A group of people walking on a path in the woods

Description automatically generated

Part 1 | Journey Plan

DofE Journey Planning pack

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# Disclaimers

Auckland Challenge is NOT responsible for the safety of any journey where an Auckland Challenge Instructor or Award Leader is not present specifically in the capacity of leading the Journey. An Award Leader’s approval of a journey within the capacity of suitability for The Award does NOT constitute review of, or the adoption of responsibility of the safety planning and risk of a Journey.

Auckland Challenge endeavours to keep this pack up to date with the latest information and requirements. To make sure you are using the most up-to-date information make sure you always download the most recent version from ACORN before planning your journey.

# Introduction

Information for this course and additional resources can be found on the [**Planning your own Journey course**](https://acorn.aucklandchallenge.org.nz/course/view.php?id=40) on ACORN.

## Understanding this pack

This pack is designed to contain the majority of the resources you need to complete your journey and is broken down into the following structure:

* Journey plan (this document): The main document for all of your planning information
* Requirements and Responsibilities: Contains specific details of journey requirements and the responsibilities of various people on the journey.
* Forms: This folder contains additional forms you may need
  + Child safeguarding and consent form
* SOPs: This folder contains the standard operating procedures you must follow
  + Checklists: This contains checklists for participants, supervisors and assessors for which SOPs should be completed
  + SOPs for each role within the journey
* Risk Register: This folder contains Auckland Challenge’s full risk register

You should look through all the documents in this pack before starting to plan your journey.

## The journey planning process

To plan your Award Journey you must be working with the group of participants that will be going on the journey with you, it should also be planned in consultation with your Supervisor and Award Leader to ensure suitability for the Award. Once you have planned your journey it must be uploaded to your ORB account and approved BEFORE the start of the journey.

If you are planning a bush journey please use a TOPO map (<https://www.topomap.co.nz>) in 1:50000 scale, if you are planning an urban journey please use a map like [google maps](https://maps.google.com) in street view.

You can also use [plan my walk](https://planmywalk.nz/) by the New Zealand Mountain Safety Council to help you.

Throughout the planning and journey process you MUST follow the Standard Operating Procedures within this pack and supervisors and assessors MUST meet the requirements specified in this pack.

**Before you go on your journey you MUST enter the details into your Online Record Book and submit it for approval from your Award Leader. You should allow enough time before your journey to allow your Award Leader to review it, and to make any alterations necessary. If the journey is not approved on the ORB before it starts it will not count for your Award. For Activities where Auckland Challenge is the authorising Award Unit journeys must be submitted for approval at least 21 days before the intended start date.**

## Before your journey

Before you go on your journeys you must have completed preparation and training. You MUST have completed all trainings and practice journey (if applicable) up to your current level, if you are a direct entrant you must have completed the earlier level’s training and practices. The training will help you fill out this planning template, give you an overview of what you need to know to do your journey safely and cover other topics like First aid, Campcraft, Navigation and Cooking.

You can do Bronze Training online through ACORN: <https://acorn.aucklandchallenge.org.nz/course/view.php?id=30>

## Limitations

 ⓘ This section applies where Auckland Challenge is the Authorising Award Unit

Auckland Challenge imposes some additional limitations on the style of journeys that can be run using this pack. If you would like to complete any of the following activities you must engage a third party provider whose Safety Management System has been audited by a recognized industry auditor.

The following activities are restricted:

* Alpine
* Any water activity (except river crossings)

# Journey Summary

|  |  |
| --- | --- |
| **Journey Award Level:** |  |
| **Practice / Qualifying?** |  |
| **Journey Name:** |  |
| **Mode(s) of Travel:** |  |
| **Dates:** | **Start:**  **End:** |
| **General Location:** |  |
| **Group Purpose / Goal:** |  |
| **Supervising Organisation:** |  |
| **Assessor Name & email (Qualifying):** |  |
| **Supervisor Name, Phone & email:** |  |
| **Authorising Award Unit:** |  |

# Roles and responsibilities

## Supervisor

Every journey MUST have a supervisor and shadow party, their role is:

