



**THAMES VALLEY WING
AIR TRAINING CORPS**

DUKE OF EDINBURGH'S AWARD

**OPERATING
GUIDELINES**

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Amendments

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Preface

This publication is a set of guidelines for the operation of the Duke of Edinburgh's Award (DEA) within Thames Valley Wing, Air Training Corps.

The Award offers a great deal to our Cadets and Staff aged between 14 and 25 years of age, and I ask all Squadron and Detached Flight Commanding Officers to actively promote and encourage it.

The reference documents for running the scheme on Air Training Corps units are ACP 20A ACTI NO 74 and the DEA Handbook issue 4. This document is intended as a quick and easy reference document to get you started.

Please note that these guidelines apply to all Cadets who started the Award after January 2001.

Other useful sources of information are the Thames Valley Wing website – TVW.Org.uk - and the DEA website – www.theaward.org.

Of course, I am happy to help you as required. Please contact me via the contact details listed in the Wing Location Statement or at tvawards@hotmail.com

Good Luck with running the Award.

M J Trevena
Flight Lieutenant RAFVR(T)
Wing Duke of Edinburgh's Award Officer

January 2001

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Introduction

The Duke of Edinburgh's Award (DEA) was started nearly half a Century ago by HRH The Duke of Edinburgh's, Kurt Hahn (the founder of Outward Bound) and Lord Hunt (leader of the first team to climb Mount Everest).

The focus of the Award is to allow 14 to 25 year olds to develop life skills in a non-competitive manner. As a result the Award has been very successful and has been adopted in over 60 Commonwealth countries.

Nationwide, the Air Training Corps is the most successful Operating Authority in the UK. Headquarters Air Cadets is our Operating Authority under which we operate.

Chapter 1

Responsibilities

General

For the award to work successfully in Squadrons and Detached Flights, there must be a structure of support personnel.

At Corps, Region and Wing, this structure already exists and it is recommended that all Squadrons and Detached Flights have a Unit DEA Officer.

Wing DEA Officer

The Wing DEA Officer should be the initial point of contact for any support required at Wing, Region and Corps level.

In particular, the Wing Awards Officer supports units by promoting the award, arranging activities and signing of completed Bronze Books or checking of completed Silver and Gold Log Books before they are sent to Region.

The Wing DEA Officer also acts as the focal point for any questions on the award and will forward them, if necessary, to the Regional DEA Officer.

Unit DEA Officer

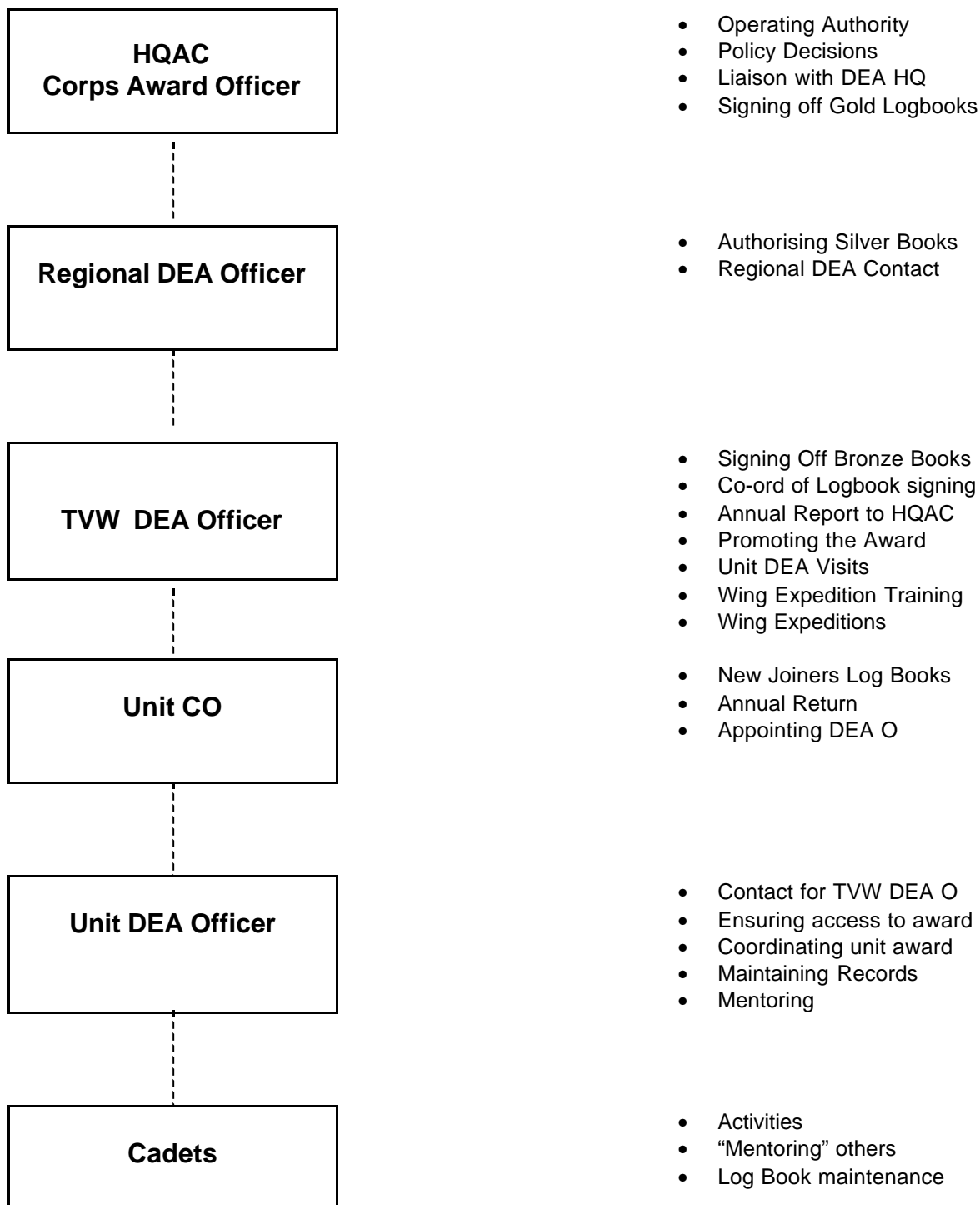
Each unit should appoint a member of Staff or SNCO Cadet who will be the focal point for the award. This will be the Cadet's initial point of contact and also a useful reporting point to the Wing DEA Officer.

In some units, it may be difficult to have a dedicated member of Staff at the Unit DEA Officer. In this case this could be a secondary staff duty or as a development duty for a SNCO Cadet.

The following family tree details where support can be sourced and general responsibilities.

Structure

The Corp, Wing and Squadron/DF DEA Structure and responsibilities are:



Chapter 2

Award Basics

Aims and Principles

Aim

The aim of the award is to provide an enjoyable, challenging and rewarding programme of personal development to young people, of the highest quality and reach.

