

# BRONZE AWARD RECORD BOOK

*Your details - please complete in block capitals*

Name \_\_\_\_\_

Reference Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

*If found please return to the above address*

Welcome to The Duke of Edinburgh's Award.

As you progress through each Section, your achievements can be recorded by your assessor – and by you – leading towards confirmation of your Award.

In addition, this *Record Book* contains:

- your personal contact details and those of your Award Group and Operating Authority
- a message from HRH The Duke of Edinburgh
- an introduction to the Award – its principles and benefits
- information on timescales
- information on insurance
- a brief introduction to each Section
- space to record details of activities where these change from your original choice
- how to stay involved if you move area

On completion of Sections, this *Record Book* should be submitted to the appropriate person in the Operating Authority for confirmation of your Award.

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**Operating Authority and Award Group Details**

An Operating Authority is an organisation or other body concerned with the education, welfare or training of young people who holds a licence to operate The Duke of Edinburgh's Award.

Any young person wishing to participate in The Duke of Edinburgh's Award must do so through an Operating Authority.

**Name and Address of Operating Authority**

Date of Enrolment \_\_\_/\_\_\_/\_\_\_

*(To be completed by the Authority issuing this book)*

**Name and Address of Award Group** *(i.e. club, company, school or other)*

Leader's Name \_\_\_\_\_

Group Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_



**Buckingham Palace**

I hope that in taking part in the Award you will discover fresh interests and make new friends, and find satisfaction in giving service to others.

There are many worthwhile activities from which you can make a choice and I hope that those which you decide to do will give you pleasure and increase your knowledge of the world and yourself.

A handwritten signature in blue ink, appearing to be 'Anthony'.

## **Introduction**

### **Aim**

The Duke of Edinburgh's Award aims to provide an enjoyable, challenging and rewarding programme of personal development for young people, which is of the highest quality and the widest reach.

### **Key Principles**

The key principles which underpin all aspects of the Award's delivery are:

#### **Non-competitive**

The Award is a personal challenge and not a competition against others. Each participant's programme is tailor-made to reflect their individual starting point, abilities and interests.

#### **Available to all**

With a commitment to equal opportunities, the Award Programme is available to all young people who choose to take up its challenge.

#### **Voluntary**

Young people make a free choice to enter the programme and commit their own time to undertake the activities.

#### **Flexible**

Young people design their own programme, which can be geared to their choice and personal circumstances and also to local provision. They may enter for whichever level of Award best suits them and may take as long as they wish to complete an Award.

#### **Balanced**

By choosing activities in each of four different Sections (five at Gold), participants undertake a balanced and wide ranging programme.

#### **Progressive**

At each level, the Award Programme demands more time and an increasing degree of commitment, and responsibility from the participant.

***Achievement focused***

Before starting an activity, you are encouraged to set your own goals. If you aim for those goals and show improvement, you will achieve your Award.

***Marathon, not a sprint***

The Award demands persistence and commitment and cannot be completed in a short burst of enthusiasm. You may want to continue with activities beyond the minimum time requirements set out for each level of the Award.

***Personal development***

The Award is a programme of personal and social development. The value to young people is dependent on personal commitment, the learning process and the quality of the experience.

***Enjoyable***

You, and those who help you, should find participation enjoyable and satisfying.

***Benefits***

Taking part in the Award should provide opportunities to develop:

- self-belief
- self-confidence
- a sense of identity
- independence of thought and action
- a sense of responsibility
- an awareness of your potential
- new talents and abilities
- an understanding of your strengths and weaknesses
- the ability to plan and use time effectively
- the ability to learn from and give to others in the community
- new relationships
- skills, including problem solving, presentation and communication
- the ability to lead and work as part of a team

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**The Bronze Award**

To gain the Bronze Award you will need to undertake activities in each of the four Sections listed below and demonstrate improvement through persistence and achievement.

**Timescales for the Bronze Award**

<i>Service</i>	<i>Skills</i>	<i>Physical Recreation</i>	<i>Expeditions</i>
3 months	3 months	3 months	Plan,prepare for and undertake a 2 day/ 1 night venture
<b>All participants</b> must undertake a further three months in either the Service, Skills or Physical Recreation Section.			

In the Service, Skills and Physical Recreation Sections the minimum time requirements are expressed in months, during which there should be a regular commitment averaging at least an hour a week.

You are encouraged to continue with the activities beyond the minimum time requirements of the Award in order to meet your personal objectives.

Please use the box below to show which Section you have decided to undertake for the longer period. You can review this decision once you have begun the activities.