* Before the journey, review the participant’s plans, safety management and journey information to ensure the participant will be safe on their journey and is well prepared for the type of journey they are undertaking including having completed their training.
* Follow the participants on their journey ensuring they are safe
* Debrief with the Assessor after the journey to cover participant’s actions on the journey.
* A supervisor CAN be family member and MUST be over 18.
* The supervisor should be competent in the environment and activity the journey is undertaken in.
* The guardians of all minors on a journey MUST consent to the supervisor partaking in the journey.
* Throughout the journey participants should be self-sufficient, for this reason the Supervisor is only there for safety and should not influence the group’s actions unless they are about to undertake a needlessly risky activity, or the supervisor has specific knowledge the group requires. All decisions made should be that of the participants.
* The supervisor MUST meet the minimum competencies specified in the minimum competencies document under “Forms”
* The supervisor is responsible for the safety of all other persons on the journey including the Assessor

## Assessor

Your Qualifying journey will need an assessor, the Assessor’s role is:

1. Before the journey the assessor must review the planning paperwork and trip details to ensure the journey meets The Award’s requirements and checks set out in the Assessor checklist.
2. Immediately after the journey debrief with the participants covering what they learned, what they would change and their experiences on the journey.
3. Read or view the participants’ reports to ensure they met journey requirements, whether they met their goals and to ensure the journey was appropriate for the participant’s Award Level
4. The Assessor must meet the requirements set out in “Roles and Responsibilities”

Your assessor CANNOT be a family member and your assessor MUST be over 18 and should be familiar with The Award’s requirements.

The Assessor and Supervisor may be the same person if they fulfil the requirements. Where the Assessor is not also the supervisor the Assessor reports to the Supervisor and must follow their instruction and direction.

## Award Leader

The Award Leader will be the Award Leader or coordinator for the Award Unit your journey is being operated under. The Award Leader is responsible for:

* Ensuring the journey meets Award Requirements and is able to be counted as an Award Journey
* Providing feedback and suggestions on the planned activities
* Approving the Adventurous Journey in the ORB for participants in an Award Unit that that leader controls.
* Determining the suitability of the shadow party.

The Award Leader is not responsible for checking or approving the safety requirements or plan of the journey. This is the responsibility of the Supervisor.

## Participants and other persons

All other persons on the journey including participants, parent helpers, support persons and any other person that is not a Supervisor, or Assessor is considered to be a participant. All people in this category regardless of position must follow the direction of the Supervisor as they are responsible for the overall safety of the Journey. Adult participants (e.g. parents, support persons) do not have authority over the operation of the journey and report to the supervisor unless the supervisor’s decision is likely to cause harm.

All participants in this category are required to be at the same level of training as the Award Level the journey has been prepared for e.g. have completed Bronze, Silver, or Gold training, or have other higher level experience.

# Overall Plan

## 🧑‍🤝‍🧑Group Information

 ⓘ This section covers your group’s information, abilities, and emergency information. When filling out you need to remember: This section is for your safety, this means you need to answer each section honestly, even if it may be uncomfortable for you. This table must contain the details for ALL persons on the journey including the shadow party and any person not enrolled with DofE

Your emergency contact should be reachable for the duration of the journey, over 18 and must be capable of organising transport in case of an incident.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Participant Age (participant only)** | **Participant: Award Level & Journey type (practice/qualifying)**  **Other people: Role (supervisor/assessor/shadow)** | **Medical Conditions & challenges** | **Medications** | **Emergency contact** | **Emergency contact phone** | **Second emergency contact** | **Second emergency contact phone** | **Appropriate Adventurous Journey Training completed? OR “Non DofE participant)** |
|  |  |  |  |  |  |  |  |  |  |
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 ⓘ The group also needs a group emergency contact, this is the person responsible for contacting emergency services if something goes wrong. You should also detail the time an emergency contact should wait after the journey is supposed to end before they contact Emergency Services

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Emergency Contact Name: |  |  | Expected end date & time: |  |
| Emergency Contact Phone |  |  | Notify emergency services if the group is unreachable after: |  |
| **❗Provide a copy of this sheet to your group emergency contact** |  |  | Group contact methods e.g. PLB, supervisor’s phone, radio etc. |  |

## Risk Management

### 🌩️Weather

|  |
| --- |
| **📗 For more information on checking and reading weather see:** [**JPLM101: Checking the weather**](https://acorn.aucklandchallenge.org.nz/mod/page/view.php?id=508) |

