



Guide for Bronze Award Participants

A note from the Founder of the Award,
His Royal Highness The Duke of Edinburgh KG
KT:

Buckingham Palace



I am sure you will be successful in gaining your Bronze Award, but that is only a reminder of your success in gaining experience of voluntary service, developing a skill, taking part in a physical activity and completing a challenging expedition.



Welcome to your Award challenge

Taking part in the Award isn't easy – it requires commitment over time – but it is simple to get started and after all your time and effort you will have achieved something special of which you can be very proud.

As an Award participant you will have the chance to:

- Design your own Award programme
- Set your own goals and record your progress
- Make a positive impact on the lives of others through community service
- Learn valuable practical and social skills for career development
- Take up the challenge of an Adventurous Journey
- Connect with other Award participants at home and abroad

You can continue with activities you're already taking part in, such as sports or volunteering, and count these towards achieving your Award, or your Award could be an opportunity to try something new and develop a passion for something different.

The Bronze Award is the first step to getting involved in The Duke of Edinburgh's International Award and you can then continue your Award by undertaking Silver and then Gold levels.

Start here!

The Award's structure really is quite simple.

So you've decided to start your Bronze Award. To begin with you need to set up your Award by choosing an activity to do in each of the four sections. You can start a new activity or develop your skills further in activities you have already been doing. Remember that your Award should be balanced so choose activities from a range of areas.

Voluntary Service

Challenge yourself to be a responsible, caring member of the community.

See pages 10–11



Physical Recreation

Challenge yourself to improve your health, fitness and performance.

See pages 12–13



Skills

Challenge yourself to improve your skills and widen your interests.

See pages 14–15



Adventurous Journey

Challenge yourself to journey and explore the world around you.

See pages 16–17



Your Award programme

You'll create your own programme, choosing activities for each section of the Award.

Your Award Leader can offer advice if you need it.

This is your Award and it is entirely up to you what you do for each section. It is all about setting yourself a challenge and feeling great when you see yourself progress and achieve your goals.

You can take this as an opportunity to start an activity that you have always wanted to do or develop your skills further in the activities you are already involved in – your Award, your choice!

Next step, you have to find an Assessor for each section and agree your SMART goals for the sections with them. This person should be knowledgeable or experienced in the activity and can't be a relative of yours. Your Award Leader will confirm whether your Assessors are suitable for your chosen activities.

When you are ready, register your Award, selected activities and your goals for each section on the Online Record Book (ORB) (see pages 6–7).

Timescales

You can start your Bronze Award if you are 14 or older. you'll need to do your activities in each section regularly for a minimum amount of time, for an average of an hour a week:

Physical Recreation	minimum 3 months	} Plus an extra 3 months in one of these sections
Skills	minimum 3 months	
Voluntary Service	minimum 3 months	
Adventurous Journey	2 days + 1 night	

Remember to regularly log your activities on the ORB. See pages 6–7.

How to record your Award

The Online Record Book (ORB) is an easy-to-use online system in which you will record your activities and achievements as you work towards your Award.

- **Sign in to the ORB**

To access the ORB, go to www.onlinerecordbook.org.

- **Register your chosen activities**

See pages 10–17 for some activity ideas, or come up with your own, and then speak to your Award Leader, who will need to approve your choices. Don't forget to then enter the info and your goals on the ORB.

- **Find your Assessors**

Find someone (not a relative) who is an expert in your choice of activity (such as a coach). Your Award Leader will need to agree on your choice of Assessor for each section. You must record your Assessors' details on the ORB.

- **Do the activities**

Do your activities regularly for the set amount of time. Log your activities regularly on the ORB and follow your progress on the progress bar.

- **Assessor reports**

When you've finished a section, you must ensure that you have a signed Assessor Report uploaded on your ORB.

- **Celebrate!**

When you've completed all four sections, your Award Leader will submit it for approval. Once your **Bronze Award** is authorised you'll be notified - congratulations! Now it's time to sign up for your **Silver Award**!

ORB Frequently Asked Questions

What's my username?

Your username will be the email address you used when you first registered on the Online Record Book.

I've confirmed my email address, but still can't log on.

Your Award Leader has to authorise your access to the Online Record Book so check with them if this has been done already.

Can I change my password?