<i>Service</i>	<i>Skills</i>	<i>Physical Recreation</i>
<b>3/6</b> * months	<b>3/6</b> * months	<b>3/6</b> * months

\*Delete as appropriate

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**Insurance**

Participants must be enrolled with an Operating Authority to be covered by insurance. A participant may move to another Operating Authority by completing the form and following the procedures set out at the back of this *Record Book*.

The Trustees of The Duke of Edinburgh's Award have taken out a policy to cover injury to participants and helpers. The amount of benefit provided is modest and on a no fault basis. This policy must not be viewed in any way as relieving the Operating Authority of their responsibility to ensure that adequate insurance is in place to cover any claims against the Operating Authority for injury or damage caused to or by young people and adults engaged in the Award Programme. Very often the Operating Authority may limit the cover available to circumstances where they are at fault.

The Trustees of The Duke of Edinburgh's Award accept no liability in respect of any damage caused by or to the participants and accordingly there is no other insurance cover organised by the Trustees.

Participants should raise any questions they have about insurance cover with their Operating Authority.

## **SERVICE**

### **Aim**

To encourage service to individuals and to the community.

### **Principles/Requirements**

This Section is based on the belief that members of a community have a responsibility to each other and voluntary help is needed.

You should identify the voluntary service required, gain some knowledge of the needs of those whom you are assisting and then receive briefing and training in the necessary skills required to give that service. The value of participation in the Service Section comes from the training, giving practical service, and appreciating the needs of the community.

### **Benefits**

Although the specific benefits depend on the choice of activity, the Service Section should provide opportunities to:

- make a personal contribution
- appreciate the needs of others and contribute to their well-being
- trust and be trusted
- understand personal strengths and weaknesses
- increase self-esteem
- overcome prejudice and fears
- generate positive action in the community
- accept responsibility

### **Assessment**

You will be assessed on the practical service undertaken, with attention to effort, commitment and progress.

**Service**

Service undertaken (*block capitals please*)

\_\_\_\_\_

Date started \_\_\_/\_\_\_/\_\_\_ Completed \_\_\_/\_\_\_/\_\_\_

Initial briefing given by \_\_\_\_\_

Training course attended or qualification gained  
(*where appropriate*)

\_\_\_\_\_

Date started \_\_\_/\_\_\_/\_\_\_ Completed \_\_\_/\_\_\_/\_\_\_

Course leader's name \_\_\_\_\_

Position/Qualification \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Practical Service undertaken

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***Assessor's report on briefing, training, practical service,  
record and review***

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**Service**

*(Assessor's report continued)*

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Name \_\_\_\_\_

Position/Qualification \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Participants Comments (optional)**

*Use this space to record your comments and thoughts on your achievements/ highlights through the Service Section.*

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Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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## **SKILLS**

### ***Aim***

To encourage the discovery and development of practical and social skills and personal interests.

### ***Principles/Requirements***

This Section should encourage you to pursue activities within a wide range of practical, cultural and social environments. The Skills Section offers you a wide choice depending upon your personal preferences, abilities and the opportunities available. Your skill may be an existing interest, or something entirely new.

You should follow an activity and show progression and sustained interest over a period of time, leading to a deeper knowledge of the subject and an increased degree of skill.

### ***Benefits***

Although the specific benefits will depend on the choice made, the Skills Section should provide opportunities to:

- develop practical and social skills
- meet new people
- organise and manage your time
- discover how to research information
- set and respond to a challenge
- work with others
- enjoy sharing an activity
- discover new talents

### ***Assessment***

You will be assessed on effort, perseverance and progress. You should also have some understanding of the practical, cultural and social aspects of the chosen skill.



**Skills**

*(Assessor's report continued)*

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Name \_\_\_\_\_

Position/Qualification \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Participants Comments** *(optional)*

*Use this space to record your comments and thoughts on your achievements/highlights through the Skills Section.*

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Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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## **PHYSICAL RECREATION**

### **Aim**

To encourage participation and improvement in physical activity.

### **Principles/Requirements**

This Section offers a wide range of programmes in the belief that:

- involvement in some form of enjoyable physical activity is essential for physical well-being.
- a lasting sense of achievement and satisfaction is derived from meeting a physical challenge.
- sports are enjoyable in themselves and can lead to the establishment of a lasting active lifestyle.
- you should have the opportunity to make a choice, then discuss and agree a personal programme of participation and achievement.

