



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; you can continue your Award by getting involved at Silver and then Gold levels.

How it all works

Set your own programme.

You can start your Bronze Award in the school year that you turn 14. Create your own programme by choosing an activity in each of the first three sections of the Award listed below, and doing each one for a minimum of one hour a week, for a minimum of three months. You'll also need to complete an Adventurous Journey for 2 days and 1 night.

Service

Challenge yourself to be a responsible, caring member of the community. See pages 6–7



Physical Recreation

Challenge yourself to improve your, health, fitness and performance. See pages 8–9



Skills

Challenge yourself to improve your skills and widen your interests. See pages 10–11



Adventurous Journey

Challenge yourself to journey and explore with your eyes open. See pages 12–13



The sections

The following pages give you some examples of activities you could choose to do in each section.

Remember that these are only suggestions to get you started ... use them to help you think about what interests you'd like to develop, explore or re-visit. If you are finding it hard to choose, your Award Leader can help.



Service



Through the Service section, you get to volunteer in your community and see how your efforts can make a positive difference to the lives of others.

You'll improve your skills in areas such as team work and communication, building self-confidence as a result.



"I volunteer in a Cadet Corps every week which is helping me to gain new knowledge."

Rudy Allen, Canada

Example ideas

Here's a list of some Service ideas that you could do or use as a starting point to create a programme of your own.

People in the community

- Visit people in need, such as elderly or disabled people, on a regular basis, to provide assistance with shopping, gardening or other domestic tasks, or simply keep them company
- Volunteer in hospitals and care centres
- Visit prisons or detention centres under the auspices of the proper authorities
- Help with a local community radio, newspaper or blog
- Coach or manage a sports team
- Do a first-aid course and then make your skills available to benefit the local community, e.g. be a first-aider at football matches or dance competitions

Youth work

- Act in a leadership role in a youth club or uniformed youth organisation
- Assist with teaching primary school children

Community education and health education

- Work with experienced people to educate the local community on important issues such as primary health care, immunisation campaigns, drug or alcohol awareness education
- Teach someone to read or write

Environmental service

- Take part in a conservation project such as clearing wasteland, cleaning a river, or caring for threatened wildlife or trees
- Care for a public or school garden
- Encourage recycling
- Care for animals
- Work in a clean-up campaign
- Promote environmental sustainability

Charity work

- Fundraise for a charity
- Create or maintain a charity website or newsletter

Emergency services

- Help an emergency service team, such as the fire service, surf life-saving, coastguard, police, mountain rescue or Civil Defence

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. You'll build valuable team-skills and self-esteem—all while having great fun!



Photo credit: Glenn McCreath

"I am working hard to be what I want to be. Cricket has changed my life and I would like to be a professional player."

Zukisani Simanga,
South Africa

Example ideas

Here's a list of some Physical Recreation ideas that you could do or use as a starting point to create a programme of your own.

Ball sports

- Rugby
- Soccer
- Netball
- Volleyball
- Basketball
- Handball
- Cricket
- Baseball
- Softball
- Hockey
- Tennis
- Squash
- Table-tennis
- Futsal

Athletics

- Running
- Jumping (high or long)
- Throwing (hammer, javelin, shot put)
- Biathlon, triathlon, heptathlon or decathlon

Winter sports

- Skiing
- Snowboarding
- Luge
- Ice skating
- Ice hockey
- Curling

Water sports

- Canoeing
- Kayaking
- Swimming
- Water polo
- Sailing
- Surfing
- Windsurfing
- Kite boarding
- Water skiing
- Diving
- Synchronised swimming
- Rowing
- Paddleboarding

Martial arts

- Karate
- Aikido
- Judo
- Kickboxing
- Boxing
- Tae kwon do
- Kung fu
- Fencing
- Kendo

Animal sports

- Horse riding
- Polo

Fitness activities

- Aerobics
- Running
- Skipping
- Walking
- Weight training

Adventure sports

- Rock climbing
- Mountaineering
- Parachuting
- Caving and pot holing
- Hang-gliding
- Paragliding
- Kite surfing

Miscellaneous

- Dancing
- Cycling
- Gymnastics
- Weightlifting
- Trampolineing
- Wrestling
- Roller skating
- Skateboarding
- BMX
- Orienteering
- Badminton
- Ultimate Frisbee



Through the Skills section you can 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. Tertiary educators and employers like to see that you have life skills too!



"Without the challenge of the Award, I would still be washing dishes. Today, my eyes are open to the endless possibilities that life offers. The Award has given me the confidence to grab my opportunities."

Vicky Roy, professional photographer, India

Example ideas

Here's a list of some Skills section ideas that you could do or use as a starting point to create a programme of your own.

