

**#WORLDREADY**



# LEARNING FRAMEWORK OF THE AWARD

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**The Duke of Edinburgh's International Award Nepal**





**#WORLD  
READY**

THE DUKE OF EDINBURGH'S  
INTERNATIONAL AWARD   
NEPAL

# 1. INTRODUCTION

Training of adults who deliver The Duke of Edinburgh's International Award (the Award) is critical to its success at your organization and around the world.

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The Delivering the Award training framework is part of a comprehensive support system for adults at sub-licensed Award Centers, which also includes a combination of peer-to-peer engagement opportunities and ongoing support from the National Award Operator (NAO) team.

The Delivering the Award training framework is intended to equip people with the knowledge, skill and confidence to support participants to do their Award, specifically in the manner envisaged in our Guiding Principles. It not only provides detail on the Award framework; standards to be met; and delivery tools to be used, it also helps to develop key skills, including:

- ▶ Active listening
- ▶ Goal setting
- ▶ Coaching
- ▶ Giving constructive feedback
- ▶ Understanding risk

As the Award is always driven by the participant, we do not prescribe activity or content in any section of the Award. Therefore, we do not provide technical skills training (map-reading etc.) in relation to the Adventurous Journey (AJ) section or any other section. However, please be aware that there may be particular outdoor pursuits skills required during the preparation and delivery of the AJ, which should be delivered by a suitably competent expert.

Our training is only available to individuals at (or working with) sub-licensed Award Centers. To find out how to become licensed to deliver the Award at your location, please email at [doeianepal@gmail.com](mailto:doeianepal@gmail.com)

## 2. DELIVERING THE AWARD

E-Learning training modules and instructor based training for adults who deliver The Duke of Edinburgh's International Award (the Award)

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### TRAINING FRAMEWORK

Level	Course	Delivery method	Award Leader	Award Coordinator
1	Delivering the Award	Online	Required	Required
	Online Record Book for Award Leaders	Online	Required	Required
	Award Coordinator Course	Online	N/A	Required
2	Award Delivery Basics	Face to face	Required	Required
	Lifecycle of an Award	Face to face	Required	Required
	AJ and Award Management	Face to face	Required	Required
	Training for Trainers	Online/ Face to face	Suitable	Suitable

### Recognition on Training

Our training for adults in the Award is recognized uniformly across the Award community around the world and once completed, your training remains valid for as long as you stay active without significant gaps in your Award delivery

We currently do recognize prior training which was completed with a National Award Operator (NAO) in any part of the world. Recognition of previous training for anyone seeking to deliver the Award is at our discretion based on the certificates as evidence

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## LEVELS OF TRAINING

### LEVEL 1

Level 1 is e-learning. It introduces delegates to the components of the Award, and gives information about the knowledge, skills, behaviors and tools which are useful for delivering the Award. It consists of the following four online modules, which can be completed at the delegate's preferred pace:

- ▶ Level 1: Delivering the Award (approx. 3 hours)
- ▶ Online Record Book for Award Leaders (approx. 20 minutes)

Delegates receive an e-certificate upon completion of Level 1.

Level 1 training is free of charge.

### LEVEL 2

Level 2 delivers more advanced lessons to build on the knowledge learned during Level 1, and on the Award experience gained by delegates in the interim. Level 2 is an instructor-led workshop delivered by a 1-day face-to face workshop, consisting of 3 sessions of 8 hours

- ▶ Session 1: Award Delivery Basics
- ▶ Session 2: Lifecycle of the Award
- ▶ Session 3: Adventurous Journey and Award Management

Delegates receive a certificate upon successful completion of Level 1 and Level 2. For dates, fees and booking details for upcoming Face-To-Face Award Leader Training, contact your NAO.

## Advanced Key Role Training

### Award Coordinator Course

Award Coordinator training e-learning module ONLY for Award Coordinators – aiding understanding of how to manage delivery of the Award within an Award Center: coordinating logistics; leading and supporting Award Leaders; and overseeing Award groups.