Principles

The Programme works to a number of key principles that underpin all aspects of the award:

<i>Non-Competitive</i>	A personal challenge, tailor made programmes
<i>Available to all</i>	Equal opportunities, Available to all
<i>Voluntary</i>	Free choice to enter scheme, commit own time
<i>Flexible</i>	Individual programmes, open entry points
<i>Balanced</i>	Focus on many activities, wide ranging activities
<i>Progressive</i>	Each levels requires more commitment
<i>Achievement Focussed</i>	Goals set for activities by participant
<i>Marathon – not a Sprint</i>	Award needs persistence and commitment
<i>Personal Development</i>	Personal and social development
<i>Enjoyable</i>	Participation should be enjoyable and satisfying

Award Levels

There are 3 Award Levels, **Bronze**, **Silver** and **Gold**. Each level requires more commitment and time from the Cadet than the previous level.

Minimum Starting Ages

The minimum ages of entry are:

Bronze	14 Years
Silver	15 Years
Gold	16 Years

Units which have Cadets who are too young to start the award, but are part of a group starting the award who are 14 years of age, can apply for special dispensation from the Wing DEA Officer.

Overall Time Requirements

The normal method is for participants to complete the Bronze Level first before progressing onto the other levels.

In exceptional circumstances however, Cadets may move directly to Silver or Gold level but will require an extra period of participation

The overall time required at each level is:

Level	Progressive	Direct Entrant
Bronze	6 Months	-----
Silver	6 Months	12 Months
Gold	12 Months	18 Months

Section Time Requirements

For Cadets working through the Award levels in a progressive manner, the overall minimum time requirement on each Section at each level is:

Bronze Award

Service	Skills	Physical Recreation	Expeditions	Residential Project
3 Months	3 Months	3 Months	Plan, prepare + undertake a 2 day, 1 night venture	Not required at Bronze
All participants must undertake a further 3 months in either the Service, Skills or Physical Recreation sections.				

Silver Award

Service	Skills	Physical Recreation	Expeditions	Residential Project
6 Months	One Section for 6 months and the other for 3 months		Plan, prepare + undertake a 3 day, 2 night venture	Not required at Bronze
Direct Entrants must undertake a further 6 months in Either the Service, or the longer of the Skills or Physical Recreation sections.				

Gold Award

Service	Skills	Physical Recreation	Expeditions	Residential Project
12 Months	One Section for 12 months and the other Section for 6 months		Plan, prepare + undertake a 4 day, 3 night venture	Not required at Bronze
Direct Entrants must undertake a further 6 months in Either the Service, or the longer of the Skills or Physical Recreation sections.				

Award Sections

General

The ideals and reasons for the five different Sections of the Award are described here. For Staff and Cadets wanting more practical descriptions of individual activities should turn to Chapter 5.

Service

This Section encourages service to individuals and the community.

Cadets should identify the voluntary service to gain some knowledge of the needs of the individuals or community they are assisting and then receive a briefing and training on the skills that are required before giving practical service.

1. Initial Briefing	<i>An initial briefing to discuss the nature of the Service, what training is requirement and details of the practical involvement</i>
2. Training	<i>Training should be provided. This can be further briefings, a course and/or gaining a related qualification</i>
3. Practical Service	<i>Related to the Training received</i>
4. Final Review	<i>The Practical Service, progress and quality of experience are reviewed. Assessor + Cadet complete Log Book.</i>

Skills

The aim of this Section is for Cadets to discover and learn a new skill.

Participants should follow an activity and show progression and sustained interest, leading to a deeper knowledge of the subject and the attainment of an increased degree of skill.

1. Initial Briefing	<i>An initial briefing with the instructor/assessor/supervisor</i>
2. Monitoring Progress	<i>Goals + progress should be monitored regularly and modified or revised if required.</i>
3. Final Review	<i>The skills, progress and quality of experience are reviewed. Assessor and Cadet complete Log Book</i>

Expedition

The Expedition Section encourages a spirit of adventure. The section requires training, practice and qualifying expeditions. Expeditions or Explorations can be undertaken.

Timescales for these are:

Level	Days	Planned activity	Walking Expeds	Cycling, Canoeing, Horse Riding, and Rowing Expeds	Sailing Expeds	Explorations (all modes of transport)
Bronze	2 days 2 nights	6 Hours minimum per day	24km (15 Miles)	At least 4 hours journeying a day	12 hours planned activity over 2 days	At least 5 hours journeying over 2 days
Silver	3 days 2 nights	7 hours minimum per day	48km (30 Miles)	At least 5 hours journeying a day	21 hours planned activity over 3 days	At least 10 hours journeying over 3 days
Gold	4 days 3 nights	8 hours minimum per day	80km (50 miles)	At least 6 hours journeying a day	32 hours planned activity over 4 days	At least 10 hours journeying over 4 days

The planning process is:

1. Initial Briefing + Training	<i>Cadets plan a venture in terms of purpose, mode, environment, etc and undertake appropriate training</i>
2. Practice Journeys	<i>Participants undertake sufficient practice journeys to enable them to complete their planned venture</i>
3. Qualifying Venture + Debriefing	<i>Qualifying venture with a purpose to be undertaken with a group of between 4 + 7 Cadets. This is followed by a debrief.</i>
4. Review	<i>All participants provide a presentation or account related to the purpose of the venture</i>

Physical Recreation

This Section encourages participation and improvement in physical activity.

Assessment is based on achievement and individual progress in the chosen activity.

1. Initial Briefing	<i>An initial briefing with an appropriate instructor/assessor</i>
2. Monitoring Progress	<i>Goals + progress are monitored and adapted or modified if required</i>
3. Final Review	<i>The activity, progress, standards gained, etc are reviewed prior to both the Assessor and Cadet completing the Log Book</i>

Residential Project (Gold Level only)

This Section broadens young people's experiences through involvement with others in a residential setting by undertaking a shared activity or specific course away from home and in an unfamiliar environment.

Chapter 3

Award Administration

Award Administration

Overview

The administration required for the Award is simple and easy to understand. This Chapter contains the essentials – further details are contained in Chapter 6.

Starting the Award

Starting the Award on a Squadron or Detached Flight, follows the outline:

- Unit CO appoints a Unit DEA Officer,
- Wing DEA Officer briefs Unit DEA Officer,
- Wing DEA Officer or Unit DEA Officer Briefs Cadets,
- Unit CO Orders Log Books from Wing HQ as required.

Log Book

The Award Log Book is important as it records the briefings, training and activities that Cadets undertake.

In particular it provides:

- Evidence of enrollment into DEA
- Evidence of insurance under DEA Insurance Scheme
- Provides a written record of activities undertaken

New Cadet Administration

Once a new Cadet has received their Log Book, Unit DEA Officers should:

- Record the date of issue on the Unit Award Planner
- Record the date of issue in the Cadet's Log Book
- Enter the Participants name, address, date of birth and DEA Officer's name

This is vitally important as these are the official details that signify the Cadet's enrollment in the scheme. No activities will count before this action is undertaken except in exceptional circumstances when a 3-month period can be allowed with the approval of the Wing DEA Officer.

Next, the Unit DEA Officer should take the Cadet through a planning process, so that both parties are aware of which activities are being undertaken.

