed NSW Duke of Ed Leaders Facebook group
- The Duke of Ed is inclusive and available to all Duke of Ed Users
- Duke of Ed Centre holds information sessions for Duke of Ed Users and parents/guardians
- Partnerships developed within local community with approved Assessors e.g. local Council, sporting clubs, PCYC, not-for-profit organisation, local charities, local environmental groups

Registration and Activity Selection

- Explain Duke of Ed Centre's registration requirements to Duke of Ed Users
- Duke of Ed Leader regularly reviews and manages unapproved Duke of Ed User registrations
- Registrations should not be approved without:
 - Email confirmation
 - Parental Consent
 - Payment received in full (**Note** - payment is non-refundable once registration is approved)
- Duke of Ed Leader and Duke of Ed Users understand the requirements and differences between Skills, Physical Recreation and Voluntary Service Sections.
- Leader(s) assist Duke of Ed Users to get their Activities and Assessors set up and approved in ORB.
- Each Activity has an appropriate SMART goal.
- Internal staff are engaged to act as Assessors where appropriate

- Approving Assessors
 - Each Activity has a suitably skilled, experienced and/or qualified and who is not a family member
 - All Assessors and adult volunteers receives and completes a NSW Duke of Ed VCG (plus undertake any additional paperwork or processes required for your organisation) before they begin any assessment
 - Any required WWCC checks are verified only by authorised organisational staff, before activity is approved
- Gold/Silver Duke of Ed Users/Alumni help younger Duke of Ed Users with their Duke of Ed Levels eg “Duke of Ed Assistants”

Adventurous Journey

- Duke of Ed Leader understands the requirements of AJs
- Ensures appropriate **Risk Management Plan** for all AJs
- Preparation and Training is completed **prior** to Practice AJ
- Practice Journey is undertaken to ensure competencies and preparedness is appropriate for Qualifying AJ
- Qualifying AJ report options discussed with Duke of Ed Users and AJ Assessor prior to departure
- Qualifying AJ undertaken
- All Preparation & Training, Practice AJ and Qualifying AJ dates are **in correct sequence**
- Duke of Ed Leader(s) ensures Qualifying AJ report has been sighted, approved and **uploaded to ORB**

Gold Residential Project planning

- Duke of Ed Leader understands the requirements of Gold Residential Projects (GRP)
- Ensures appropriate **Risk Management Plan** for all GRPs

Administration

- Organisational staff are engaged to support Duke of Ed administration including:
 - Financial transactions
 - WWCC and other probity checks**
 - Assessor monitoring
- ORB payment method in ORB set appropriately (pros and cons discussed)
- Duke of Ed Leader(s) know how to transfer a Duke of Ed User from another Duke of Ed Centre
- Duke of Ed Leader(s) know the difference between Change of Level (form) and Next Level invitation (ORB function)
- Departed/inactive Duke of Ed Users are made Inactive in the ORB

Monitoring Duke of Ed Users progress

- Duke of Ed Leader(s) monitor Duke of Ed Users' logging and progress in the ORB to encourage completion
- Duke of Ed Leader(s) is aware of the logging requirements
- Duke of Ed Leader (s) and Assistant(s) hold regular meetings with Duke of Ed Users
- Duke of Ed Leader (s) knows what ORB reports can be used for monitoring
- Duke of Ed Mentor will review information in ORB to ensure requirements are met

Completions

- Activities are reviewed for ORB 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 (see Section 3.5.6 of Duke of Ed Handbook)
 - Inclusion of all Assessor reports
 - Inclusion of AJ Preparation and Training dates
 - Dates for all AJ components are in correct date sequence
 - Qualifying AJ report completed
 - Inclusion of Gold Residential Project Report (Gold only)
- Duke of Ed Leader(s) understand the 'Revised' process, and understand what "Referred" means
- Duke of Ed Leader(s) understands Certificate and Badge distribution
- Duke of Ed Leader(s) knows the next steps for Level continuation

Recognition

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

Accreditation

- Duke of Ed Leader(s) can help Duke of Ed User's access their digital accreditation
- Duke of Ed Leader(s) and Assistant(s) understand Certified Leader accreditation