### **Benefits**

The Physical Recreation Section should provide opportunities to:

- enjoy keeping fit
- improve fitness
- discover new abilities
- raise self-esteem
- extend personal goals
- set and respond to a challenge
- experience a sense of achievement

### **Assessment**

You will be assessed on:

- effort shown
- progress made, based on your initial knowledge and ability
- improvement in application, technique, skill, tactics, fitness and knowledge of rules and safety

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## **EXPEDITIONS**

### **Aim**

To encourage a spirit of adventure and discovery.

### **Principles**

All ventures involve self-reliant journeying in the countryside or on water, conceived with a purpose and undertaken by your own physical efforts, without motorised assistance.

The venture must present you with a challenge in terms of purpose, planning and achievement with minimum external intervention. You should undertake training and practice journeys, and then complete a qualifying venture.

The venture involves:

- enterprise and imagination in concept
- forethought, careful attention to detail and organisational ability in preparation
- preparatory training, both theoretical and practical, leading to the ability to journey safely in the chosen environment
- shared responsibility for the venture, leadership from within the group, self-reliance and co-operation amongst those taking part
- determination in implementation
- review of the venture in relation to its purpose

### **Benefits**

This Section should provide opportunities to:

- plan and execute a task
- demonstrate enterprise and imagination
- work as a member of a team

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### ***Expeditions***

- respond to a challenge
- develop self-reliance
- develop leadership skills
- recognise the needs and strengths of others
- make decisions and accept the consequences
- reflect on personal performance
- enjoy and appreciate the countryside

### ***Assessment***

You will be assessed on your contribution to the group's venture, debrief, review and presentation. Attention will be paid to individual and group effort and commitment.

### ***Expeditions***

Preliminary Training, tick when complete.

- First aid and emergency procedures
- An awareness of risk and health and safety issues
- Navigation and route planning
- Campcraft, equipment and hygiene
- Food and cooking
- Country, Highway and Water Sports Codes  
*(where appropriate)*
- Observation, recording and purpose
- Team building
- Proficiency in the mode of travel

**Expeditions**

**Practice Journey(s) (including dates and areas)**

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**Participants Comments (optional)**

*Use this space to record your comments and thoughts on your achievements/highlights through your training and practice journeys or to list any further relevant experience.*

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Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Completion of Training**

*(To be completed by the Instructor, Supervisor or Award Leader)*

I confirm that, in my judgement, this participant has acquired a level experience and competence during training and practice journeys to enable them, as part of a group, to safely undertake the planned qualifying venture.

Name \_\_\_\_\_

Position/Qualification \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

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**Expeditions**

**The Qualifying Venture**

Expedition/Exploration *(delete as appropriate)*

Mode of travel \_\_\_\_\_  
*(eg: foot, cycle, horseback, water)*

Operating Authority Reference *(if required)* \_\_\_\_\_

Area \_\_\_\_\_

Date started \_\_\_/\_\_\_/\_\_\_      Completed \_\_\_/\_\_\_/\_\_\_

Purpose .....

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**Assessor's report of the venture and debrief**

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Name \_\_\_\_\_

Position/Qualification \_\_\_\_\_

Signature \_\_\_\_\_      Date \_\_\_/\_\_\_/\_\_\_

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**Review of the Presentation**

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Name \_\_\_\_\_

Position/Qualification \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Participants Comments (optional)**

*Use this space to record your comments and thoughts on your achievements/ highlights through the Expeditions Section.*

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Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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## **CHANGE OF OPERATING AUTHORITY**

If you move to a new area, school, college, youth organisation or job and wish to continue with the Award, both sides of this form must be completed, endorsed by the person responsible for the Award in your Operating Authority and sent to:

Either:

- the Award Officer of the Operating Authority to which you are transferring or
- the appropriate UK Award Office (*addresses can be found in the Entrance Pack or on [www.theaward.org](http://www.theaward.org)*) or
- if a move to a country outside the UK is involved:

The Duke of Edinburgh's Award  
International Secretariat  
7-11 St. Matthew Street  
London SW1P 2JT  
[www.intaward.org](http://www.intaward.org)

### ***Block Letters Please***

Name \_\_\_\_\_

Participant Reference No. \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Male/Female

Present Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

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New Address (if appropriate)

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Has been participating in the Award at \_\_\_\_\_

\_\_\_\_\_

(Name of Award Group)

\_\_\_\_\_

Please record your progress

Section	Bronze	Silver	Gold
Service	_____	_____	_____
Skills	_____	_____	_____
Physical Recreation	_____	_____	_____
Expeditions	_____	_____	_____
Residential Project	N/a	N/a	_____

Awards Gained \_\_\_\_\_

**Operating Authority Endorsement**

I confirm that the above information is correct.

Name of present Operating Authority \_\_\_\_\_

Name \_\_\_\_\_

Position/Qualification \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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