Music

- Play an instrument
- Learn musical theory
- Sing
- Manage a music event

Sports related

- Officiate for a sport
- Umpire or referee a sport
- Sports equipment maintenance
- Sports ground maintenance

Arts and crafts

- Ceramics
- Clay modelling
- Embroidery
- Dressmaking
- Glass painting
- Jewellery making
- Calligraphy
- Drawing
- History of art
- Painting
- Photography
- Sculpture
- Graphic design

Nature and the environment

- Agriculture
- Aquarium keeping
- Astronomy
- Bee keeping
- Bird watching
- Conservation
- Dog training and handling
- Fishing
- Forestry
- Gardening
- Horticulture
- Animal care and handling

Communication

- Film and video making
- Film studies
- Sign language
- Braille
- Foreign languages
- Newsletter and magazine production
- Reading
- Writing
- Presentation skills
- Public speaking and debating
- Digital media
- Journalism
- Information technology
- Website development

Games

- Billiards, snooker or pool
- Card games
- Chess
- Draughts
- Darts
- Backgammon
- Other table games

Life skills

- Business management
- Financial literacy
- Entrepreneurship
- Health awareness

Technical and vocational skills

- Accounting
- Hairdressing
- Vehicle maintenance
- Engineering
- Fashion
- Furniture making
- Furniture restoration
- Metal work
- Tailoring
- Carpentry
- Cookery

Performance skills

- Drama and theatre skills
- Circus skills
- Puppetry

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.

By getting out of your comfort zone, you'll have the opportunity to learn more about the wider environment, and develop self-confidence and team work skills. You'll never forget it, and you'll never regret it!



"I completed the hike with a smile on my face, not just because I knew it signified I had achieved my Award, but also because I knew in my heart that I had achieved something for me."

Janice Mustfova,
Republic of Ireland

Example ideas

Here's a list of ideas that you could do for your Adventurous Journey, expedition or exploration, or use as a starting point to create a programme of your own.

Adventurous Journey

- Explore the natural world: glaciations, erosion, geology, coastal studies, river valleys, plant studies, bird studies, animal studies or insect studies
- Explore historic land use
- Investigate the survival or extinction of a language
- Explore human impact: visitor pressure in national parks, monitor pollution, survey the numbers of walkers in remote areas
- Carry out health surveys or health education in remote areas
- Complete a particularly demanding journey by foot, cycle or canoe/kayak – for 2 days and 1 night with 6 hours of purposeful effort per day, i.e. approx 20km total distance
- Cycle an historic trail



Next steps

Ready to get started? Just follow these simple steps!

- 1 Register to join the Online Record Book (ORB)**
Go to <https://www.onlinerecordbook.org/> and set yourself up on the Online Record Book.
- 2 Register your chosen activities**
See pages 6–13 for some activity ideas, or come up with your own, and then speak to your Award Leader, who will need to approve your choices. Enter your chosen activities and goals into your Online Record Book.
- 3 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 can record your Assessors' details in the Online Record Book.
- 4 Do the activities**
Do your activities regularly for the set amount of time. Log your activities regularly in the Online Record Book and follow your progress on the progress bar.
- 5 Assessor reports**
When you finish a section, you need to get your Assessor to approve it. You can do this by emailing them a link to your summary of activity in the Online Record Book, or you can download and print the form for them to sign, and then scan and upload it into the Online Record Book.
- 6 Celebrate!**
When you've completed all four sections, your Award Leader will submit them for approval to the Award's National Office who will authorise your **Bronze Award** and send you your badge and Certificate. 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. Hover the cursor over your name and a box will drop down. From here you can click on your profile and change your password, update your personal details and also change your profile picture.

Help, I've forgotten my password!

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

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 into your ORB Documents folder.

How are the percentages worked out for my Award progress?

For the Skills, Physical Recreation and Service sections of the Award, you must undertake regular activity over a set period of time. In the Online Record Book, all logs are recorded in quarter, half and full hours. The general requirement for Skills, Physical Recreation and Service is to undertake regular effort of one hour of activity per week or two hours per fortnight and so on 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 email your Assessor a link to your summary of activities for them to approve. Alternatively, you can download and print the summary for your Assessor to sign (or provide another form of proof), then scan it and upload it to your ORB Library. Talk to your Award Leader if you have difficulties getting your summary into the Online Record Book.

Completing your Award

You will have completed 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
- Your Assessors are happy with your progress and have completed their reports.

Once you've finished your Award, make sure you submit it to your Award Leader using the Online Record Book.

Your Award information will be automatically passed by your Award Leader through the Online Record Book to the National Office who will check everything is correct and, if everything is in order, will send you your Bronze certificate and badge.

Congratulations - you've completed Bronze!

With your **Bronze Award** behind you, you can then get started on your **Silver Award**. You won't need to re-register for the Online Record Book as all your account information will stay the same.

Any questions?

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

If you have a question that can't be answered by your Award Leader, our website or the Online Record Book, contact the National Office:

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You can also connect with us via social media:



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