



ADULTS DELIVERING THE AWARD: FREQUENTLY ASKED QUESTIONS

How does the Award work?

The Award is a tool used by adults who work with young people ages 14-24 to provide an opportunity to enhance existing programming within their organization or institution. We offer a framework that supports the work done to build young people's skills and develop the confidence they need to take their future in stride.

Young people begin their Award by registering with a local Award Centre. Working alongside their peers and with the support and mentorship of trained leaders, young people work towards accomplishing their goals.

The Duke of Edinburgh's International Award recognizes participants' milestones at Bronze, Silver and Gold levels. Each level involves increased commitment and effort. All activities must be extra-curricular and voluntary. To achieve the Award, participants will set and accomplish goals within established timeframes in the following areas:



Service: Give Back

Challenge yourself to be a responsible, caring member of the community



Adventurous Journey: Get Wild & Explore

Challenge your spirit of adventure in nature.



Physical Recreation: Break a Sweat

Challenge yourself to improve your health, fitness, and performance.



Gold Project: Go Away with Others and Find Yourself

Challenge yourself to work with new people in an unfamiliar setting.



Skill Development: Find Your Genius

Challenge yourself to improve your skills and widen your interests.

A summary of Award requirements can be viewed here:

<https://www.dukeofed.org/doedocs/Summary-of-Award-Requirements.pdf>

What is an Award Centre?

An Award Centre is an organization that chooses to partner with the Award to deliver the Award framework to their members. Award Centres are generally associated with a larger youth-based organizations such as schools, uniformed groups, community centres, Indigenous youth groups, new immigrant support programs, clubs, and youth detention centres. Award Centres have trained Award Coordinators and Award Leaders who support and mentor participants as they work towards achieving their Award(s). All Award Centres must be licensed by Award - Canada and have at least two trained leaders.

Who is an Award Coordinator and what is their role?

An Award Coordinator is an Award Centre volunteer that takes overall operational responsibility for the delivery of the Award at their organization. They are appointed by the Award Centre and are the main contact between the Award Centre and the Award office. Every Award Centre must have at least one active Award Coordinator. The Award Coordinator may also take on the role of another Award Centre volunteer.

Award Coordinator responsibilities include:

- Setting up and running the Award within the Award Centre.
- Raising awareness and actively promoting the Award at their organization.
- Supporting Award Leaders and other Award Centre volunteers.
- Overseeing Award groups within the Award Centre and ensuring compliance with all aspects of the Award Centre Agreement.
- Ensuring the Award Centre's Online Record Book account remains up to date.
- Processing the authorization of Awards.
- Organizing Bronze and Silver ceremonies to recognize participants who achieve their Award.

Who is an Award Leader and what is their role?

An Award Leader actively works with participants, mentoring them as they work through their Award and monitoring their progress. They are appointed by the Award Centre and are the primary contact and mentor for participants. Every Award Centre must have at least two active Award Leaders and one of these can also be the Award Coordinator. Award Leaders may also take on the role of another Award Centre volunteer.

Award Leader responsibilities include:

- Managing the provision of a safe and enjoyable Award program for participants in their group.
- Assisting participants with registration and mentoring them as they work on their Award.
- Encouraging participants and helping coordinate aspects of participants' Award programs.
- Managing participant profiles in the Online Record Book.
- Maintaining good communication with the Award Coordinator and reporting on their Award Group and participants.

What other Award Centre volunteer roles are there?

Adventurous Journey Supervisor – An adult who is responsible for organizing and carrying out the Adventurous Journey section with the participants. They take responsibility for the health and safety of groups while out on journeys.

Assessor – An adult volunteer who mentors a participant as they work through their activity. An Assessor is knowledgeable in the chosen activity and can work with a participant for the duration of their Award. It is the participant's responsibility to find a different and appropriate adult Assessor for each activity. The Assessor must attest and comment on the participant's commitment and verify that the participant has completed the activity.



Other Volunteers - All aspects of the Award can benefit from additional volunteers, whether administrative help or assisting on Adventurous Journeys. Additional volunteers may support the delivery of the Award across all sections.

What are the benefits of becoming an Award Centre volunteer?

As an Award Centre volunteer, you will have the opportunity to engage youth in exploring their passions and personal development through an internationally established framework. You will mentor participants to help them gain new skills, self-confidence, adaptability, and resilience.

You will also further develop your own skills as a leader. You will receive training and gain access to professional development opportunities, become part of a network of adults that delivers the Award, and build your resume with internationally recognized experience.