Mentoring

To ensure that satisfactory progress is being made, the Unit DEA Officer should regularly check on Cadets achievement(s) to date.

Some Cadets will need more progress checks and mentoring than others to ensure they keep up the momentum towards completing the Award.

Action on Completion of Awards

On completion of **Bronze** Awards the following Log Book actions are to be taken:

Action	Who?
Check for Enrollment	Unit DEA Officer
Check Section Timings	Unit DEA Officer
Check for enrollment	Unit DEA Officer
Check Date of Birth	Unit DEA Officer
Send to Wing HQ	Unit CO
Record details + post to Wg Awards Officer	Wing HQ
Record details in Database	Wing DEA Officer
Sign Log Book + return to Wing HQ	Wing DEA Officer
Issue Badge and Certificate	Wing HQ
Log Book, Badge + Certificate to unit	Wing HQ
Present Badge/Certificate + return log book	Unit CO

For **Silver** and **Gold** Awards the signing off process is at Region and Corps. The Log Book still passes through the same checking procedure before reaching these levels.

At Gold Level only, an endorsement of the Award at DEA HQ is required. Therefore, DEA forms GA4 and GA4/2 are to be completed. These are to be completed and checked for accuracy by the Unit DEA Officer before forwarding to the Wing DEA Officer.

The presentation of award(s) to Cadets is a good news story that most local papers would be pleased to run.

Chapter 4

Getting Support

Cooperation with Other Units

The award offers such a variety of ventures that not every unit can offer all of the activities available. These activities can either be offered by working with other units, or be organised centrally by the Wing DEA Officer.

This not only offers an excellent opportunity for cooperation between units, but also for the involvement of other organisations such as St John Ambulance, Red Cross, Police or Fire Service.

Units organising an Award activity, which may have spare places, should contact the Wing DEA Officer so that the activity can be widely publicised.

Wing Supporting Activities

In addition to inter-unit cooperation, support can be readily obtained from the Wing Awards Officer:

Briefings

The Wing Awards Officer will visit Squadrons and Detached Flights on request to give briefings on the Award. These can be tailored as required:

Cadet Briefings	Briefings on the Award with a focus on the Bronze level
Staff/SNCO Briefings	Briefing to new DEA Officers Update Training
Other	Other Award Briefings on request

Expedition Training/Expeditions

The Wing DEA Officer will organise centralised weekends in order for Cadets to complete the Expeditions Section. These weekends will normally incorporate Training, a Practice Expedition and a Qualifying Expedition.

Cadets attending this weekend should have completed the First Class Cadet Training syllabus and possess a DEA Log Book. Units should ideally nominate tent groups and supply the equipment required.

Silver/Gold Expedition Group Coordination

Cadets working towards Silver and Gold Levels of the Award can find it difficult to form groups within their unit in order to complete the Expedition Section. In these cases the Wing DEA Officer will, on request, coordinate these Cadets to form groups of the correct size.

Publicising Activities

Units who are organising activities for the Award are requested to inform the Wing DEA Officer in advance so that any spare places on the activity can be fully utilised.

Collateral

The Wing DEA Officer will produce briefings, mailshots and other useful information that will be distributed for use by Unit DEA Officers.

This information will also normally be posted on the Wing Web Site.

Chapter 5

Activity Idea's

Overview

This chapter is designed to give Cadets a formulated choice of activities to choose for their award. These are mainly activities that Cadets undertake within their training on their Squadron. Giving a sensible choice of activities should ensure that training will be available on their unit and that they carry on with the award once started.

Obviously, the activities listed below are not an exhaustive list and the activities will not suit everybody – they can make a more detailed choice from the Award Programme File, Award Web Site (www.theaward.org), from the Award leaflets or from the CD-ROM planner enclosed with their Award Entrance Pack. These publications list the Sections in full and show any safety implications.

Remember, after selecting an activity from each Section, the Cadets have to undertake 3 of these Sections for 3 months and the 4th for 6 months.

The activities listed in more detail on the following pages are:

SKILLS	SERVICE	EXPEDITION	PHYSICAL
Aeronautics	Air Training Corps	Squadron Expedition	Physical Tests
Aircraft Recognition	First Aid	Wing Expedition	Football
Ceremonial Drill	Fund Raising	Exploration	Hockey
Event Planning	Fire Service		Netball
Flying	Police Service		Rugby
Gliding	Environment		
Marksmanship			
Model Construction			
Playing an instrument			
Weather			

Skills Idea's

Aeronautics

This skill is based on the Leading, Senior and Staff Part 1 syllabuses. Leading can be used for the Bronze, Senior for the Silver and Staff for the Gold.

Aircraft Recognition

Aims at Bronze level include:

- Keeping records of aircraft visiting local airfields
- Visiting an airshow and writing a report with photographs
- Recognising 40 civil & military aircraft
- Studying the development of an aircraft from concept to production.

Ceremonial Drill

At Bronze level:

- Make a study of a service who require good drill to carry out their duties
- Understand why drill is important to training
- Investigate variations of drill between services or nationalities and drills specific to particular national youth organisation
- Recognise 2 military marches
- Understand and participate in Church Parades such as Remembrance Sunday

Event Planning and Organisation

The skill involves the planning of a whole event:

- Make a proposal for a simple event and state its objectives
- Suggest options, prepare and plan the event showing tasks, resources and costs
- Be aware of health & safety factors and make a basic risk assessment
- Draw up a timetable and produce posters, leaflets, etc
- Prepare a budget and a balance sheet
- Carry out the event, delegating and supervising
- Review the event, identify successes and things that need improvement

Flying

At Bronze level:

- Be involved with a flying training organisation
- Be able to demonstrate knowledge of - parking and positioning, pre-flight inspection, engine start-up procedure, fire precautions and taxiing procedures
- Have received dual flight instruction and understand the basic controls
- Know the basic rules of the air

Gliding

At Bronze Level:

- Be associated with a gliding school or club as an associate or Cadet member
- Become proficient in the ground handling of gliders, including parking in strong winds and understand launching and signaling.
- Have at least 5 instructional flights and understand the rules of the air
- Be able to carry out pre-flight checks
- Construct a model glider and demonstrate normal flight and the effect of controls

Marksmanship

This section can be undertaken with a 0.22 Rifle at 25 yards.

- Understand: Safety rules, range etiquette & rules, weapon parts, basic competition procedures, types of target, loading and safe use of the weapon and firing.
- Display the ability to shoot under supervision (but without coaching) while observing all safety rules.
- Gain practical experience in holding, aiming, correct sighting, breath control, trigger control and follow through.

Model Construction

- Working from kits and working on own designs and a range of materials
- Undertake research in historical and technical areas, understand control & stability
- Gain an appreciation of quality and experience the constraints of operating models

Music – Playing an instrument

This section involves learning how to play an instrument or developing an existing skill.

