

New Duke of Ed Centre Registration Form

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

Name of Organisation (Duke of Ed Centre Name)			ABN			
Postal Address			Postcode			
			Postcode			
Street Address			Postcode			
			Postcode			
Website			Phone			
Senior Officer	Title	Full Name				
	Job Title (i.e. Principal, Director, etc.)					
	Phone	(Work)	(Mobile)			
	Email					
Admin/finance support person	Title	Full Name				
	Job Title (i.e. Admin, Finance, etc.)					
	Phone	(Work)				
	Email					
Duke of Ed Leader You will be registered on the Online Record Book (ORB) as the main Duke of Ed Leader. Please confirm you have: 1. read the ORB terms and conditions and agree to them 2. read and understand the Role and Responsibilities of a Duke of Ed Leader and agree to them 3. read the Privacy Policy and agree to it	Title	Full Name				
	Job Title (i.e. Teacher, Youth Worker)					
	Date of birth		Please indicate below if you give consent to the following details being released to participants and volunteers			
	Date started as Duke of Ed volunteer					
	Phone	(Work)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		(Home)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		(Mobile)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Email Address/es		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are you a Duke of Edinburgh's International Award Holder? If yes, please tick which level/s.		No	<input type="checkbox"/>	Bronze	<input type="checkbox"/>
			Silver	<input type="checkbox"/>	Gold	<input type="checkbox"/>
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	<input type="checkbox"/>	No	<input type="checkbox"/>	
Volunteer Code of Conduct form completed and maintained at the Duke of Ed Centre https://www.qld.gov.au/data/assets/pdf_file/0017/52064/volunteer-code-of-conduct-form.pdf		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Online training module 1 completed https://learningplace.eq.edu.au/cx/resources/file/a33d9027-1492-4a1e-9864-530af9cef7e3/1/index.html		Date of completion: DDMMYYYY				
Are you registered as an Adventurous Journey Supervisor? If you're unsure of your status, please check with the AOA		No	<input type="checkbox"/>	Yes – Outdoor	Yes – Urban	



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Duke of Ed Centre Name						
Other Duke of Ed Volunteer/s (do not list Assessors here)	Title					
	Full Name					
	Job Title (i.e. Teacher, Youth Worker)					
	Duke of Ed Role					
	Date of birth					
	Date started as a Duke of Ed volunteer				Please indicate below if you give consent to the following details being released to young people and volunteers	
	Phone	(Work)	Yes	No		
		(Home)	Yes	No		
		(Mobile)	Yes	No		
	Email Address/es				Yes	No
	Are you a Duke of Edinburgh's International Award Holder? If yes, please tick which levels	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	
Volunteer Code of Conduct form completed and maintained at Duke of Ed Centre https://www.qld.gov.au/data/assets/pdf_file/0017/52064/volunteer-code-of_conduct-form.pdf	Yes			No		
Online training module 1 completed https://learningplace.eq.edu.au/cx/resources/file/a33d9027-1492-4a1e-9864-530af9cef7e3/1/index.html	Date of completion:					
Are you registered as an Adventurous Journey Supervisor? If you're unsure of your status, please check with the AOA	No	Yes – Outdoor	Yes - Urban			
Does this person require access to the Online Record Book (ORB)?	Yes		No			
If yes, please note that this person will have the same access as the Duke of Ed Leader						

Note: copy this page to add additional volunteers

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 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>.

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.

PLEASE FORWARD THIS FORM TO THE QUEENSLAND AWARD OPERATING AUTHORITY

Email: qld.award.office@ged.qld.gov.au or Post: GPO Box 919, Brisbane Qld 4001

AWARD OPERATING AUTHORITY USE ONLY

Invoice No.		Invoice date		Date processed	
Receipt No.		Receipt date		Customer No.	