Yes. Click on where it says '[your name]' and a box will pop up. From here you can change your password, update your personal details and also change your profile picture.

I've got evidence I want to save, can I save it in the Online Record Book?

Yes, you can upload photographs, videos and scanned documents.

Help, I've forgotten my password!

Click on the 'Forgot your password?' link and you will be emailed.

How are the percentages worked out for my Award

For the Skills, Physical Recreation and Voluntary Service sections of the Award, you must undertake regular activity over a set period of time. On the Online Record Book, all logs are recorded in quarter, half and full hours. The general requirement for Skills, Physical Recreation and Voluntary Service is to undertake regular effort of one hour of activity per week or two hours per fortnight over the required time frame. You can't achieve your Award by working more intensely over a shorter time.

My Assessor needs to sign off my logged activities, how can (s)he do this?

Once you've completed a section, you can either download and print a summary of your activities for your Assessor to sign, send a report form directly via email or ask them to provide another form of proof, then just scan it in and upload it to your documents. If you don't have access to a scanner, speak with your Award Leader about other ways of getting your summary onto the Online Record Book.

Achieving your Award

You will have achieved your Bronze Award when:

- You have done your activities for each section for the minimum time period
- You've recorded all your activities and uploaded evidence into the Online Record Book (ORB)
- Your Assessors are happy with your progress and have completed their reports. Once you've completed your Award make sure you submit it to your Award Leader on the ORB.

Your Award information will automatically be passed by your Award Leader through the ORB to be checked that everything is correct. All being well you'll be told that you've achieved your Bronze Award.

Congratulations!

You can now receive your certificate and pin badge. Ask your Award Leader where and when your Award presentation ceremony will take place – this is an opportunity to celebrate and to be recognised by your family and friends for your achievement!

When you have completed your **Bronze Award** you can continue on to your **Silver Award**. If you move from Bronze to Silver, all of your account information on the ORB will remain the same.

The sections

The following pages contain basic information about each section you'll complete in order to achieve your **Bronze Duke of Edinburgh's International Award**.

We'll give you some ideas to get you started when you are trying to decide what to do for each section. Remember that these are only suggestions of activities that other people have done in the past. Use them to help you think about what interests you or what you'd like to try.



Voluntary Service



Through the Voluntary Service section you can volunteer in your community, meet people and see how your service benefits those around you.

Volunteering over a period of time enables you to meet people within the community whom you might not otherwise engage with and realise the positive difference you can make to your community. It can also help improve skills such as team work, communication and self-confidence.



“Through doing my Award I definitely felt that I developed my confidence, which helped me to engage better with my community. The programme taught me many other things too. I have learned to manage my time better, to keep building experiences, and also to embrace trying new things.”

*Nia
Indonesia*

Guide for Bronze Award Participants

Types of activities

The list of possible activities is almost unlimited and is often dictated by available resources or opportunities. To ensure the essential balance of overall Award, you should be careful not to pick activities that are too similar to your chosen **Physical Recreation** or **Skills** activities.

There are many people and organisations that are willing to provide you with opportunities for practical service. These include: social workers, doctors, religious leaders, schools, hospital or prison authorities, youth departments, conservations groups, local government authorities, voluntary youth organisations, animal welfare organisations, service clubs, agencies which work internationally, and both national and international non-governmental organisations or agencies.

Your Award Leader should encourage you to do some research in your local area to identify a suitable opportunity and activities should generally fall into the following categories:

Voluntary Service activities

- Supporting people in the community
- Youth work
- Community education and health education
- Environmental service
- Charity work
- Supporting a local emergency service

If you are struggling to come up with an idea of what to do for your **Voluntary Service** section, there are a number of resources available to you. You can speak to your Award Leader, chat with other participants or check out the Award's international website (www.intaward.org).

Physical Recreation



The Physical Recreation section of the Award encourages you to improve your health and fitness, whatever your starting point. You could choose to do a team sport, solo sport or any healthy activity. It could be something you already do regularly, have tried before or something completely new to you.

The Physical Recreation section should make you feel healthy and happy, and should help you build valuable team skills, self-esteem and confidence. It's also great fun!



"When my teacher encouraged me to try a new sport rather than stick with football, I wasn't very enthusiastic but I was also looking for something new to do so, reluctantly, I took up the challenge and chose track...I know of the Award saying 'There is more in you than you think' and I am an example of this."

