



Award Program Flexibilities – Guidance For Award Leaders

To ensure Award Leaders can support all participants, we have outlined potential flexibilities that may be used. **When using Award flexibilities section outcomes, setting SMART goals and helping the participant meet the spirit of the Award should always be prioritized.** Flexibilities may be used on an individual or group basis depending on the situation. Please reach out to the Support Centre (support@dukeofed.org) or your Account Manager for more information.

Flexibility: AJ Group Size	Award Level(s) Effected: Bronze Silver & Gold	Award Section(s) Effected: Adventurous Journey
Notes	Group size for all AJ's is 4-8 young people to ensure all team members are actively involved and working together. If this is not possible based on the type of journey being completed, please reach out to the Support Centre.	
Process	A note must be placed within the Adventurous Journey or on the participants account explaining the reasoning behind the change in group size.	
Example of Use	<ul style="list-style-type: none"> AJ activity/mode of travel where group size needs to be larger to safely complete goal e.g., tall ship sailing, research team, winter camping etc. One or more team member having to withdraw or cannot complete journey due to unforeseen circumstances which effects the overall group size. 	

Flexibility: Mode of transportation may include motorized travel	Award Level(s) Effected: Bronze Silver & Gold	Award Section(s) Effected: Adventurous Journey
Notes	If motorized transportation is used on the journey such as mobility aids, e-bikes, public transportation etc., it should be incorporated into the team goal and agreed upon with the Leader/Assessor. Motorized transportation that is used to get to a starting point or from an end point cannot count towards Purposeful Activity time.	
Process	A note must be placed within the Adventurous Journey or on the participants account explaining why the group needs to use motorized transportation to achieve their journey.	

Example of Use	<ul style="list-style-type: none"> • Trips being done where the goal includes use of motorized transportation such as public transportation, mobility aids, or e-bikes. • Available campsites/sleeping locations are not close to the journey location due to environmental conditions or regional regulations.
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Flexibility: Participants may take part in a Virtual or Semi-Virtual Adventurous Journey	Award Level(s) Effected: Bronze & Silver	Award Section(s) Effected: Adventurous Journey
Notes	Virtual/Semi-Virtual Journeys must be led by an adult delivering the Award at the Award Centre. They provide an accessible experience that matches the learning outcomes of the AJ section.	
Process	Can be used by any adult delivering the Award to participants. Self-serve guides on facilitating the virtual journey with your group are available online. Any questions regarding the materials can be directed to the Support Centre or your Account Manager.	
Example of Use	<ul style="list-style-type: none"> • Lack of capability, skills, insurance and/or funds to run a standard AJ at the Award Centre. • Medical condition(s), disability or cultural/religious beliefs that make it difficult to stay away from home. • Restricted opportunities available based on region/living circumstance. • Open or virtual Award Centre where participants are not locally based. • Participants unable to attend the Award Centre’s regularly planned AJ (due to injury, sickness, scheduling etc.) 	

<p>Flexibility: Bronze Practice Journey can be waived, or where a Bronze Practice Journey has been completed, it can be counted as the Bronze Qualifying Journey</p>	<p>Award Level(s) Effected: Bronze</p>	<p>Award Section(s) Effected: Adventurous Journey</p>
<p>Notes</p>	<p>In exceptional circumstances this flexibility can be applied to enable full participation in the Adventurous Journey when otherwise not possible. Leaders must ensure the participants are ready to safely undertake their Qualifying Journey.</p>	
<p>Process</p>	<p>The Award Leader should submit an email request to the Support Centre (support@dukeofed.org) with the information of the participants who are using this flexibility and an explanation as to why it needs to be used. The Support Centre will place a note on the participants account and can provide help if needed to setup a PJ template that can be used to waive the PJ on the ORB.</p>	
<p>Example of Use</p>	<ul style="list-style-type: none"> • Participants unable to attend the Award Centre’s regularly planned AJ (due to injury, sickness, scheduling etc.) • Regional restrictions/environmental emergencies that make it impossible to complete the planned journey. 	

<p>Flexibility: Participants can continue to the next level, without completing a Qualifying Journey and then be granted their Award once the Practice Journey at the next level has been completed</p>	<p>Award Level(s) Effected: Bronze & Silver</p>	<p>Award Section(s) Effected: Adventurous Journey</p>
<p>Notes</p>	<p>In exceptional circumstances this flexibility can be applied to enable full participation in the Adventurous Journey when otherwise not possible. Applied to enable full participation in the Adventurous Journey when otherwise not possible.</p>	
<p>Process</p>	<p>The Award Leader should submit an email request to the Support Centre (support@dukeofed.org) with the information of the participants who are using this flexibility and an explanation as to why it needs to be used. The Support Centre will place a note on the participants accounts and can provide help if needed to setup</p>	

	a QJ template that can be used to waive the QJ on the ORB.
Example of Use	<ul style="list-style-type: none"> Participants unable to attend the Award Centre’s regularly planned AJ (due to injury, sickness, scheduling etc.) Regional restrictions/environmental emergencies that make it impossible to complete the planned journey.

