

'Award Leader Sign-Off'

Checklist for Authorising Awards



A checklist for reviewing participants' completed Awards at 'Award Leader Sign-off' stage:

Skills section, Voluntary Service section and Physical Recreation section

Has the participant:

- Chosen appropriate activities
- Set a SMART goal for each section activity
- Worked towards the goal, showing clear and regular progress in their logs and reflecting on their development throughout.
- Completed the required hours in each section, in an appropriate timeframe
- Nominated a suitable Assessor (not a family member) for each section and entered their details on the ORB
- Uploaded a signed Assessor report for each section

Adventurous Journey

Has the participant:

- Recorded a separate Practice journey and Qualifying journey on the ORB
- Been part of a team with 4 – 7 members (or up to 8 for tandem activities)
- Completed the Adventurous Journey preparation & training
- Achieved an identified SMART goal. This should not simply be to complete the AJ.
- Completed an AJ of the required duration (days and nights)
- Completed sufficient hours of purposeful activity on each day
- Identified their qualified Adventurous Journey Supervisor and Assessor
- Uploaded a signed Assessor report for the Qualifying journey confirming that the participant has met the 15 requirements of the Adventurous Journey

Gold Residential Project (for Awards at Gold Level ONLY)

Has the participant:

- Independently chosen and planned their own project
- Described clearly their chosen project
- Set a SMART goal
- Completed an activity for a duration of at least four consecutive nights and five consecutive days (*In exceptional circumstances, the same activity can be completed over two weekends within a 12 month period*)
- Uploaded any evidence for the Gold Residential Project, for example: documents, photographs or a personal report written during or after the project
- Nominated a suitable Assessor and entered their details on the ORB
- Uploaded a signed Assessor report confirming that the participant has met the requirements of the Gold Residential Project

Only if **all of the above requirements** have been met, please authorise the Award (send it from 'Award Leader Sign Off' stage to 'Award Office Sign Off' stage on the ORB). If any of these requirements have not been met, please pass the Award back to 'In Progress' on the ORB and ask the participant to update where necessary.

For support, please refer to the Award Leader Handbook or contact your Operations Manager.