

DUKE OF ED & SLSNSW

QUICK START GUIDE

This guide is designed to help your club hit the ground running with the Duke of Ed program pilot. The goal is to wrap the Duke of Ed Award framework around your existing club activities so that youth members can participate in the program and receive globally recognised credit without adding a heavy workload for volunteers.

Step 1: Appoint an Award Leader

Who: Ideally the Club Youth Coordinator, keen volunteer or club member.

Role: The Award Leader is the main point of contact. They don't need to be an expert in every activity; they simply oversee the participants' progress via the Online Record Book.

Training: Training for Award Leaders is provided via an online course (approximately 2 hrs) which can be completed in your own time, plus a facilitated online face-to-face session which will include Award Leaders from other SLS clubs (2-3 hrs).

Step 2: Identify Your Participants

Eligibility: Any club member aged 13 to 24 (a great opportunity for nippers transitioning to patrols).

The Pitch: Get prestigious, globally recognised qualifications for patrols, training, sport and awards that you are already doing.

Target: Start with your Under 14 nippers / current SRC group, progress to engage your BM group.

Step 3: Engage your Youth Members using the Duke of Ed / SLSNSW PowerPoint Presentation

- Bring your youth members together to share more about the Duke of Ed Program
- Share the SLS Activity Map with your youth members
- Ask them to pick one activity for each of the four sections (Service, Skill, Physical, Adventurous Journey).

The 'Double Dip' Win: Remind them that a single program (like a Bronze Medallion course) can cover multiple sections: the theory/study is their Skill, and the fitness/water work is their Physical Recreation.

Step 4: Assign Duke of Ed Assessors (the club already has them!)

A Duke of Ed Assessor just needs to be someone (not a family member) who can verify the activity was done. These assessors need to verify the members have completed their activities via the online Duke of Ed platform.

Assessors are also encouraged to assist participants to identify their goals, monitor activities, and serve as a mentor. For example, a Patrol Captain or Vice-Captain to sign off on patrol hours, a coach for any sport training, or a Chief Training Officer for award completion.

Step 5: Youth Members Register and Log activities

Online Record Book: Participants log their hours via the Duke of Ed Online Record Book app.

Approval: Once a section is finished, an automated email will be sent to the Club Duke of Ed Assessor to sign off the hours. The Award Leader gives the final digital 'thumbs up' following this sign off.

Top 3 Tips for a Low-Resource Pilot:

- 1. Batch Your Briefing:** Instead of one-on-one meetings, hold a 15-minute briefing to get everyone registered at once.
- 2. Align with the Season:** Set the Award duration to match the SLS season (September to April). This makes the Voluntary Service (Patrols) and Physical Recreation (Surf Sports) easy to track.
- 3. The Adventurous Journey:** In the first year, look at existing overnight programs or activities. If your club already does a youth weekend, patrol swap or Bronze Training Weekend, this likely satisfies the Adventurous Journey requirement with very little adjustment. Refer to the Duke of Ed / SLSNSW Activity Map for more suggestions.

Need Help?

As part of this pilot, Surf Life Saving NSW and the NSW Office of Sport Duke of Ed team are here to handle the heavy lifting. If you have questions about specific activities or the Online Record Book, contact:

NSW OFFICE OF SPORT (DUKE OF ED)

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