

# Duke of Ed Centre information update

## The Duke of Edinburgh's International Award and Bridge Award

This form is to update the Queensland Award Operating Authority (AOA) of any changes/additions to details in relation to your organisation, Senior Officer, Duke of Ed Leader, Admin or other volunteers. Please note: Do not include Assessors.

<b>Duke of Ed Centre Name</b>								
<b>Senior Officer</b>	<b>Name</b>	Title (i.e., Mr, Ms etc.)						
	<b>Role</b> (i.e. Principal, Director etc.)							
	<b>Phone</b>	<b>(Work)</b>			<b>(Mobile)</b>			
	<b>Email</b>							
<b>Admin/finance support person</b> (for invoicing)	<b>Name</b>	Title (i.e., Mr, Ms etc.)						
	<b>Role</b> (i.e. Admin, Finance, etc.)							
	<b>Phone</b>	<b>(Work)</b>			<b>(Mobile)</b>			
	<b>Email</b>							
<b>Main Duke of Ed Leader</b>  Please ensure that you register on the Online Record Book (ORB) as the main Duke of Ed Leader	<b>Name</b>	Title (i.e., Mr, Ms etc.)						
	<b>Role</b> (i.e. Teacher, Youth Worker)							
	<b>Date of birth</b>					<b>Please indicate below if you give consent to the following details being released to Registered Users and volunteers</b>		
	<b>Date started as Duke of Ed volunteer</b>							
	<b>Phone</b>	<b>(Work)</b>			Yes			No
		<b>(Home)</b>			Yes			No
		<b>(Mobile)</b>			Yes	No		
	<b>Email</b>					Yes	No	
	<b>Have you achieved a level of The Duke of Edinburgh's International Award?</b> If yes, please indicate which level/s.				No	Bronze	Silver	Gold
	Do you give permission for the Department of Education to provide you with information on youth initiatives from other government and non-government agencies?				Yes	No		
<b>Mandatory - Volunteer Code of Conduct form</b> <i>completed and maintained at Duke of Ed Centre</i>				Yes	No			
<b>Mandatory - Online training module 1 completed</b>				Date of completion:				
<b>Are you registered as an Adventurous Journey Supervisor?</b> If you are unsure, please check with the AOA.				No	Yes – Outdoor	Yes – Urban		
<b>It is the Duke of Ed Leader's responsibility to ensure (please tick):</b>								
<input type="checkbox"/> The Duke of Ed Centre is registered on the Online Record Book (ORB)								
<input type="checkbox"/> All Duke of Ed Registered Users (participants) are registered on the ORB								
<input type="checkbox"/> All volunteers meet the Working with Children Check requirements and have completed the Volunteer Code of Conduct form (to be kept on file at the Duke of Ed Centre)								
<input type="checkbox"/> A register of all your volunteers (including Assessors) is kept								
<input type="checkbox"/> Duke of Ed Leader and volunteers have a valid, current blue card								
<input type="checkbox"/> Duke of Ed Leaders complete online training module 1 and Orientation to Duke of Ed training								

**PLEASE FORWARD THIS FORM TO THE QUEENSLAND AWARD OPERATING AUTHORITY**

Email: [qld.award.office@qed.qld.gov.au](mailto:qld.award.office@qed.qld.gov.au) or Post: GPO Box 919, Brisbane Qld 4001

**Volunteers**

If your Duke of Ed Centre has another staff member or volunteer who performs duties as a secondary Duke of Ed Leader, assistant or admin support, please complete the sections below. This person will be contacted if the AOA cannot reach the Duke of Ed Leader.

Please note: Do not include Assessors.

<b>Duke of Ed Centre Name</b>	
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**NB:** It is the responsibility of the Duke of Ed Centre to ensure that any person who acts as a Duke of Ed Leader, Assessor or volunteer in relation to the Duke of Ed accepts in writing, or electronically, the Duke of Ed's Volunteer Code of Conduct.

Name	Title (i.e., Mr, Ms etc.)	Please indicate below if you give consent to the following details being released to Registered Users and volunteers					
Phone	(Work)	Yes	No				
	(Home)	Yes	No				
	(Mobile)	Yes	No				
Email		Yes	No				
Date of birth		Duke of Ed Role (i.e., Secondary Duke of Ed Leader, admin etc.)					
Position within organisation (i.e., Teacher, Branch Manager)		Date started as volunteer					
Have you achieved a level of The Duke of Edinburgh's International Award? If yes, please indicate which level/s.				No	Bronze	Silver	Gold
Do you give permission for the Department of Education to provide you with information on youth initiatives from other government and non-government agencies?				Yes	No		
<b>Mandatory - Volunteer Code of Conduct form completed and maintained at Duke of Ed Centre</b>				Yes	No		
<b>Mandatory - Online training module 1 completed</b>				Date of completion:			
Does this person require access to the Online Record Book (ORB)? (If yes, please note that this person will have the same access as the Duke of Ed Leader)				Yes	No		
Are you registered as an Adventurous Journey Supervisor? If you are unsure, please check with the AOA.				No	Yes - Outdoor	Yes - Urban	

Please copy this page to add additional volunteers

**YOUR PRIVACY**

The Department of Education (the Department), through the Queensland Award Operating Authority, is collecting your personal information, including your full name, date of birth, contact information, Duke of Edinburgh Centre name, role details, award status and level.

The purpose of this collection is to update the Award Operating Authority of any changes and additions to details to maintain accurate information.

If you do not provide your personal information, we will be unable to update your details and maintain accurate information records.

Information may be shared with The Duke of Edinburgh's International Award – Australia (ACN 114 267 195), a non-government organisation that oversees The Duke of Edinburgh Framework in Australia. Their privacy policy is available at <https://dukeofed.com.au/resource/privacy-policy/>.

Your personal information will be managed in accordance with the *Information Privacy Act 2009* and will not be used or disclosed for another purpose without your consent or unless authorised or required by law.

**BLUE CARD**

Under the Working with Children (Risk Management and Screening) Act 2000 people working with children under 18 years of age will need a working with children check (blue card) if they are providing services or activities to children in certain regulated categories of employment or business. This applies to employees and/or volunteers associated with The Duke of Edinburgh's International Award and Bridge Award programs. Employers and businesses providing regulated child-related services are also required to have a child and youth risk management strategy in place to protect children and young people from harm.

For more information on whether you are required to hold a blue card or whether your organisation is required to develop and implement a child and youth risk management strategy, please visit the Blue Card Services website at [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard) or call Blue Card Services on 1800 113 611 (free call). You can also read the fact sheet for The Duke of Edinburgh's International Award at <https://dukeofed.com.au/resource/duke-of-ed-child-safe-statement/>