*Etiam
Ghana*

Guide for Bronze Award Participants

Types of activities

The list of possible activities is almost unlimited but you should be careful not to pick activities that are considered, in Award terms, to be **Skills** section or a **Voluntary Service** section activity (or at least ensure there is a balance to your programme). Essentially, the chosen activity should be physically challenging or demanding for you.

The types of activities for the **Physical Recreation** section can be grouped broadly into the following categories:

Physical Recreation activities

- Ball and racket sports
- Athletics
- Cycling
- Water sports
- Winter sports
- Martial arts
- Animal Sports
- Fitness activities
- Adventure sports
- Street sports

If you are struggling to come up with an idea of what to do for your **Physical Recreation** section, there are a number of resources available to you. You can speak to your Award Leader, chat with other participants or check out the Award's international website (www.intaward.org).



Through the Skills section you can develop your personal interests, and practical and social skills.

You could choose to improve on an existing skill or try something new. It's all about having a go, learning something and getting better at it, giving yourself a sense of achievement and well-being. Colleges, universities and employers like to see that you have life skills too!



"The Award has shaped me, moulded me, empowered me, and truly changed me for the better. I am so confident in myself and I can serve others whilst contributing positively to the world because of all that I learned with the Award."

Emily
South Africa

Types of activities

The list of possible activities is almost unlimited but participants should be careful not to pick activities that are considered , in Award terms, to be a **Physical Recreation** or a **Voluntary Service** section activity.

The types of activities for the **Skills** section can be grouped broadly into the following categories:

Skills activities

- Music
- Sports-related (eg leadership, coaching and officiating)
- Arts and crafts
- Nature and the environment
- Animals
- Media and communications
- Games
- Life, technical and vocational skills
- Performance Skills

If you are struggling to come up with an idea of what to do for your **Skills** section, there are a number of resources available to you. You can speak to your Award Leader, chat with other participants or check out the Award's international website (www.intaward.org).

Adventurous Journey



For the Adventurous Journey section you'll need a sense of adventure and discovery as you go on a team journey, expedition or exploration.

You'll have the opportunity to learn more about the wider environment, as well as to develop self-confidence, team work and health. It is a tough challenge and you might be taken out of your comfort zone for a bit but you will be safe with suitable training and supervision, and you won't regret it!



"I am proud to say that on 21 May 2016 at 5:27am, I made it to the summit of Mount Everest... I gained a really great sense of achievement in myself and it has driven me to carry on my involvement in the Award so that I can continue to see how it impacts other young people from across the world."

*Antish
Nepal*

Types of activities

Here's a list of ideas to inspire your Adventurous Journey expedition or exploration.

Adventurous Journey

- Exploring the natural world: glaciations, erosion, geology, coastal studies, river valleys, plant studies, bird studies or animal studies, insect studies
- Exploring historic land use: prehistoric man, historical periods
- To investigate the survival or extinction of a language
- Exploring human impact: visitor pressure in national parks, pollution monitoring, surveys of numbers of walkers in remote areas
- To carry out health surveys or health education in remote areas
- To complete a particularly demanding journey by foot, cycle or canoe/kayak
- To investigate group dynamics in challenging conditions
- To kayak the entire navigable stretch of a river
- Following an ancient pilgrimage trail
- Cycling along an ancient trail



Any questions?

If you have any questions about your Award, talk to your Award Leader first – they are there to help you.

You can also find further information via www.intaward.org.

About our charity

[The Duke of Edinburgh's International Award Foundation](#) is a charity registered in the United Kingdom whose mission is to promote The Duke of Edinburgh's International Award (known simply as the Award) to provide young people with the Award, and to preserve the quality of the Award worldwide.

We want every young person aged 14 to 24 in the world to have the opportunity you've had to participate in the Award. We hope you enjoy your experiences!

Don't forget to let us know how it goes and **share your stories and photos!**

You can also connect with us via social media:



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The Duke of Edinburgh's International Award Foundation

Award House, 7–11 St Matthew Street, London SW1P 2JT, United Kingdom
T +44 (0)20 7222 4242 | F +44 (0)20 7222 4141 | info@intaward.org | www.intaward.org
Registered charity in England and Wales number 1072453.
Company limited by guarantee number 3666389. Registered office as above.