 ⓘ Here you should detail the expected weather for your journey, you should check at least two different weather forecasting services.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Day before** | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day after** |
| **General condition**  What the normal forecast weather is. |  |  |  |  |  |  |
| **Extreme condition**  The worst that the weather could get. |  |  |  |  |  |  |
| **Cancellation point**  If the weather forecast gets to this point before, or during the journey you will call it off. |  |  |  |  |  |  |
| **Additional notes** |  |  |  |  |  |  |

### ⚡Risks

|  |
| --- |
| **📗 For more information on risk management see:** [**JPLM102: Risk Management**](https://acorn.aucklandchallenge.org.nz/mod/page/view.php?id=509) |

ⓘ For this section detail any risks you can identify for your journey and what you can do about them. This should contain risks specific to your journey, there is also an additional risk management table available as part of this pack.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Harm**  What could go wrong? | **Hazard**  Why would this happen? | **Risk Rating**  How serious? | **Controls**  What steps can you take to prevent this? Who should be doing this? | **Residual Risk**  What is the risk rating after the controls have been applied? |
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## 🚨 Emergency procedures

ⓘ Here you should detail your overall emergency procedures. These go beyond your risk register and should show what you will do in an emergency. Think about scenarios like if someone breaks their leg, a flash flood, or someone goes missing.

|  |
| --- |
| **📗 A sample emergency procedure is available here:** [**JPLM103: Emergency Management**](https://acorn.aucklandchallenge.org.nz/mod/page/view.php?id=510) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Scenario** | **Likelihood** | **Severity** | **Procedure** |
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## 🍽️Meal Planning

ⓘ Here you should list the meals you are planning to have on your journey, include items like snacks and emergency food, For more information on what sort of food you should bring, refer to your Preparation and Training

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ⬇️ Day | Participant ➡️ |  |  |  |  |  |  |  |
| Day 1 | **Lunch** |  |  |  |  |  |  |  |
| **Dinner** |  |  |  |  |  |  |  |
| **Snacks** |  |  |  |  |  |  |  |
| Day 2 | **Breakfast** |  |  |  |  |  |  |  |
| **Lunch** |  |  |  |  |  |  |  |
| **Dinner** |  |  |  |  |  |  |  |
| **Snacks** |  |  |  |  |  |  |  |
| Day 3 | **Breakfast** |  |  |  |  |  |  |  |
| **Lunch** |  |  |  |  |  |  |  |
| **Dinner** |  |  |  |  |  |  |  |
| **Snacks** |  |  |  |  |  |  |  |
| Day 4 | **Breakfast** |  |  |  |  |  |  |  |
| **Lunch** |  |  |  |  |  |  |  |
| **Snacks** |  |  |  |  |  |  |  |
| Emergency food | |  |  |  |  |  |  |  |

# Day one

ⓘ This section provides a brief summary of each day, as well as your route for that day

## 🌐Overview

|  |  |  |  |
| --- | --- | --- | --- |
| Start Point and Time: |  | Expected arrival time at end camp: |  |
| Expected Weather: |  |  |  |

## ⚡Risks

ⓘ From your overall risk management list any risks specific to this day e.g. river crossing. This helps to keep it in mind

|  |  |  |
| --- | --- | --- |
| ⚡Risk | 📍Location | 🛟Mitigation |
|  |  |  |
|  |  |  |

## 🗺️Route map

ⓘ Insert images of your planned route here

## 🚶Route card

|  |
| --- |
| **📗 For more information on completing a route card see:** [**JPLM104: Route cards**](https://acorn.aucklandchallenge.org.nz/mod/page/view.php?id=511) |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Leg** | **From -** | **General direction**  **or bearing** | **Distance**  **in km** | **Height climbed in m** | **Time allowed for journeying** | **Time allowed for exploring, rests or meals** | **Total time**  **for leg** | **Estimated Time of Arrival** | **Setting out time:** |  |
| **Brief details of route to be followed or planned activity.** | **Escape/Notes** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |

# Day two

ⓘ This section provides a brief summary of each day, as well as your route for that day

## 🌐Overview

|  |  |  |  |
| --- | --- | --- | --- |
| Start Point and Time: |  | Expected arrival time at end camp: |  |
| Expected Weather: |  |  |  |