- Learn how to care and maintain your instrument
- Develop competence in playing your instrument and develop your ability to read music
- Learn a particular style(s) of music and play individually or as part of a group/band, etc

Weather

This section involves raising awareness of weather systems and forecasting through observation and research:

- Keep a daily diary observing: weather, times, temperature, wind direction & force and cloud types & cover.
- Collect some examples of weather folklore and comment on their effectiveness
- Keep records of forecasts and record their accuracy and if possible visit a local weather centre.
- Understand the principles of a synoptic chart, satellite weather information and know the visible sequence of weather
- Understand the principles of the Greenhouse Effect and Ozone. Keep a diary on these topics and lifestyle changes that could limit their effects. Investigate the potential and actual usage of wind power and solar energy.

Service Idea's

Air Training Corps

- Bronze – An Enrolled Cadet actively helping and assisting Probationer Cadets
- Silver – A Corporal either helping others with the award or teaching other Cadets
- Gold - A Sergeant Staff Cadet helping others to complete their Bronze or Silver awards or assisting as a Staff Cadet at a VGS or AEF

First Aid

There are First Aid programmes for all of the organisations providing such training; the information below is based on St John Ambulance:

- Bronze – Young Lifesaver (6-18 years course, 6+ hours duration)
- Silver – Young Lifesaver Plus (10-18 years course, 12+ hours duration)
- Gold – Young Lifesaver Plus (15+ years course, 16 hours duration)

Fundraising

The broad aim of this project is to raise money for a charity. The money raised can not be used the participants own group or to aid their own participation in the scheme.

- Contact a local charity; understand their aims and issues behind their work and how the money raised would be used.
- Decide on the method of fundraising and plan the activity properly. Publicise the event.
- IDEA for events include sponsored events, jumble sale, bring + buy, dinner, disco, fashion show or sporting event.
- Decide on how best to present the money raised.

Fire Service

This section is organised through your local Fire Brigade.

Cadets should have a basic understanding of/and be able to:

- Understand fire, its elements and combustion.
- Fire Precautions in the home, where to fit smoke detectors, action on discovering fire and methods of contacting the Fire Brigade.
- Escape from a smoke filled room, action on a chip pan fire and identifying and using fire extinguishers on any given fire.

This should be linked to practical Service:

- Fire Prevention Surveys in the home and elsewhere
- Assisting with Fire Education Survey's

Police Service

For this section a good contact point is the Community Safety Section of your local Police Station. The aims of the Police Service Section are:

- Learn about the work of the Police, the Local Plan and Mission Statement.
- Know what the departments of the service are and learn about the role and functions of the Enquiry Office, Custody Suite and Control Room.
- Learn about statutory responsibilities, crime audits, crime and disorder strategies, action plans and multi-agency partnerships.
- Learn about the role of community safety – Neighborhood Watch, Community Safety/Crime Prevention Panels, House Security and surveys.
- Investigate how the safety of motor vehicles play a part in road safety, the Vehicle Defect Rectification Scheme, Safe Driving and Police Pursuits policy.
- Learn about identification methods including fingerprints, CCTV, Identification Parades, Edicon and Crime Stoppers.

Practical Service could include involvement with: Neighborhood Watch, School Watch, crime prevention panels, junior crime prevention or police consultative work.

Environment

- Understand the purpose of the project and your role within the organisation.
- Understand the importance of caring for the environment.
- Undertake a project/s: campaigning for improved cycle routes, help with footpath repair, signing and fencing, assist with checking rights of way, improving flora/fauna and derelict areas, litter collections, raise awareness of recycling, help with historical projects (canals, railways, etc), survey wildlife and plants or get involved with local community projects.

Physical Recreation Section Idea's

Physical Achievement Tests

This is the Physical Section activity that Cadets seem to normally undertake. The aim is to promote agility, muscular endurance, enjoyment, participation, improvement and fun.

There are 7 elements:

Speed Test, Ball Speed Bounce, Trunk Curl, Push-Ups, Skipping, Single Leg Squat Thrust and a Run.

The programme is normally that week 1 is the introduction to technique, week 2 is the first test that acts a base line assessment. Weeks 3 to 11 are for practice and improvement with a possible interim test at week 8. Week 12 is the final test. The expected standard is an improvement on the week 2 assessment.

Football

The aims of this section are:

- Have a sound knowledge of the game and attain a reasonable proficiency in it
- Participate and compete in a serious game
- Show knowledge in the maintenance of equipment
- Compete in appropriate club competitions
- Show skills and an improvement in standard of play
- Be selected and play in a team, which has proper fixtures
- Develop an appreciation of tactics and positioning play
- Research the history of the game and the countries it is played in

Netball

Participants should:

- Have a sound knowledge of the game and attain a reasonable proficiency in the skills required in order to participate and compete in a serious game. Compete in the appropriate school/club league and be selected to play in a team, which has proper fixtures.
- Show skills and an improvement in your standard of play and try playing in different positions until the appropriate one is found.
- Learn how to keep score.

Hockey

This Section applies to all different types of Hockey (Field, Ice and Street):

- Be aware of and special equipment used to play the game safely and have a sound knowledge of the game of Hockey.
- Be able to keep score and attain a basic proficiency in the game in order to participate and compete in a serious game. Compete in appropriate club competitions.
- Show skills and an improvement in your standard of play, develop an appreciation of tactics/positioning play and be selected to play for a team, which has proper fixtures.

Expedition Idea's

Either run your own Squadron Training or use the Wing Organised activities.

Squadron Run Expeditions

For Bronze Award the Cadets need to:

- Complete camp craft and first-aid training.
- Complete a practice expedition with an overnight camp
- Complete a qualifying venture of at least 15 miles with an overnight camp and at least 6 hours activity per day. The venture must have a purpose or project.
- Produce a report of the venture.

Admin note: ensure that a different member of staff sign the Training/Practice Expedition section and the Qualifying Expedition.

Wing Organised Expeditions

The Wing runs Training, Practice & Qualification weekends annually, normally around late Spring/early Summer. Dates are published well in advance to allow the Cadets nominated to prepare.

The programme normally takes place over 2 weekends:

Weekend 1: First Aid Training, Camp Craft Training, Practice Expedition,

Weekend 2: Qualifying Expedition.

Cadets should ideally have passed First-Class Training and must have an Award Log Book.

Chapter 6

General Administration

General

This chapter contains all the fine administrative details for the Award.

Log Book Supply

Log Books and other Award produced Guides and publicity collateral is available for purchase through Wing Headquarters. A price list of available items will be published regularly.

Monitoring Progress

It is essential that Unit DEA Officers monitor the progress of Cadets through the Award. Not only will this help in maintaining movement through the award but it will also assist in the production of the Annual Report required by the Wing DEA Officer.

Cadet Planner

An excellent "Virtual" Award Planner is supplied on CD-ROM with new Log Books. To get the maximum benefit from this planner, it should be used on a PC connected to a printer and ideally to the internet. A paper version, along with other useful resources, can be found at Chapter 8.

Planners are available for individual Cadets (a useful way of recording Cadet choices and progress – could be kept on file) and for Squadron/Detached Fights (a good way of seeing overall progress at a glance).

