



NSW Award Leader Update April 2018

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[Licence Agreement](#)

The new 3-year licence committing the Office of Sport until 31 March 2021 has just been executed by the National Award Authority (NAA). As such, new sub licences will be issued to all Award Units, via the Award Coordinator for sign-off and dispatched during April. There will be a covering letter summarising obligations and requirements.

[Monthly Registration Invoicing](#)

Due to reconciliation issues since the migration to ORB Next Gen and related reporting, the Office of Sport have been unable to issue monthly registration invoices. We anticipate this will be resolved in April and a registration invoice for January, February and March will be issued. We should then be able to revert to monthly invoicing from that point forward. Invoices will be sent via email and copied to the main Award Unit email address as well as the Award

Coordinator.

[ORB Next Gen Update](#)

Please see the most recent update from the International Award Foundation below:

- Training environment (where users can create test accounts and play with the functionality / use for training events) will be available in April
- ‘Mimicking’ functionality (ability to look at another user’s view e.g. Award Office can see Award Leader view, Award Leader can see Participant view) will be available mid-late April
- User Guides to undergo major review to include missing processes, shortcuts and process flows - scheduled for May 2018
- Ability for Participants to do their Award primarily offline if required is still being scoped - is a major rebuild to the system. Date of completion not yet scheduled

A guide for offline Assessors, the new “Participants with Offline Assessors - Finalising Assessment” resource has been posted in the [ORB Next Gen page](#) under the ORB Next Gen Support/Resources section

Users are encouraged to continue logging technical and functional issues through the [ORB Help Desk](#) so that the information is collated centrally for monitoring and reporting purposes.

[ORB Next Gen Housekeeping](#)

ORB Next Gen provides Award Coordinators and Award Leaders with the capability to manage records within their Award Units

- Participants can be made Active or Inactive via the Account Settings on the Participants Detail page
- Contact information for the Award Unit can be edited from the Office Details page. This will become a prime source for extracting Award Unit contact details so we ask that you review and maintain this section
- Award Leaders should be aware that the prime ‘Phone Number’ is visible to Participants so we recommend that you only use this field for publicised numbers. The secondary Phone Number is not visible to Participants and this is the field we will be using to maintain our Award Leader contact list

[Award Handbook Update](#)

An updated version of the Award Handbook is now available on our website at www.dukeofed.com.au/resource/handbook/.

In addition to the key changes noted in the February Award Leader Update please also note the following:

- 6.9.3 Practice Journeys: If a multi-mode (e.g. hiking and canoeing) is used for a Practice Journey and only one of these modes is used for the Qualifying Journey, the Supervisor/Assessor needs to satisfy themselves that the Participants have demonstrated sufficient competence to undertake the chosen mode of travel for the longer duration.
- Glossary: Definition of Family - Family members should not be a Participant's Assessor or Supervisor. Defined family members now include second and third degree relatives. Examples of these can found on Pg. 9 of the Award Handbook and include grandparents, cousins, uncles and aunts.

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