## ⚡Risks

ⓘ From your overall risk management list any risks specific to this day e.g. river crossing. This helps to keep it in mind

|  |  |  |
| --- | --- | --- |
| ⚡Risk | 📍Location | 🛟Mitigation |
|  |  |  |
|  |  |  |

## 🗺️Route map

ⓘ Insert images of your planned route here

## 🚶Route card

|  |
| --- |
| **📗 For more information on completing a route card see:** [**JPLM104: Route cards**](https://acorn.aucklandchallenge.org.nz/mod/page/view.php?id=511) |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Leg** | **From -** | **General direction**  **or bearing** | **Distance**  **in km** | **Height climbed in m** | **Time allowed for journeying** | **Time allowed for exploring, rests or meals** | **Total time**  **for leg** | **Estimated Time of Arrival** | **Setting out time:** |  |
| **Brief details of route to be followed or planned activity.** | **Escape/Notes** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |

# Day three

ⓘ This section provides a brief summary of each day, as well as your route for that day

## 🌐Overview

|  |  |  |  |
| --- | --- | --- | --- |
| Start Point and Time: |  | Expected arrival time at end camp: |  |
| Expected Weather: |  |  |  |

## ⚡Risks

ⓘ From your overall risk management list any risks specific to this day e.g. river crossing. This helps to keep it in mind

|  |  |  |
| --- | --- | --- |
| ⚡Risk | 📍Location | 🛟Mitigation |
|  |  |  |
|  |  |  |

## 🗺️Route map

ⓘ Insert images of your planned route here

## 🚶Route card

|  |
| --- |
| **📗 For more information on completing a route card see:** [**JPLM104: Route cards**](https://acorn.aucklandchallenge.org.nz/mod/page/view.php?id=511) |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Leg** | **From -** | **General direction**  **or bearing** | **Distance**  **in km** | **Height climbed in m** | **Time allowed for journeying** | **Time allowed for exploring, rests or meals** | **Total time**  **for leg** | **Estimated Time of Arrival** | **Setting out time:** |  |
| **Brief details of route to be followed or planned activity.** | **Escape/Notes** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
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| 6 |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |

# Day four

ⓘ This section provides a brief summary of each day, as well as your route for that day

## 🌐Overview

|  |  |  |  |
| --- | --- | --- | --- |
| Start Point and Time: |  | Expected arrival time at end camp: |  |
| Expected Weather: |  |  |  |

## ⚡Risks

ⓘ From your overall risk management list any risks specific to this day e.g. river crossing. This helps to keep it in mind

|  |  |  |
| --- | --- | --- |
| ⚡Risk | 📍Location | 🛟Mitigation |
|  |  |  |
|  |  |  |

## 🗺️Route map

ⓘ Insert images of your planned route here

## 🚶Route card

|  |
| --- |
| **📗 For more information on completing a route card see:** [**JPLM104: Route cards**](https://acorn.aucklandchallenge.org.nz/mod/page/view.php?id=511) |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Leg** | **From -** | **General direction**  **or bearing** | **Distance**  **in km** | **Height climbed in m** | **Time allowed for journeying** | **Time allowed for exploring, rests or meals** | **Total time**  **for leg** | **Estimated Time of Arrival** | **Setting out time:** |  |
| **Brief details of route to be followed or planned activity.** | **Escape/Notes** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
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| 7 |  |  |  |  |  |  |  |  |  |  |