Insurance

There are 2 types of insurance covering DEA Activities:

- **DEA Insurance:** Covers Record Book Holders, Leaders, Instructors, Supervisors, Assessors or Supervising Adults in connection with an Award activity. There are exclusions and the financial benefits are low. Full details are available from DEA HQ.
- **ATC Insurance:** All Award activities (including expeditions) performed as part an authorised ATC Duty are covered by the ATC Insurance Scheme. Where doubt exists, the matter should be raised with the Wing DEA Officer who will consult Wg Cdr TG at HQAC.

Expedition Approval

Expedition approvals must be made to the following:

- Wing Adventure Training Officer – an Adventure Training Approval application for the expedition and a copy of the Expedition Notification Form (Chapter 8) should be made to the Adventure Training Officer to ensure the party is covered by the ATC Insurance Scheme.
- Wing DEA Officer – units should send a further copy of the Expedition Notification Form to the Wing Awards Officer for information.
- Ventures in Wild Country will also require the completion of a DEA “Green Form” – Expedition Notification Form for Ventures in Wild Country – this is available from the Wing Awards Officer or from the Award Web Site. On completion send the form to the Wing Awards Officer.

Approved Instructors and Assessors

Although Qualified Staff/independent assessors must assess some Sections/Levels of the Award, accredited ATC Staff and CWO’s, over 20 years of age, can be approved by the Wing DEA Officer to act as Instructors/Assessors.

Helpers	Assists the Award Leader in administration, organisation and operation of a particular aspect of the Award	Cadet or NCO with DEA experience – ie Award Holder, Adult Staff
Mentor	Supports individual Cadets in progressing through the Award, acting as a “sounding board”	Cadet or NCO with DEA experience – ie Award Holder, Adult Staff
Instructor	Helps participants improve skills in an activity.	Adult Staff or Cadets over 18 years of age – must be approved by Wing DEA Officer
Supervisor	Responsible for the safety and well being of Cadets during activities, practice and qualifying Ventures.	Adult Staff or Cadets over 18 years of age – must be approved by Wing DEA Officer
Assessor	Confirm whether Cadets have fulfilled the conditions and requirements of a practical aspect of the Award.	Adult Staff - must be approved by Wing DEA Officer.
Award Leader	Co-ordinates, monitors and advises Cadets on their Squadron/Detached Flight. In Thames Valley Wing these are called Unit DEA Officers (UDEAO).	This is the Unit DEA Officer - Adult Staff or Cadets over 18 years of age – must be notified to the Wing DEA Officer
Award Officer	Designated by Operating Authority to be responsible for all aspects of the Award by and within their Organisation – In Thames Valley Wing this is the Wing DEA Officer.	Appointed by OC Wing.

The Award Officer will maintain a log of all accredited Instructors and Assessors.

Adult Service Recognition

Meritorious adult service of at least 10 years to the DEA can be recognised by the issue of certificate bearing Prince Philip's signature.

Nominations should be made in the first instance to the Wing DEA Officer in the form of a citation stating how the DEA objectives and philosophy have been advanced in some special way.

Finance

The Award is not an "official" activity and therefore does not attract public finance.

However, activities undertaken within the "official" training syllabus can be counted towards the various Sections of the Award.

For the Expedition Section, allowances (travel, ration + pay) can be claimed using the Adventure Training Approval.

Financial support for the Award may be requested by Units from either Squadron Civilian Committees or in exceptional cases from the Wing Executive Committee.

Double Tripping

Unit DEA Officers must be aware that Cadets do not accidentally undertake one activity and gain credit for 2 or 3 components.

Cross Agency Awards

Successfully completing the higher levels of the Award may require completing sections with other agencies. For example to complete the Service Section may require involvement with the Local Authority or another organisation such as the Red Cross or St John Ambulance.

Please note - only one operating authority can sign off the completed Log Book.

Annual Report

HQAC require an annual report of all Award activities. Annually at the end of March Units will be requested to complete a short report on their award activity for compilation by the Wing Awards Officer.

Chapter 7

Millennium Volunteers

Introduction

The Duke of Edinburgh's Award Millennium Volunteers (MV) is an additional programme to the Duke of Edinburgh's Award and is designed to recognise and accredit volunteering undertaken by young people between the ages of 16 and 24, in an Award context throughout England.

Funded and accredited by the Department for Education and Employment, Volunteers agree a volunteer plan for a 12-month period and are awarded a MV Certificate for 100 hours, or a MV Award of Excellence after completing 200 hours.

Benefits

- Provides nationally accreditation of volunteering activities
- Helps participants gain training and experience in their chosen field
- Gives the participants the opportunity to get involved and have a say in the development of the MV programme
- Provides an excellent framework for personal development
- Develops the volunteering already undertaken
- Opportunity to develop well trained young leaders
- Recruitment and Retention tool for older Cadets
- Recruitment and Retention tool for new Staff members
- Expenses can be claimed up to £30 per completed plan
- Funding available for other training

Eligibility

All Cadets and Staff aged between 16 and 24 years of age and involved (participation, organising or assisting) with the Duke of Edinburgh's Award are eligible for this award.

The last possible day to register on a MV programme is the day before the participants 25th birthday. All plans must be completed by the participants 26th birthday.

Activities for Award Participants

Cadets and Staff working towards a Duke of Edinburgh's Award can dovetail it with the MV.

Service Section

All time spent on the Service section can be counted towards MV, including any time spent in training.

Skills Section

Only a small number of Skills Section activities have discernable community benefits and advice should be sought from the Wing DEA Officer should be consulted if there is a doubt on the activity counting.

Helping at Awards Groups

Assisting with Duke of Edinburgh's Awards Groups counts as a MV activity.

Residential Projects (Gold Award Only)

If the project has obvious community benefits – eg conservation or Service placements then all time spent volunteering may count.

Additional Hours

If additional hours are needed to gain a MV Award, any volunteering activity , which has obvious community benefit, can be used. The activity should be agreed with the Unit DEA Officer first.

Activities for Young Award Leaders

All hours spent volunteering by SNCO's; CWO's and Adult Staff who help with the organisation of the Award can use all hours spent volunteering within the ATC towards a MV Award.

Working with an Award Group, Award related administration, fundraising, supervising and assessing expeditions are all examples of counting activities.

Hours spent training can count up to a suggested maximum of 50%. Training opportunities can include:

- New Leaders training courses
- Basic Expedition Training Award (BELA) courses
- First Aid training
- Mountain Leader/Walking Group Leader training
- Sports and expedition qualifications.

When longer ATC Activities (weekend events, Annual Camp) are used a maximum of 8 hours per full day may be claimed.

Volunteer Expenses

A principle of MV is that there should be no cost to the individual volunteer.

Expenses can be claimed up to £30 on completion of the plan.

In addition, some training may be subsidised - please contact the Wing DEA Officer.

MV Administration

Each Cadet and member of Adult Staff wishing to become a volunteer should complete a Volunteer Plan and ask their Commanding Officer or Unit DEA Officer to forward to Wing HQ.

