

# AC4 Adventurous Journey (AJ) Notification form

This form is **MANDATORY**, and all sections must be completed.

Please email a clear copy of the completed form to the Queensland Award Operating Authority (AOA) to [gld.award.office@ged.qld.gov.au](mailto:gld.award.office@ged.qld.gov.au) at least **TWO WEEKS** prior to the journey start date.

## Duke of Ed Centre details

Duke of Ed Centre name			
Duke of Ed Leader name		Mobile	
Emergency contact name <i>Cannot be on the AJ</i>		Mobile	

## Adventurous Journey supervision

All journeys must have an AJ Supervisor OR an external contractor/commercial operator as per [Adventurous Journey Supervision Policy](#).

AJS name		Mobile	
AJS Urban or Outdoor		AJS Outdoor No.	
External contractor <i>Business name</i>		Contact number	
Instructor name			

## Mandatory requirements – complete all sections

	P4 Adventurous Journey Consent forms have been completed and collected for each Registered User.
	The Duke of Ed Leader has confirmed the AJS holds the required qualifications, training, and experience to lead the journey in this location.
	The Duke of Ed Leader has confirmed the external contractor/commercial operator meets the qualifications as per the Adventurous Journey Supervision Policy.
	All volunteers meet Working with Children requirements (Blue Card is linked to your Duke of Ed Centre).
	A personal locator beacon (PLB), along with communication equipment, must be carried in all remote locations in accordance with the Adventurous Journey Supervision Policy.

## Application for shortened duration

Are you applying for demonstrated competence outside the Duke of Ed?	
Are you waiving the Practice Journey?	
If yes, list the names, Level (e.g. Bronze, Silver, Gold) and reasoning for each Registered User:	

## Adventurous Journey details

Duke of Ed Centre name		Is it a back-to-back AJ? (Practice & Qualifying on same AJ)		
Start date		Bronze		Silver
End date		Gold		Bridge
Type of Journey		Adventurous Journey		
		Virtual Journey - requires prior AOA approval		
		Adventurous Project - requires prior AOA approval. 18+ only.		
Number of Registered Users		Number of non-Registered Users		Number of volunteers incl. AJS /external contractor

## Journey activity and itinerary

Journey activity/medium e.g. bushwalking, canoeing, study of architecture, comparison of water study.	
Provide journey location and daily route, tracks, or proposed study details.	
Day 1	
Day 2	
Day 3	
Day 4	
Map name and number	

## Adventurous Journey authorisation

Duke of Ed Leader authorisation	Name	
	Signature	

I confirm the journey meets The Duke of Ed requirements, and the person leading the journey has the appropriate qualifications.

AJS – Urban /Outdoor or external contractor	Name	
	Signature	

I confirm the listed journey details are accurate, and I hold the required qualifications/currency in the relevant medium(s) to lead the journey in the specified area.

**Your Privacy**

The Department of Education (the Department), through the Queensland Award Operating Authority, is collecting your personal information, including your full name, Duke of Edinburgh Centre name, contact information, role, qualification information, adventurous journey details and signature.

If you are providing information about an individual other than yourself (e.g. emergency contact), reasonable steps should be taken to inform that individual that their personal information has been disclosed to the Queensland Award Operating Authority.

The purpose of this collection is for the administration and maintenance of Adventurous Journey participation as part of the Duke of Edinburgh's International Award.

If you do not provide your personal information, you will be unable to participate in an Adventurous Journey as part of the Duke of Edinburgh's International Award.

De-identified statistical information may be shared with the National Award Operator, a non-government organisation that oversees the Award program in Australia.

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/>