### Introduction to Safeguarding for all adults involved in the Award-

E learning module for all volunteers involved in the delivery of the Award within an Award Center – Award Coordinator, Award Leader, AJ Supervisor, AJ Assessor, Section Supervisor;

## Steps to Complete Delivering the Award Training

### STEP 1 REGISTER ON THE AWARD COMMUNITY

Register/log in to our online community learning platform, the Award Community.  
<https://www.awardcommunity.org/ac/>

When registering, please only select 'NAO' as your organization type and for Award Role, please select Award Leader

### STEP 2 APPROVAL OF REGISTRATION

Your registration is approved by NAO team.

Feel free to contact your NAO team once you register so that they can approve your registration right away,

You will receive a notification via email once your registration is approved.

### STEP 3 COMPLETE LEVEL 1 (ONLINE)

Once you log in, you can see Award Course list tab on the top menu bar.

Complete the following modules:

**Level 1: Delivering the Award (approx. 3 hours)**

**Online Record Book for Award Leaders (approx. 20 minutes)**

*\*You will receive an e-certificate upon completion of these modules*

*\*There are multiple courses. You DO NOT need to complete all the courses*

## STEP 4 REGISTER TO ATTEND LEVEL 2 TRAINING

Upon completion of Level 1, register to attend a Level 2: Delivering the Award workshop organized by NAO.

For dates, fees and booking details for upcoming workshops, contact your NAO.

**Level 2 Registration Link:** [Here](#)

Please note: your registration to attend a workshop will only be accepted if:

- you have successfully completed Level 1
- your Award Center has no outstanding invoices

## STEP 5 BEGIN DELIVERING THE AWARD

Register on the Online Record Book (ORB) – the online platform for overseeing your participants' Awards. (Your ORB registration will only be verified if you have completed Step 3).

Begin delivering the Award as an Award Leader. Seek support from your NAO.

Use this time to document questions you may have; you will be given an opportunity to ask them during the Level 2 workshop.

## STEP 6 COMPLETE LEVEL 2 INSTRUCTOR LED WORKSHOP

In advance of attending your chosen 2-day Level 2 Workshop,

- complete Level 1 training
- Pay the training fee in full

Attend your chosen Level 2 Delivering the Award workshop. 100% attendance is required for successful completion.

## Training Pathway

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### Level 1: Delivering the Award

This course provides a basic introduction to the Duke of Edinburgh's International Award, its principles, framework and overview on safeguarding, Award management and digital tool tools which are useful for delivering the Award.

**Applicable to all adults in the Award**

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### Online Record Book for Award Leaders

This course is designed for Award Leaders who are delivering the Duke of Edinburgh's International Award. It provides detail step-by-step guidance on how to use the Online Record Book (ORB) web interface.

**To be completed before starting to use ORB**

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### Level 2: Delivering the Award

This course provides adults in Award roles with an understanding and consistent interpretation of their role, and provide an overview of some of the skills, behaviours, and awareness required to effectively deliver The Duke of Edinburgh's International Award (the Award) in line with the experiential learning philosophy of the programme

**Applicable to all adults in Award delivery role.**



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## Training Module Breakdown

### Level 1: Delivering the Award

- Award Overview
- Non-formal Education and Learning
- The Award Programme
- Sections of the Award
- Introduction to Safeguarding
- Award Management

### Level 1: Online Record Book (ORB) for Award Leaders

- All about the ORB
- Getting Started
- Landing Page
- Award Progress and Monitoring
- Adventurous Journey
- Award Completion
- Other processes and Useful Functionality

### Award Leaders Level 2: Delivering the Award

- Award Delivery Basics
- Lifecycle of an Award
- Adventurous Journey and Award Management

For any queries contact  
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*Saksham Yuwa Nepal is the National Award Office (NAO) of the Duke of Edinburgh's International Award in Nepal*