A Record Book will be returned. Which should be completed at each counting session.

On completion of the award, units should send an Award Application Form together with an expenses form to Wing HQ.

Expenses

Expenses can be claimed on certain DEA Items held by Wing up to the value of £30. This will enable the Award holders to become effective DEA Leaders in future.

A list of items available will be published from time to time by Wing HQ.

Guidance to Participants

Giving time to the local community is a two-way process and there are a number of steps that can be taken to get the most out of each volunteer plan:

- Record all of your volunteering hours and ask your project supervisor to sign each session in the Record Book.
- Briefings should cover what is expected from the volunteer, any relevant policies together with Fire/First Aid policies. In addition the volunteer should be given a tour of the building and introduced.
- If skills are required for the volunteering, this should be provided.
- ATC members can claim hours for most activities, however it needs to be borne in mind that a maximum of 8 hours can be claimed for each day.

Chapter 7

Useful Documents

Introduction

This Chapter contains some useful forms and documents that can be used by units when planning the Award.

In particular documents included are:

Planners

- Cadet Planner
- Cadet Record Card
- Unit Planner

Check Lists

- Bronze Award - Unit Check List
- Bronze Award - Wing DEA Officer Action Sheet

Report Forms

- Annual DEA Report
- Staff Notification

Notice Board Idea's

- Section Headers
- General Information
- Skills
- Service
- Expedition
- Physical Recreation
- Recruitment Poster

Expedition Forms

- Expedition Notification Form

Millennium Volunteers

- Volunteer Plan
- Notice Board Information

**Duke of Edinburgh's Award
Bronze Award Planner**

This form can be used by Cadets + Unit DEA Officers when they are planning which activities participants will be undertaking as part of their Bronze Level Award.

Surname		Forename	
Rank		Sqn/DF	
DoB		Aged 14 on	

Service	Skills	Physical Recreation	Expedition
<i>2 of these sections must be undertaken for 3 months and the 3rd for 6 months</i>			Plan, Prepare and undertake for a 2 day Venture.
3 months/6 Months*	3 months/6 months*	3 months/6 months*	
Details	Details	Details	Details

* Delete as appropriate

Signed		Name		Date	
--------	--	------	--	------	--

**Duke of Edinburgh's Award
Bronze/Silver Level Record Form**

Please work through the Award Planner and agree activities before completing this form.

Name **Age**

Service

Service Training	<input type="text"/>	Instructor	<input type="text"/>
Practical Service	<input type="text"/>	Where	<input type="text"/>
Report to	<input type="text"/>		
From (date)	<input type="text"/>		
No of Weeks Completed	<input type="text"/>		

Skills

Skill	<input type="text"/>	Instructor	<input type="text"/>
From (date)	<input type="text"/>	Where	<input type="text"/>
No of weeks Completed	<input type="text"/>		
	<input type="text"/>		

Physical Recreation

Activity	<input type="text"/>	Instructor	<input type="text"/>
From (date)	<input type="text"/>	Where	<input type="text"/>
Completed	<input type="text"/>		

Expedition Practice

Area	<input type="text"/>	TVW DEA App	<input type="text"/>
Date	<input type="text"/>	Transport	<input type="text"/>
Route Approved	<input type="text"/>	Trainer	
TVW Ad Trg App	<input type="text"/>		

Assessment

Area	<input type="text"/>	TVW Ad Trg App	<input type="text"/>
Date	<input type="text"/>	TVW DEA App	<input type="text"/>
Route Approved	<input type="text"/>	Transport	
Purpose	<input type="text"/>	Assessor	

All Sections Completed	<input type="text"/>
Book Checked	<input type="text"/>
Book to TVW	<input type="text"/>
Presentation	<input type="text"/>

**Duke of Edinburgh's Award
Bronze Award Check List**

This form can be completed by the Unit DEA Officer as a check list before sending Log Books to the Wing DEA Officer for authorisation.

Surname		Forenames	
Date of Birth		Rank	
Aged 14 on*		Aged 14½ on**	
Squadron/DF		Unit DEA Officer	
Section	Start/Finish Dates***	Activity	Remarks
Service			
Skill			
Physical Recreation			
Expedition		Training	
		Practice	
		Expedition	
		Purpose	

* No activities are to start before this date

** Minimum finish age

*** 3 months for each Section, one section should be at least 6 months

Signed Name Date

**Duke of Edinburgh's Award
Wing DEA Officer Bronze Award Action Sheet**

Log Book received by WHQ		
Log Book received by Wing DEA Officer		
Surname		
Forename		
Date of Birth		
Squadron/DF		
Aged 14 on		
Aged 14½ on		
Service (Details)		
Skill (Details)		
Phys Recreation (Details)		
Expedition (Details)		
Date authorised		
Date rejected		
Reason for rejection		
Log Book to WHQ		
Log Book to Unit		
WHQ issue Certificate + Badges		
WHQ record Award in WRO's		

From OC

.....Sqn/DF

ANNUAL DUKE OF EDINBURGH'S REPORT

This information is required by the Wing DEA Officer annually for the period 1st April to 31st March.

Have you been active with the Award during the last 12 months?	YES/NO
How many adults on unit are involved with the award?	
How many hours a week are spent by all adult Staff on the Award?	
How many hours a year are spent by all adult Staff on the Award?	
How many record books have you bought?	Bronze
	Silver
	Gold
How many persons have taken part in DEA activities, regardless of the year of entry?	Bronze
	Silver
	Gold
How many awards have been gained this year?	Bronze
	Silver
	Gold

Please return this proforma by 7th April at the latest to the Wing DEA Officer.

Signed Appt Date

Duke of Edinburgh's Award Expedition – Project Content Ideas

When writing reports for Expedition's, remember to make it interesting as the Assessor will have to read at least 4 reports. Include photographs, diagrams and other items that will make your project come alive.

1. Front Cover
2. Contents Page
3. Introduction
 - The purpose of the Expedition
 - The participants expectations of the Expedition
 - How well the group worked together
4. Map and Route Card
5. Kit List (Group + Individual)
 - Kit taken
 - Kit actually required
 - What the group would/would not take next time
6. Menu
7. Dairy of expedition
8. Report on purpose of Expedition
9. Details of campsite
10. Conclusion
 - To the purpose of the Expedition
 - Summary of Group/Individual performance

**Duke of Edinburgh's Award
Notice Board Headers**

Photocopy this page (enlarge if necessary, or try coloured paper) and use them as Notice Board Headers.

DUKE OF EDINBURGH'S AWARD

SKILLS

SERVICE

EXPEDITIONS

PHYSICAL RECREATION

I **What is the Duke of Edinburgh's Award?**
The Award helps young people like you learn new skills, help others, experience adventure and gain a great sense of achievement.

N **How old do I have to be?**
Anyone aged between 14 and 25 years old can take part in the Award. If you are under 14 and want to move through the Award with your friends, your CO can get arrange for you start a few months earlier.

F **How much does it cost?**
The first level currently costs around £8.50 to cover your Log Book and entrance pack (this includes a CD-ROM planner).