Flexibility: Participants may go home or to their residence to sleep at night	Award Level(s) Effected: Bronze, Silver & Gold	Award Section(s) Effected: Adventurous Journey and Gold Project
Notes	If during the Adventurous Journey or the Gold Project, it is extremely difficult or impossible for a participant to stay overnight, a participant may use this flexibility. Participants must meet the minimum time requirements and purposeful activity hours for their Adventurous Journey or Gold Project.	
Process	The participant must get pre-approval from their Award Leader or the Support Centre. For the Gold Project they must fill out and submit the Gold Project Planning Template to their Award Leader for approval. If approved, a note must be placed on their ORB account by the Award Leader or Support Centre explaining why this flexibility has been used.	
Example of Use	<ul style="list-style-type: none"> Medical condition, disability or Cultural/religious beliefs that make it difficult/impossible to stay away from home Restricted opportunities available based region, living conditions and/or financial circumstances 	

Flexibility: Participants may complete some or all of the Gold Project virtually	Award Level(s) Effected: Gold	Award Section(s) Effected: Gold Project
Notes	If the Gold Project is extremely difficult or impossible for a participant to complete, they may use <u>this</u> flexibilities. Participants must meet the minimum time requirement of 5 days, 4 nights, and being involved in purposeful Gold Project activity for an average of 8 hours/day.	

Process	This flexibility should only be used in exceptional circumstances. The participant must fill out and submit the Gold Project Planning Template to the Award Leader for approval. If approved a note must be placed on their ORB account by the Award Leader or Support Centre explaining why this flexibility has been used.
Example of Use	<ul style="list-style-type: none"> • Medical condition, disability or Cultural/religious beliefs that make it difficult/impossible to stay away from home • Restricted opportunities available based region, living conditions and/or financial circumstances

FURTHER GUIDANCE ON EXISTING AWARD REQUIREMENTS

The Award is a very flexible program and can be completed by anyone aged 14-24. The guidance listed below gives clarity on how some of the existing Award requirements can be implemented, so that all participants can continue and complete their Awards.

AWARD ASSESSORS

More information on Assessors can be found at <https://www.dukeofed.org/our-program/deliver/who-is-an-assessor/>

Reminders regarding Assessors:

- Assessors cannot be immediate family members.
- Assessors are adults (over 18 years old) who know the subject better than the participant and can act as a mentor to the participant throughout their activity.
- Participant progress can be tracked remotely, and check-ins can be done virtually.
- If an existing Assessor has become unreachable, the participant may change Assessors mid-way through a section.
- Award Leaders may be able to act as an Assessor themselves if they are knowledgeable in the activity.

PARTICIPANTS CONTINUING TO THE NEXT LEVEL

Participants should be encouraged to complete all sections of their current Award level before progressing to another level. If it proves difficult to complete the whole Award in a reasonable time, then they may start a section at the next level provided they:

- Have completed that section in their current level.

- Have reached the minimum age of entry for the new level.
- Are not working on all three levels at the same time.

Before continuing to the next level, participants will need to complete the registration process and pay any required fees for that level.

AWARD AGE REQUIREMENTS

The minimum age to begin the Award is 14 years old, and the maximum age for completion is 25 years old. There are flexibilities that can be used by the Award Centre at the discretion of the Award Leader/Coordinator. Please note that all direct entrant participants must complete a major section.

- **Bronze:** If the young person, who is younger than 14, is part of a peer group where the majority are 14 or older and wishes to start their Bronze with their cohort, they may start at 13.5 years old.
- **Silver:** Young people who have completed their Bronze level may start their Silver level without a delay being imposed. Direct entrants must be at least 14.5 years old.
- **Gold:** Participants who have completed the Silver level may begin their Gold without delay even if they are not yet 16. Direct entrants must be 16 to start the Gold level.
- **Maximum Age Limit:** If a participant registers for the Award with enough time to finish their level, but due to unforeseen circumstances (e.g., serious illness, injury etc.) are unable to complete all sections, they may continue logging activities past their 25th birthday. If this flexibility is needed, please contact the Support Centre to explain the details of the circumstance. If approved, it must be properly recorded on the ORB before participants will be able to continue logging.

BREAKS IN ACTIVITY FOR AN EXTENDED PERIOD

Participants are allowed to take a break in their activity. Subject to the maximum age limit, participants can take as long as they want to complete their Award. Once they resume activity, they will need to take additional time to complete the minimum required amount of hours/weeks that still remain. They will also want to review and update their SMART goal before they start logging again.

CHANGING ACTIVITIES

Participants are allowed to change their choice of activity or major mid-way through a section if the initial choice of activity proves to be unsuitable. This needs to be done in consultation with their Award Leader who should use judgement on how often this can happen. All hours that have already been recorded will continue to count towards the participants' overall requirements.

CHANGING OF A MAJOR SECTION FOR DIRECT ENTRANTS

All direct entrant participants must complete a major section. The major requires participants to do an extra 13 weeks at Bronze and an extra 26 weeks at Silver or Gold in Voluntary Service, Skill or Physical Recreation. Participants may choose to change this when working on their Award. If a participant changes their Major section, the SMART Goal in each relevant section should be reviewed for suitability.

While delivering the Award, proper risk management, local safeguarding and child protection legislation must be adhered to by all.