

New Duke of Ed Centre registration form

The Duke of Edinburgh’s International Award and Bridge Award

Name of Organisation (Duke of Ed Centre Name)			ABN			
Postal Address				Postcode		
Street Address				Postcode		
Website			Phone			
Senior Officer	Title	Full Name				
	Job Title (i.e. Principal, Director, etc.)					
	Phone	(Work)	(Mobile)			
	Email					
Admin/finance support person	Title	Full Name				
	Job Title (i.e. Admin, Finance, etc.)					
	Phone	(Work)				
	Email					
Duke of Ed Leader You will be registered on the Online Record Book (ORB) as the main Duke of Ed Leader. Please confirm you have: <ol style="list-style-type: none"> read the ORB terms and conditions and agree to them read and understand the Role and Responsibilities of a Duke of Ed Leader and agree to them read the Privacy Policy and agree to it 	Title	Full Name				
	Job Title (i.e. Teacher, Youth Worker)					
	Date of birth					
	Date started as Duke of Ed volunteer					
	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 Address/es		Yes	No		
	Have you achieved a level of The Duke of Edinburgh’s International Award? If yes, please circle 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		
	Volunteer Code of Conduct form completed and maintained at Duke of Ed Centre		Yes	No		
	Online training module 1 completed					
Are you registered as an Adventurous Journey Supervisor? If you’re unsure of your status, please check with the AOA		No	Yes – Outdoor	Yes – Urban		

Note: copy this page to add additional volunteers

Duke of Ed Centre name							
Other Duke of Ed Volunteer/s (do not list Assessors here)	Title						
	Full Name						
	Job Title (i.e. Teacher, Youth Worker)						
	Duke of Ed Role						
	Date of birth						
	Date started as a Duke of Ed volunteer					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 Address/es					Yes	No
	Have you achieved a level of The Duke of Edinburgh's International Award? If yes, please circle 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	
	Volunteer Code of Conduct form completed and maintained at Duke of Ed Centre		Yes			No	
Online training module 1 completed							
Are you registered as an Adventurous Journey Supervisor? If you're unsure of your status, please check with the AOA		No	Yes – Outdoor	Yes - Urban			
Does this person require access to the Online Record Book (ORB)?		Yes			No		

If yes, please note that this person will have the same access as the Duke of Ed Leader

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, job title, role details, award status and level. The purpose of this collection is for the registration and administration of a new Duke of Edinburgh Centre and associated individuals as part of the Duke of Edinburgh's International Award and Bridge Award program. If you do not provide your personal information, we will be unable register a new Duke of Edinburgh Centre or associated individuals as part of the Duke of Edinburgh's International Award and Bridge Award program. 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 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/>

PLEASE FORWARD THIS FORM TO THE QUEENSLAND AWARD OPERATING AUTHORITY

Email: qld.award.office@ged.qld.gov.au or Post: GPO Box 919, Brisbane Qld 4001

AWARD OPERATING AUTHORITY USE ONLY

Invoice No.		Invoice date		Date processed	
Receipt No.		Receipt date		Customer No.	

