

# Award Centre Information Update

## The Duke of Edinburgh's International Award and Bridge Award programs

2024/V1.0

This form is to update the Queensland Award Operating Authority (AOA) of any changes/additions to details in relation to your organisation, Senior Officer, Award Leader, Admin or other volunteers. Please note: Do not include Assessors.

<b>Award Centre Name</b>							
<b>Senior Officer</b>	<b>Name</b>	Title (i.e., Mr, Ms etc.)					
	<b>Role</b> (i.e. Principal, Director etc.)						
	<b>Phone</b>	<b>(Work)</b>		<b>(Mobile)</b>			
	<b>Email</b>						
<b>Admin/finance support person</b>	<b>Name</b>	Title (i.e., Mr, Ms etc.)					
	<b>Role</b> (i.e. Admin, Finance, etc.)						
	<b>Phone</b>	<b>(Work)</b>		<b>(Mobile)</b>			
	<b>Email</b>						
<b>Award Leader</b>  Please ensure that you register on the Online Record Book (ORB) as the main Award Leader	<b>Name</b>	Title (i.e., Mr, Ms etc.)					
	<b>Role</b> (i.e. Teacher, Youth Worker)						
	<b>Date of birth</b>			<b>Please indicate below if you give consent to the following details being released to participants and volunteers</b>			
	<b>Date started as Duke of Ed volunteer</b>						
	<b>Phone</b>	<b>(Work)</b>		Yes	No		
		<b>(Home)</b>		Yes	No		
		<b>(Mobile)</b>		Yes	No		
	<b>Email</b>			Yes	No		
	<b>Are you a Duke of Edinburgh's International Award Holder?</b> If yes, please indicate which level/s.			No	Bronze	Silver	Gold
	Do you give permission for the Department of Education to provide you with information on youth initiatives from other government and non-government agencies?			Yes	No		
Mandatory - Volunteer Code of Conduct form <i>completed and maintained at Award Centre</i> <a href="https://www.qld.gov.au/data/assets/pdf_file/0017/52064/volunteer-code-of-conduct-form.pdf">https://www.qld.gov.au/data/assets/pdf_file/0017/52064/volunteer-code-of-conduct-form.pdf</a>			Yes	No			
Mandatory - Online training module 1 completed <a href="https://learningplace.eq.edu.au/cx/resources/file/a33d9027-1492-4a1e-9864-530af9cef7e3/1/index.html">https://learningplace.eq.edu.au/cx/resources/file/a33d9027-1492-4a1e-9864-530af9cef7e3/1/index.html</a>			Date of completion:				
Are you registered as an Adventurous Journey Supervisor? If you are unsure, please check with the AOA.			No	Yes – Outdoor	Yes – Urban		

**It is the Award Leader's responsibility to ensure (please tick):**

- The Award Centre is registered on the Online Record Book
- (ORB) All Duke of Ed participants are registered on the ORB
- All volunteers meet the Working with Children Check requirements and have completed the Volunteer Code of Conduct form (to be kept on file at the Award Centre)
- A register of all your volunteers (including Assessors) is kept
- Award Leaders complete online training module 1 and Orientation to Duke of Ed training

**PLEASE FORWARD THIS FORM TO THE QUEENSLAND AWARD OPERATING AUTHORITY**

**Email:** [qld.award.office@qed.qld.gov.au](mailto:qld.award.office@qed.qld.gov.au) or **Post:** GPO Box 919, Brisbane Qld 4001



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### Volunteers

If your Award Centre has another staff member or volunteer who performs duties as a secondary Award Leader, assistant or admin support, please complete the sections below. This person will be contacted if the AOA cannot reach the Award Leader. Please note: Do not include Assessors.

<b>Award Centre Name</b>	
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**NB:** It is the responsibility of the Award Centre to ensure that any person who acts as an Award Leader, Assessor or volunteer in relation to the Award accepts in writing, or electronically, the Award's Volunteer Code of Conduct.

Name	Title (i.e., Mr, Ms etc.)	Please indicate below if you give consent to the following details being released to participants and volunteers			
Phone	(Work)	Yes	No		
	(Home)	Yes	No		
	(Mobile)	Yes	No		
Email		Yes	No		
Date of birth		Position within organisation (i.e., Teacher, Branch Manager)			
Duke of Ed Role (i.e., Secondary Award Leader, admin etc.)		Date started as Duke of Ed volunteer			
Are you a Duke of Edinburgh's International Award Holder? If yes, please indicate which level/s.		No	Bronze	Silver	Gold
Do you give permission for the Department of Education to provide you with information on youth initiatives from other government and non-government agencies?		Yes	No		
Mandatory - Volunteer Code of Conduct form completed and maintained at Award Centre <a href="https://www.qld.gov.au/data/assets/pdf_file/0017/52064/volunteer-code-of-conduct-form.pdf">https://www.qld.gov.au/data/assets/pdf_file/0017/52064/volunteer-code-of-conduct-form.pdf</a>		Yes	No		
Mandatory - Online training module 1 completed <a href="https://learningplace.eq.edu.au/cx/resources/file/a33d9027-1492-4a1e-9864-530af9cef7e3/1/index.html">https://learningplace.eq.edu.au/cx/resources/file/a33d9027-1492-4a1e-9864-530af9cef7e3/1/index.html</a>		Date of completion:			
Does this person require access to the Online Record Book (ORB)? (If yes, please note that this person will have the same access as the Award Leader)		Yes	No		
Are you registered as an Adventurous Journey Supervisor? If you are unsure, please check with the AOA.		No	Yes - Outdoor	Yes - Urban	

Please copy this page to add additional volunteers

### YOUR PRIVACY

The Department of Education is collecting the personal information you provide to facilitate your involvement in the Award program. This will include the personal information that you submit via the Online Record Book Participant Registration Form.

Your personal information will only be accessed by authorised officers who may provide the information to Award volunteers and organisations associated with the Award program to facilitate the Award program and to update and maintain records. Such as mail outs regarding award program information, award presentations and the alumni. Non-identifying statistical information may also be supplied to the National Award Operator, a non-government organisation that oversees the Award program in Australia. Your personal information will not be used for any other purpose or disclosed to any other party unless we have your consent or it is required by law. Your personal information is collected and managed in accordance with the Privacy Principles described in the Schedule 3 of the Information Privacy Act 2009 and, if applicable, in accordance with section 426 of the Education (General Provisions) Act 2006.

You can access your own personal information by contacting the Queensland Award Operating Authority.

By completing this form I give my consent for the Department of Education to collect and store my personal information which may be used for the purposes outlined above.

### BLUE CARD

Under the Working with Children (Risk Management and Screening) Act 2000 people working with children under 18 years of age in certain categories of business or employment must undergo the Working with Children Check. The Working with Children Check (blue card system) applies to employees or volunteers associated with The Duke of Edinburgh's International Award and Bridge Award programs. Employers and businesses providing regulated child-related services are also required to have a child and youth risk management strategy in place to protect children and young people from harm.

For more information on whether you are required to hold a blue card or develop and implement a child and youth risk management strategy, please visit the Blue Card Services website at [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard) or call Blue Card Services on 1800 113 611 (free call). You can also read the fact sheet for The Duke of Edinburgh's International Award at <https://www.publications.qld.gov.au/dataset/blue-card-system-changes/resource/5963ee66-8a39-4aac-aa1c-2e9368da0f6f>.