

Adventurous Journey Supervisor (AJS) application form

Please email a completed and signed application form to gld.award.office@ged.qld.gov.au

Applicant details

Name		Date of Birth	
Duke of Ed Centre		Duke of Ed start date	
Email		Would you like to share your contact details with other volunteers?	
Mobile			
Have you completed a Duke of Ed Level?			
Gold		Silver	
Please confirm you have completed online training Module 1 by providing the date of completion			
Have you completed the Volunteer Code of Conduct? To be filed at Duke of Ed Centre.			

Type of Adventurous Journey Supervisor

	Adventurous Journey Supervisor - Urban		Adventurous Journey Supervisor - Outdoor
If you intend to become an AJS - Outdoor, please indicate your areas of interest in the mediums listed below.			
	Bushwalking	Canoeing	Kayaking
			Cycling
			Mountain biking
			Other
Specify your qualifications below to register as an AJS - Outdoor and begin the process for inclusion on the AJS Currency Register .			
	Qualifications equivalent to the outdoor medium to be supervised e.g. Bushwalking Leader – Difficult tracked environments.		
	Certificate III or IV in Outdoor Leadership with current units of competency.		
	Recognition of existing outdoor skills, experience, and training - at own cost.		
	I do not currently hold the above qualifications and will undertake training to meet the AJS - Outdoor criteria.		
Signature			

Senior Officer details (i.e. Principal, Deputy Principal, Director, CEO)

Name		Role	
Email			
I certify that the volunteer listed above has: <ul style="list-style-type: none"> met the Queensland Working with Children Check requirements (Blue Card Services), with their Blue Card/Exemption Card linked to this Duke of Ed Centre. completed the registration process for an Adventurous Journey Supervisor as specified by the AOA. had all documentation listed on page 2 sighted, with copies retained on file at the Duke of Ed Centre. 			
Signature			

Checklist for AJS application

Please email the document to the Qld AOA .	
	Complete and sign page 1 of this document. Ensure it is signed by the AJS applicant and the Senior Officer then email to qld.award.office@qed.qld.gov.au
AJ Supervisor - Outdoor	
	<ul style="list-style-type: none"> Do not lead outdoor journeys until you have been signed off by the registered training organisation and have received a unique AJS Outdoor number. If your registration on the AJS Currency Register is pending, you will be registered as an AJS - Urban until your currency is finalised.
AJ Supervisor - Urban	
	<ul style="list-style-type: none"> You will be able to lead journeys on submission of the signed application form to the Qld AOA.
Submit the following documents to your Duke of Ed Centre. These do not need to be provided to the AOA.	
	<ul style="list-style-type: none"> A copy of your current photo ID (e.g. valid passport or driver's licence). A signed copy of the Volunteer Code of Conduct. A copy of your current first aid and CPR certificate/s.
Compliance with Queensland Working with Children Check (Blue Card Services) requirements as below:	
	<ul style="list-style-type: none"> Non-teachers/non-police: Provide a copy of your current blue card with card number and expiry date visible Registered teachers: Provide a copy of your current teacher registration certificate or exemption card (Blue Card). Police officers volunteering outside professional duties: Provide a copy of your exemption card (Blue Card). Volunteers for multiple organisations/schools: Ensure linkage to each organisation.

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, Duke of Edinburgh Centre, volunteer start date, contact information, award status and level, Adventure Journey Supervisor activity details, qualifications, skills and experience, signature and position.

The purpose of this collection is for the administration and maintenance of applications relating to Adventurous Journey Supervisors 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 process the Adventurous Journey Supervisor application and you will be unable to participate as an Adventurous Journey Supervisor as part of the Duke of Edinburgh's International Award and Bridge Award program. 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 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/>