

# Adventurous Journey Supervisor (AJS) application form

Please email a copy of the completed form to the Queensland Award Operating Authority (AOA) [qld.award.office@qed.qld.gov.au](mailto:qld.award.office@qed.qld.gov.au)

## APPLICANT DETAILS

Name		Date of Birth		
Duke of Ed Centre		Duke of Ed volunteer (Start date)		
Email		Would you like to share your contact details with other volunteers? Please write YES or NO.		
Phone number	Mobile			
	Other			
Have you completed a Duke of Ed Level?	Duke of Ed level/s completed (please tick)	Bronze	Silver	Gold
<b>Please confirm you have completed online training Module 1 by providing the date of completion.</b> <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>				
<b>Have you completed the Volunteer Code of Conduct?</b> This document stays at the Duke of Ed Centre and does not require submission to the AOA. <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>				

## ADVENTUROUS JOURNEY SUPERVISOR

All journeys must have a registered AJS or an External Contractor (Commercial Operator) in accordance with the Adventurous Journey Supervision Policy. Please select the type of AJS you are applying for:

Adventurous Journey Supervisor - Urban		Adventurous Journey Supervisor - Outdoor			
<b>If you plan to become an Adventurous Journey Supervisor - Outdoor, please specify your areas of interest in the following mediums.</b>					
Bushwalking	Canoeing	Kayaking	Cycling	Mountain Biking	Other
<b>Please specify below which qualifications you hold in order to register as an AJS - Outdoor and be included on the AJS Currency Register.</b>					
Qualifications equivalent to the outdoor medium I will supervise e.g. Bushwalking Leader – Difficult Tracked Environments.					
Certificate III or IV in Outdoor Leadership.					
Recognition of existing skills and experience – I have the outdoor skills, experience and training required.					
<b>OR</b>	I do not hold the above qualifications and will seek training to fulfill the AJS - Outdoor criteria.				
<ul style="list-style-type: none"> <li>I have read and signed the <a href="#">Volunteer Code of Conduct</a>.</li> <li>I meet the Working with Children (<a href="#">Blue Card Services</a>) and my Blue Card / Exemption Card is linked to this Duke of Ed Centre.</li> <li>I have completed the online training <a href="#">Module 1</a> and have read the Adventurous Journey Supervisor Policy.</li> </ul>					
Signature			Date		

## SENIOR OFFICER DETAILS

This includes the School Principal, Deputy Principal, Organisation Director/Coordinator/Chairperson and preferably not the Duke of Ed Leader. If the Director/Chairperson/Principal is applying for registration, a second Senior Officer of the Duke of Ed Centre is required to sign.

Name		Position	
Email			
I hereby certify that the volunteer whose details appear above has met: <ul style="list-style-type: none"> <li>The Queensland Working with Children Check requirements (Blue Card Services) and their Blue Card / Exemption Card is linked to this Duke of Ed Centre.</li> <li>The registration process of an Adventurous Journey Supervisor as specified by the AOA.</li> <li>I confirm all documentation listed on page 2 has been sighted and copies have been retained on file at the Duke of Ed Centre.</li> </ul>			
Signature		Date	

# Checklist for Adventurous Journey Supervisor (AJS) application

Please email the following document to the Qld AOA

Complete and sign page 1 of this document. Ensure it is signed by the Senior Officer and email to [qld.award.office@qed.qld.gov.au](mailto:qld.award.office@qed.qld.gov.au)

Submit the following documents to your Duke of Ed Centre. These documents DO NOT need to be submitted to the AOA.

A copy of your current photo ID (e.g. valid passport or drivers licence).

A signed copy of the Volunteer Code of Conduct.

A copy of your First Aid or Provide First Aid in remote areas and isolated sites certificate and current CPR certificate.

Compliance with Queensland Working with Children Check (Blue Card Services) requirements as below:

- For individuals who are not teachers or police officers, a copy of your current blue card with card number and expiry date clearly visible.
- For teachers volunteering within their own school or boarding facility a copy of your current teacher registration certificate.
- For teachers volunteering with other organisations or schools, a copy of your current exemption card (blue card) with card number and expiry date clearly visible. Ensure you are linked to each additional organisation.
- For police officers volunteering outside of their professional duties, a copy of your current exemption card (blue card) with card number and expiry date clearly visible.
- For individuals volunteering for multiple organisations/schools, ensure you are linked to each additional organisation.

## AJ Supervisor (Outdoor)

If you expressed interest in leading outdoor Adventurous Journeys on your application, you must fulfill the [AJS Currency Register](#) requirements.

## Application processing and approval

After completing the AJS registration process, a confirmation email will be forwarded to the applicant, Duke of Ed Leader, and Senior Officer. If your registration on the AJS Currency Register is pending, you will be registered as an AJS (Urban) until your currency is finalised.

## 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>