The Duke of Edinburgh's International Award offers you an established and reputable non-formalized education framework that will allow you to:

- Enhance learning opportunities and encourage experiential learning and achievement.
- Engage young people in a development framework with a structured mentorship program.
- Grow personally and professionally; attend professional development sessions, refine your leadership, communication, and problem-solving skills.
- Join a global community of like-minded professionals and network locally, nationally, and internationally.

How does the Award office support Award Centres?

The Award office will orient and support Award Coordinators, Leaders, and other volunteers every step of the way. We are here to support you to help youth achieve their goals!

All registered Award Centres will have access to:

- Online training modules and virtual face-to-face national training sessions.
- Regular communications, support, and check-ins from the Award office.
- Use of the Online Record Book for paperless management and tracking of the Award at your organization.
- Access to Award delivery resources and support materials.
- Recognition materials for participants and Award Centre volunteers.
- National and international engagement opportunities for your participants and volunteers, when available.
- Annual reporting and Award statistics.



How do I start an Award Centre?

You will need to determine if there is sufficient interest at your organization and among your young people to ensure the Award is a good fit. Find videos and more information on our website (www.dukeofed.org) or fill out this form (<https://form.jotform.com/220065881464255>) to be contacted by an Award staff member.

You can find a summary of the steps to become an Award Centre here - (<https://www.dukeofed.org/wp-content/uploads/2022/05/Becoming-an-Award-Centre.pdf>)

All Award Centres must have at least two adults who are willing to commit their time to delivering the Award to participants. In order to become an Award Centre, your organization will be asked to provide evidence of the following:

- You are an established and reputable legal entity.
- The Award is a logical fit for your existing members.
- You have the administrative and financial capacity to manage delivery of the Award.
- You have risk management and aligned youth protection policies and procedures.
- You have appropriate public liability and other relevant insurance.

Fill out this form (<https://form.jotform.com/220065881464255>) to enquire about becoming an Award Centre! The Award across Canada is staffed with knowledgeable, helpful and friendly people. Please reach out with any questions.

How do you register to become an Award Centre Volunteer?

To register to become a volunteer for the Award – Canada, please fill out the registration form <https://form.jotform.com/213436058517254>. An Award office representative will be in touch to confirm your registration, provide you with information, and access to training.

Please note that Award Centre volunteers and the organizations they represent are responsible for ensuring all vulnerable sector screenings are up to date and that appropriate insurance is in place for any activities the group undertakes. The Duke of Edinburgh's International Award accepts no liability for any activities chosen by the participant or the Award Leader as part of the program.




What training is available to Award Centre Volunteers?

As part of the Award Centre Agreement, it is the responsibility of the Award Centre to ensure that all adults involved in the delivery of the Award in your organization are sufficiently trained for the role they are to perform.


Training Level	Course	Delivery Method	Required (R)/Suitable (S)
Level One	Award Induction Course	Award Community Online Module	Award Coordinators – R Award Leaders – R Adventurous Journey Supervisor – R Assessor - S
	Award Delivery Course	Award Community Online Module (Available in FR/EN)	Award Coordinators – R Award Leaders – R Adventurous Journey Supervisor – R Assessor - S
	Canadian Module Course	Award Community Online Module (Available in FR/EN)	Award Coordinators – R Award Leaders – R Adventurous Journey Supervisor – R Assessor - S
	Canadian ORB Course	Award Community Online Module (Available in FR/EN)	Award Coordinators – R Award Leaders – R Adventurous Journey Supervisor – R Assessor - S
	Canadian Adventurous Journey Course	Award Community Online Module (Available in FR/EN)	Award Coordinators – R Award Leaders – R Adventurous Journey Supervisor – R Assessor - S
Level Two	Protected: Level Two Training/ Formation Niveau 2 – Canada	Award Community Online Module (Available in FR/EN)	Award Coordinators – R Award Leaders – S Adventurous Journey Supervisor – S Assessor - S
	Two 120 minute sessions	Led by Award - Canada trainers on Zoom (Available in FR/EN)	Award Coordinators – R Award Leaders – S Adventurous Journey Supervisor – S Assessor - S
Continuous Professional Development (CPD) Sessions	Hour long sessions on various Award related topics	Led by Award - Canada trainers on Zoom (Available in FR/EN))	Award Coordinators – S Award Leaders – S Adventurous Journey Supervisor – S Assessor - S



Contact Us:


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