

# AC4 – Adventurous Journey (AJ) Notification

This form is MANDATORY. All fields must be completed.

Please email a clear scan/copy of the completed form to the Queensland Award Operating Authority (AOA) via [qld.award.office@ged.qld.gov.au](mailto:qld.award.office@ged.qld.gov.au) at least **TWO WEEKS** prior to the journey start date.

## DUKE OF ED CENTRE DETAILS

Duke of Ed Centre name			
Duke of Ed Leader name		Phone	
AJ Emergency contact name	NB. Emergency contact cannot be on the AJ and needs to be easily reached in case of emergency.		
AJ Emergency contact details	Mobile	Other	

## AJ SUPERVISION

All journeys must have an AJ Supervisor OR an External Contractor/Commercial Operator as per Queensland AOA [Adventurous Journey Supervision Policy](#).

AJ Supervisor (AJS) name		Role	
Contact number/s	Mobile	Other	

**OR**

External Contractor name		Instructor name	
Contact number/s	Mobile	Other	

## MANDATORY REQUIREMENTS

Duke of Ed Leader has confirmed the AJS has appropriate level of currency to lead the journey in this location.	
Duke of Ed Leader has confirmed the External Contractor/Commercial Operator meets the qualifications required for this journey, according to the Adventurous Journey Supervision Policy.	
P4 Adventurous Journey Consent forms completed for each Registered User (Participant), and collected by the Leader. <b>Young people cannot attend until their form has been submitted.</b>	
Have all volunteers on this AJ met the Working with Children Check requirements? (Blue card is linked to your Duke of Ed Centre). <b>Volunteer/s cannot attend unless this has been met.</b>	

## APPLICATION FOR SHORTENED DURATION

If yes, you must provide full names of the Registered User/s (Participant/s) and details of the competence and/or previous Qualifying Journey to the Qld AOA below. Additional information can be included on page under 'Other Comments'.

<b>Are you applying for demonstrated competence outside the Duke of Ed?</b>		
The Practice Journey must be at minimum: 1 day (6-7 hours) Bronze and Silver Level; 1 day (8 hours) and 1 night for the Gold Level.		
Names & details		
<b>Are you waiving the Practice Journey?</b>		
Silver and Gold Registered Users (Participants) can waive their Practice Journey at the next level if a similar Qualifying Journey was completed by largely the same group. This requires consultation with the Duke of Ed Leader and the AJ Assessor at your Duke of Ed Centre.		
Names & details		

## ELECTRONIC COMMUNICATION DEVICES

Are you going to a remote location on this AJ? <b>If yes, you must take a Personal Locator Beacon (PLB) and appropriate communication equipment.</b>	
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Refer to the section on Communication Equipment in the Queensland AOA - AJS Policy. When planning your journey please consider the following two-way communication equipment: UHF radios, mobile phones and satellite phones.

**ADVENTUROUS JOURNEY DETAILS**

Duke of Ed Centre					
Start date		End date		Level/s	
Number of Registered Users (Participants)		Total number of young people on journey		Number of volunteers (incl. AJS / External contractor)	Ratios are not to exceed one volunteer to every seven young people
Type of Journey		Adventurous Journey	Journey component		Preparation & Training
		Virtual Adventurous Journey - requires AOA approval			Practice Journey
		Adventurous Project - requires AOA approval			Qualifying Journey
Back-to-back AJ		Are the Registered User/s (Participants) completing both Practice & Qualifying sections on one journey?			

<b>Journey activity</b> e.g. Hiking, canoeing, kayaking, architecture, cultural & ethnic diversity				
Journey location, specific route / tracks, proposed study	DAY 1			Map name/s and number/s (if not attached)
	DAY 2			
	DAY 3			
	DAY 4			

Other comments or relevant information to assist AOA or emergency contact person to have a clear understanding of the journey  
**e.g. How will multi-level groups manage / joint journeys with another Duke of Ed Centre / shortened or waived journeys / urban journeys.**

**ADVENTUROUS JOURNEY AUTHORISATION**

AJ Supervisor <b>OR</b> External Contractor endorsement	Name		
	Signature		Date

I confirm the journey details listed on the form are correct, and I have the appropriate qualifications/currency in the medium/s to lead the journey in the area listed.

Duke of Ed Leader authorisation	Name		
	Signature		Date

I confirm the journey meets The Duke of Ed requirements, and the person leading the journey has the appropriate qualifications/currency to lead the journey in the area listed.

**OFFICE USE ONLY** Notification received date

**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>.