O **What are the Levels available for me?**
There are 3 Levels – Bronze, Silver and Gold – Bronze is the starting point.

R **What are the different Sections to complete?**
Skills Learn new interest
Service To encourage Service to others
Expedition To encourage the sprit of Adventure and Discovery
Physical Recreation Encourages participation in Sport

M **How long must I take for each Section?**
For Bronze Level, each Section must take at least 3 Months. In addition you must complete another 3 months in either the Skills or Service Section.

A **Can I use my Cadet activities toward the Award?**
YES – although there's a huge ranges of activities to choose from, there are dedicated Skills and Service activities for Cadets.

T **How long have I got to finish the Award?**
As long as you like – at Bronze level you must take at last 6 months.

I **What do I get for my efforts?**
The satisfaction of completing the Award, a Badge for your uniform, points towards the best Squadron/Detached Flight award (Marshal Trophy) and something great to add to your National Record of Achievement or CV.

O

N

S

What Skills are available?

There's a huge range of Skills available from Archery to Zoology.

K

Where can I find about a Skill I'm interested in?

Ask you Staff to see the Wing Award Guide, The Award Activity Folder or the Award website – www.theaward.org.

I

How long do I need to work on my Skill?

At least 3 Months. Remember that at Bronze level you will have to complete at least 6 months at either the Skill or Service Section.

L

Are there any ATC Skills?

Yes, lots – Skill such as Aeronautics, Flying, Gliding, Aircraft Recognition, Drill and Model making (plus many others) are just perfect for Air Cadets.

L

Can my Leading, Senior and Staff training count?

S

That's right, this is the Aeronautics Skill. It's simple – Leading counts for Bronze, Senior for Silver and Staff Part I for Gold.

Some Skills Ideas.....

- Aeronautics**
- Aircraft Recognition**
- Amateur Radio**
- Ceremonial Drill**
- Conservation**
- Event Planning**
- Flying**
- Kite Construction**
- Playing Music**
- Photography**
- Weather**
- Writing**
- Young Engineers**
- Young Enterprise**
- Zoology**

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What Service activities are available?

There are a large number of options ranging from ATC Service to Police Service – it's all about giving time to your local community.

Where can I find about a Service I'm interested in?

Ask you Staff to see the Wing Award Guide, The Award activity folder or the Award website – www.theaward.org.

How long do I need to work on my Service?

At least 3 Months. Remember that at Bronze level you will have to complete at least 6 months at either the Skill or Service Section.

Can I have training for my chosen Service?

Some Service Activities (Eg First Aid, Fire Service, Police Service) require training. If training is required it is shown, with an outline programme, in the Award Guide.

Does any of the training time count?

Yes, all of the training time towards your Service counts. Remember that all training must be followed up with practical Service.

How do I arrange a Service outside of ATC?

Talk to your Unit DEA Officer first – they may have some useful local contacts. Otherwise your local "civilian" DEA group may be able to help you – also many local organisations may have a youth officer.

Is there a dedicated ATC Service activity?

Yes, it's written especially for Air Cadets.

What's the ATC Service about?

At Bronze level you can help new recruits when they join the unit. At Silver you could be an NCO teaching other cadets or helping others with the Award and a Gold level a SNCO either helping others complete the Award or as a Staff Cadet at a VGS or AEF.

Some Service Ideas.....

Air Training Corps

Animal Welfare

Award Scheme Leadership

Child Care

Cyclist Training

Elderly People

Environment

Fire Service

First Aid

Fund Raising

Life Saving

Mountain Leader Award

People in Need

Police Service

Sports Leadership

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EXPEDITION

What do I have to do?

You'll get full training followed by a practice expedition. Then, after planning your qualifying expedition, it's up to you. You should have between three and seven Cadets in your group.

What's the point?

It's not just about having a great time camping with your mates – it's also about making a difference, maybe seeing how your local countryside copes with walkers or discovering the history around your route.

Do I have to Walk?

No, you can use other modes of transport – cycling, canoe, horse riding, etc. It's probably best to start off using a foot expedition at Bronze level to learn the skills required.

What training is there?

You'll learn how to put up tents, cook outdoors, work as a team, use maps and learn about general camp craft skills.

Does any other Cadet work count?

Yes – all Cadets learn about Camp Craft and Map work in First-Class and Leading - but you'll need to practice the skills again before your practice expedition.

Who plans my Expedition?

You do! You plan your route, the purpose of the expedition, the food, where you are camping, etc and submit it to your staff to check.

P What's Physical Recreation?

The idea is to improve at your chosen sport.

H What are the choices?

You can either choose a recognized sport, have a go at the Physical Recreation Tests or take part in one of the Wing Teams.

Y What Sports are available?

The list is almost endless from Aerobics to Triathlon and Athletics to Water Polo. Look in the Award Activity Folder or on the website – www.theaward.org.

S What Wing Sports Count?

Football, Hockey, Netball and Rugby. You can use time with the Wing Team or any other practice time (lunchtime and after school/college is OK, but not PE lessons/Sports sessions) towards your 3 months. To complete the Section you must also take part in an organised competition or game.

C What are the Physical Recreation Tests?

There are 7 tests that can be run on your Squadron or Detached Flight by your Staff. They include press-ups, sprints, sit-ups, endurance run and ball bounce.

A How are the Tests assessed?

It's simple – on the first week you learn the activities and set a score for them. Then, over the next 3 months you've got to work at improving your scores.

L Can we use a points system for our Tests?

Yes, but they are not compulsory.

Can we work on the Physical Recreation Section as a Group?

Yes, it's a really good fun activity for the summer!

Some Physical Ideas.....

Aerobics
Athletics
Canoeing
Football
Hockey
Martial Arts
Netball
Rugby
Running
Swimming
Volleyball
Walking
Wall Climbing
Yoga

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3 Levels
4 Sections
1 Fantastic time

**Duke of
Edinburgh's
Award is **HERE!****

If you are aged 14 or over, ask your Staff

or

Visit: www.theaward.org

or

e-mail: twawards@hotmail.com

**Duke of Edinburgh's Award
Terms of Reference**

WING DUKE OF EDINBURGH'S AWARD OFFICER

1. Reports to Sqn Ldr C J Fisher
2. Encourage and develop the Duke of Edinburgh's Award Scheme (DEA) throughout Thames Valley Wing.
3. Handle all Wing Administration relating to DEA.
4. Monitor performance and standards, and take the necessary action.
5. Authorise Bronze level awards.
6. Vet all applications for Silver and Gold awards and make appropriate recommendations.
7. Liase with local and higher level DEA authorities.

**Duke of Edinburgh's Award
Sample Terms of Reference**

**SQUADRON/DETACHED FLIGHT
DUKE OF EDINBURGH'S AWARD OFFICER**

1. Reports to Squadron/Detached Flight Commanding Officer
2. Ensure all Cadets have access to the Award, and encourage and develop it within the Squadron/Detached Flight.
3. Promote the Award as an additional and concurrent activity for eligible Cadets and Staff and as aspect of the ATC for Cadet and Staff recruitment purposes.
4. Mentoring Cadets though each level of the Award.
5. Maintaining records of the Award within the Squadron/Detached Flight.
6. Informing the Wing Awards Officer of any Expeditions or activities with spare capacity for additional Cadets from other units.
7. Vet all applications for Bronze, Silver and Gold awards before forwarding to the Wing Awards Officer.
7. Liase with the Thames Valley Wing Awards Officer on any Award matters.