# 🎒Gear

ⓘ This is a basic gear list that contains most of the gear that is required by most journeys. You should alter this gear list to suit your journey requirements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal Gear** | | | | | |
| **Item** | **Have** | **Packed** | **Item** | **Have** | **Packed** |
| Boots |  |  | Water purification method (if not boiling) |  |  |
| Socks |  |  | Toiletries (including toilet paper |  |  |
| Shorts |  |  | Sleeping mat (if camping) |  |  |
| Quick-dry t-shirt |  |  | Sleeping bag |  |  |
| Thermal top |  |  | Knife / Fork / Spoon |  |  |
| Thermal bottoms |  |  | Plate / Bowl |  |  |
| Jumper / Fleece |  |  | Sunscreen (SPF 50+) |  |  |
| Raincoat |  |  | Insect repellent |  |  |
| Full change of clothes for night |  |  | Emergency Food |  |  |
| Sufficient spares of the above for the trip |  |  | Matches / lighter |  |  |
| Sunhat & Beanie |  |  | Towel |  |  |
| Spare shoes |  |  | Anything you need for journey's goal |  |  |
| Pack (50-75L) |  |  | **Other gear (may be shared between the group)** | | |
| Daypack (exploration) |  |  | Activities for night e.g. pack of cards |  |  |
| Pack liner |  |  | Stove & Gas |  |  |
| Whistle |  |  | Pots / Billies |  |  |
| First aid kit |  |  | Cooking utensils |  |  |
| Survival kit |  |  | Food |  |  |
| Map & Compass |  |  | Dishwashing gear |  |  |
| Watch |  |  | Emergency Shelter (if not carrying tents) |  |  |
| Torch & spare batteries |  |  | Tent |  |  |
| Water (and bottle) 2L minimum |  |  | Communication equipment (radio, PLB) |  |  |
| \*This gear list is a starting point ONLY; you need to alter it according to your journey and group | | | | | |

# Signoff and Approval

|  |  |
| --- | --- |
| Journey Name |  |
| Start Date |  |
| End Date |  |
| Primary Contact |  |
| Journey code (Auckland Challenge only) |  |

## Assessor

|  |  |  |
| --- | --- | --- |
| * As the Assessor for this journey, I certify I have read and understand the requirements of an Assessor as set out by The Duke of Edinburgh’s International Award Aotearoa New Zealand | Hillary Award and I am familiar with the requirements of an Award Journey. * I believe this journey fulfils the requirements of an Award Journey and is appropriate for the Award Level of the participants involved. | | |
| Name: | Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: / / 20 |

## Supervisor

|  |  |  |
| --- | --- | --- |
| * As the appointed Supervisor for this journey, I certify that I have reviewed the journey plan with the involved participants, and that I am satisfied the appropriate safety measures have been taken. * I understand that I am responsible for the safety of all participants on this journey and that I may cancel or alter the journey if needed for the safety of participants, I will take full responsibility for these decisions. * I confirm I have read and understand the requirements of a shadow party as determined by The Duke of Edinburgh’s International Award Aotearoa New Zealand | Hillary Award, along with any additional requirements of the Award Unit this journey is being run under. * I confirm that I meet the requirements for a supervisor as set out by The Award and the authorising Award Unit. * I Confirm I meet the Volunteer Supervisor Minimum Competencies specified in this pack (where Auckland Challenge is the Authorising Award Unit) * Every supervisor on the journey must sign this section | | |
| Name: | Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: / / 20 |

## Award Leader

|  |  |  |
| --- | --- | --- |
| * As the authorising Award Leader, I certify I have reviewed this journey plan and that it meets the Award Requirements as set out by The Duke of Edinburgh’s International Award Aotearoa New Zealand | Hillary Award. * I believe the journey is appropriate for the Award Level of the participants involved. * I am satisfied it is an appropriate Award Journey. | | |
| Name:  Award Unit: | Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: / / 20 |

\*This sheet must be signed and stored by the Authorising Award Unit.

## Child Safety

The nature of Award Journeys require that participants are supervised by a person over 18. Because of this the guardians of all minors on the journey must be comfortable with the presence and character of the supervisor on the journey. If you are not comfortable with the appointed supervisor please withdraw your child from the journey or speak with the authorising Award Lader for other options. If you wish to have the supervisor Police vetted under the Children’s Act 2014 please speak with your Award Unit about options.

The guardian of each participant must fill in a copy of the child safeguarding and consent form included with this pack.

# ORB

You now need to create this journey in your Online Record Book and send it for approval. If your journey is not approved in the ORB before you go, it will not count for your Award. When creating the journey in the ORB make sure to upload this planning document as a file or link in the notes so that there is a record of it.

If all participants are in the same Award Unit, at the same level and are using it for the same journey e.g. practice/qualifying then you only need to create the journey once. You can then send a request to your Award Leader to add other participants into that journey. However ALL participants must click “Send for Approval” Before the start of the journey.

**🛑 STOP HERE** You now need to wait until your Award Leader has approved the Journey in your Online Record Book before you can use it for your Award. If your journey has not been entered into your ORB record and approved before you go it may not be counted for your Award.