



TRAINING FOR ADULTS DELIVERING THE AWARD

Training for adults who deliver The Duke of Edinburgh's International Award (the Award) is critical to its success at your Award Centre.

Training is intended to equip people with the knowledge, skill and confidence to support participants to do their Award. It not only provides detail on the Award framework; standards to be met; and delivery tools to be used, it also helps to develop key skills, including:

- Active listening
- Giving constructive feedback
- Goal setting
- Understanding risk
- Mentoring

Our training is available to individuals at licensed organizations. To find out how to become licensed to deliver the Award at your location, please visit: <https://www.dukeofed.org/our-program/deliver/deliver-the-award/>

Award Training Requirements

The Award delivery license requires each Award Centre to maintain a minimum of:

- Two active team members, fully trained in the roles of Award Leader
- One team member trained as Award Coordinator

For new Award Centres, the organization becomes eligible to deliver the Award with participants as soon as at least two team members have completed Level One and at least one of those two has agreed to complete Level Two within a year of signing the license. We recommend Level Two Training be completed after you have been delivering the Award for at least three months and within a year of signing the agreement.

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 in Canada is available in French and English.

Level One Training

Level One Training is completed virtually through the Award Community. It introduces the philosophy and requirements of the Award and provides information on the knowledge, skills and tools that are useful when delivering the Award. In Canada, it consists of two online courses, which can be completed at the delegate's preferred pace. Delegates receive a digital certificate upon request of completing Level One.

Level Two Training

Level Two builds more advanced lessons to build on the knowledge learned during Level One, and on the Award experience gained by delegates in the interim. It also provides in-depth guidance on the requirements of the Adventurous Journey section. Delegates receive a digital certificate upon successful completion of Level Two.

Award Verifier Course

This course is for Award Verifiers who have been approved by The Duke of Edinburgh's International Award Canada to authorize Bronze, Silver and Gold Awards. It is also for staff and volunteers of Award – Canada who will be authorized to give final authorization for Bronze, Silver and Gold Awards.

Steps to complete Award Training

To get to the Canada training courses you must log into the [Award Community](#) site with your personalized login information (your email and password).

After logging in, click on 'My Courses'. Once the 'My Courses' page loads, scroll down and just below the video there is a section called 'Your Courses'. This where you will find all your enrolled courses. From there, complete your Level One training in the order that is shown below in our table. You can sign into the Award Community at any point to review information.

Award Training Breakdown

This chart outlines the training available for volunteers and licensed centres within Award Canada. For dates and booking details for Level Two, visit the Award Leader training section of the [Award Centre Management Playbook](#).

| Level | Course | Delivery Method | Required (R) / Suitable (S) |
|-----------------------|---|---|--|
| Level One Training | Level One – Delivering the Award – Canada – ENGLISH | Award Community Online Module | Award Coordinators – R Award Leaders – R Adventurous Journey Supervisor – S Assessor – S Other Volunteers - R Local Council/Board Members - R |
| | Online Record Book (ORB) for Award Leaders | Award Community Online Module | Award Coordinators – R Award Leaders – R Adventurous Journey Supervisor – S Assessor – S |
| Level Two Training | Level Two Training - Canada | A link will be shared with the registered trainee a week prior to the training | Award Coordinators – R Award Leaders – S Adventurous Journey Supervisor – S Assessor – S |
| | Two 120 – minute sessions | Led by Award Canada trainers online | Award Coordinators – R Award Leaders – S Adventurous Journey Supervisor – S Assessor – S |
| Award Verifier Course | Protected: Canada – Award Verifier Course | Award Community Online Module – Password will be shared upon registration to the course | Award Verifier - R |