Duke of Edinburgh's Award Expedition Notification Form

Please complete this form with a route card and map trace and submit it to the Wing DEA Officer at least 4 weeks before undertaking any Expedition elements (Practice or Assessment). Units must also apply for Adventure Training Approval through the appropriate channels.

General Information

SqN/DF		Dates of activity	
Activity/Mode		Location	

Cadets

No of Male Cadets		No Female Cadets	
-------------------	--	------------------	--

Staffing

Role	Rank/Name	Qualifications
IC		
2IC		
First Aider		
Other		
Other		

Camp Site(s)

Location		Sheet/Grid Ref	
Location		Sheet/Grid Ref	

Contact Details

Tel (P)		Tel (B)	
Activity Tel		e-mail	

The Small Print

I have read and understand the conditions for Duke of Edinburgh's Award activities, I confirm that all preliminary training has been successfully completed and that the performance of each member of the group on practice journeys has been such as to enable me to submit them for this venture with confidence. In addition, each member of the group is physically able to undertake the venture.

I am satisfied that the group has sufficient equipment of a serviceable standard.

I have copies of Parent/Guardian Consent Form/Certificate of Health for each Cadet, have undertaken an Adventure Training risk assessment for this activity which confirms this activity is safe and within the capabilities of all Staff and Cadets and I understand that this activity can not proceed without permission of the Wing DEA Officer and Wing Adventure Training Officer.

Signatures

IC Activity		Date	
OC SqN/DF		Date	
Wing DEA Officer		Date	

6 Please indicate your employment status (please tick one only)

- | | |
|---|---|
| <input type="checkbox"/> Employed – full time | <input type="checkbox"/> On a government training programme |
| <input type="checkbox"/> Employed - part time | <input type="checkbox"/> Self-employed |
| <input type="checkbox"/> In Further Education | <input type="checkbox"/> Unable to work due to long term sickness or disability |
| <input type="checkbox"/> In Higher Education | <input type="checkbox"/> Unemployed and not seeking work |
| <input type="checkbox"/> In other training | <input type="checkbox"/> Unemployed and seeking work |
| <input type="checkbox"/> In School | <input type="checkbox"/> Other (Please specify): |

7 If unemployed in the past, please indicate for how long:

- | | |
|--|---|
| <input type="checkbox"/> Less than 3 Months | <input type="checkbox"/> Between 3 and 6 months |
| <input type="checkbox"/> Between 6 months/1 year | <input type="checkbox"/> More than 1 year (please specify): |

8 Are you currently in receipt of any benefits? **yes/no** (please indicate below)

- | | |
|---|--|
| <input type="checkbox"/> Housing Benefit | <input type="checkbox"/> Job Seekers allowance |
| <input type="checkbox"/> Incapacity/Invalidity benefits | <input type="checkbox"/> |
| <input type="checkbox"/> Other (please specify): _____ | |

9 Emergency contact details (name, address + contact number)

10 Do you have a criminal record? **yes/no** (if yes, please give details below)

11 Award Mentor Details (CO or DEA Officer)

Name:			
Address:			
		Post Code:	
Tel:		E-Mail:	

12 Please indicate how you heard about MV (please tick one box only):

- | | |
|---|--|
| <input type="checkbox"/> Advertising in press | <input type="checkbox"/> Church, Temple, etc |
| <input type="checkbox"/> Advertising on the radio | <input type="checkbox"/> College |
| <input type="checkbox"/> Award Entrance Pack | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Award Journal magazine | <input type="checkbox"/> Job Centre |
| <input type="checkbox"/> Award Link magazine | <input type="checkbox"/> www.theaward.org |
| <input type="checkbox"/> Careers Service | <input type="checkbox"/> Other (please specify): _____ |

13 Have you been a volunteer before? **yes/no** (please delete as applicable)

14 If yes was it with another MV Project? **yes/no** (please give details)

15 Are you involved with The Duke of Edinburgh's Award? **yes/no** (please give details)

<input type="checkbox"/> Bronze Participant <input type="checkbox"/> Gold Participant <input type="checkbox"/> Other (please specify): _____	<input type="checkbox"/> Silver Participant <input type="checkbox"/> Leader/helper/mentor, etc
--	---

16 Name of Award Group/Operating Authority/Project **Air Training Corps**

17 Volunteer plan agreed yes/no (please delete as applicable)

Date agreed . . . / . . . / . . .

18 Do you hold any of the following qualifications?

<input type="checkbox"/>	NVQ/SVQ 2, GCSE or Standard
<input type="checkbox"/>	NVQ/SVQ 3. A-Level or Higher
<input type="checkbox"/>	NVQ/SVQ /5 or Degree
<input type="checkbox"/>	Other: _____

19 Do you have a disability or health problem that may affect your experience as an MV?
yes/no
 (please delete as applicable)
 Please give details, especially if there are ways we can help improve your MV experience

20 To help us assess the success of our equal opportunities policy, please indicate which of the following groups you belong to: (breakdown derived from 2001 census)

Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Any other	
Black or Black British	Caribbean	
	African	
	Any other	
Chinese	Chinese	

Mixed	White & Black Caribbean	
	White and Black African	
	White and Asian	
White	British	
	Irish	
	Any other	
Other	Please specify	

Volunteer Plan

Please describe how you intend to work towards your MV Award; which project(s) you will be working with; and what you hope to achieve. This plan is flexible and can be changed in negotiation with your mentor.

What benefit will you bring to your local community by implementing your Volunteer Plan?

What is the time scale and time commitment for your project?

Personal Development Objectives

What do you hope to gain from this project?

How can we help you achieve your objectives? (please highlight any particular support, training or materials you need).

M

What is Millennium Volunteers?

A nationally organised programme that accredits the work those volunteers undertake. This can be undertaken in addition to the Duke of Edinburgh's Award.

I

What Awards are available?

A MV Certificate is awarded for 100 hours and a MV Award of Excellence for 200 hours.

L

Who can take part?

All Cadets and Staff aged between 16 and 24 years of age.

L

When must the Awards be completed?

They must be completed by the participants 26th Birthday.

E

How long will the Award take me?

Experiences from other ATC Wings have shown that NCO's and Staff can complete the 200-hour Award of Excellence in 6 Months.

N

I've heard that expenses can be paid – is this true?

Yes – up to £30 per completed plan can be claimed towards Duke of Edinburgh Award literature.

N

What about training?

Help with the cost of training is available. For example courses like BELA, Food Handling and First Aid can be subsidised.

I

Apart from accrediting our Staff and Cadets, what else will MV give us?

It will be a useful recruitment and retention tool and will enable us to develop well-trained young staff.

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