

External Adventurous Journey Providers (EAJP) AJ Request Application

As a participant with YouthAdvance, we aim to support you in achieving your Duke of Edinburgh's International Award and ensure all of your activities meet the requirements. Currently, a large number of Adventurous Journeys submitted to the Duke of Ed Office are being rejected for noncompliance. As your Award Leader, we want to make sure that the effort you put into your award will not be wasted from your Adventurous Journey being rejected. It is also a **responsibility** and **priority** for us, that the organisations our participants engage in are **fulfilling their duties to ensure safety and abide by the award requirements**.

The Following document requires the Participant to contact and engage the External Adventurous Journey Provider EAJP they have selected and in partnership, complete the following fields. An **AJ MUST NOT BE BOOKED** with an external provider until this document has been completed and approved by YouthAdvance. We do not take responsibility for loss of funds due to an AJ being rejected due to lack of compliance by both the Participants, Parents and EAJP.

Please complete the following elements, supply the full details with all relevant information. We use this information to determine whether the proposed AJ meets the requirements of the Award as stipulated in the [Award Hand Book](#).

We aim to keep the initial Award registration fees finically achievable as possible for all participants. For those who choice to undertake their AJ external to YouthAdvance the EAJP RA will incur a **\$125.00 administration fee payable per participant**, per program.

We encourage participants to challenge themselves and utilise the fantastic opportunities available to them but have a responsibility to them and the Award to ensure compliance to the Award requirements. The EAJP RA fee covers the time required to verify EAJPs and the programs that participants wish to undertake. This fee must be paid before the EAJP Request Application is evaluated and processed.

Please use the following link to submit your EAJP RA and make payment; [EAJP AJ request Application](#)

| SECTION 1 - Participants Personal Details | |
|---|-----------------------------|
| First Name: | Surname: |
| Street Address: | |
| Email Address: | Participants Mobile: |
| If under 18, Parent or Guardians Name: | |
| Parent or Guardians Email: | Parent or Guardians Mobile: |
| Participants YouthAdvance Award Leaders Name: | |

| SECTION 2 - External AJ Providers Details | |
|--|----------------|
| Name of Organisation: | |
| Contact Name: | Email Address: |
| Office Address: | |
| Office Phone: | Website: |
| ABN: | |
| Please provide a copy of the organisations public liability insurance. | |

SECTION 3 - Type of Adventurous Journey Being Considered in this Application

All journeys must have a clearly stated objective. Having a clear objective/purpose is intended to ensure that Participants develop a connection to the area in which they journey, with their senses alert to their surroundings, and by observing and noting relevant facts and feelings.

1. Expedition

An expedition is a journey with a purpose. In an expedition, the primary focus is on the journeying, which is broadly two thirds of the purposeful effort. In an expedition, the main activities include route finding and/or navigation, setting and packing up camp, and tasks related to the purpose of the journey.

For example: A group of Participants may choose to walk from Blackheath to Mt. Victoria through the Grose Valley in the Blue Mountains, NSW. Another group may choose to go on a cycling journey through rural Vietnam.

2. Exploration

An exploration is a purpose with a journey. In an exploration, the primary focus is to observe and collect information relevant to the purpose. More time and effort is spent on this, and consequently less time is devoted to getting from one place to another. The journeying aspect in an exploration remains significant, with a minimum of one third of the planned activity hours being spent on journeying.

For example: A team may be keen rock climbers, so may choose to undertake a survey of rock climbing routes in the Grampians, Victoria (where they would base camp). Australian native birds may be studied at school, and a group may choose to journey through Kakadu National Park (NT), and study the bird life as a main feature of their exploration.

3. Adventurous Project (GOLD ONLY)

The Adventurous Project is a journey that does not quite conform to the specific requirements of an expedition or exploration, although the aim and ethos remains the same. The Adventurous Project is at least as demanding and is often significantly more demanding than a standard expedition or exploration. Also, refer to 6.16 below

1. Consequently, the Adventurous Project is usually suited to those over 18 years of age as it tends to require more innovation, creativity and challenge than an expedition or exploration. It may also be a venture that can only be undertaken with less than four people or greater than seven group members. Note in some States or Territories Adventurous Projects may be restricted to Participants over the age of 18 eg for solo journeys. Please check with the relevant SAOA.
2. Before commencing an adventurous project, Participants must be adequately prepared, trained, and experienced prior to departure to ensure they can complete the adventurous project safely.
3. For example: A Participant may take part in a fauna study in the remote Tasmanian wilderness (in a group of 3 and relying on food drops), another
4. may undertake a sailing trip as part of an larger organised sailing even down the east coast of Australia. Other Participants may trek to Everest
5. Base Camp in Nepal, or undertake an extended hike along the Camino pilgrimage trail in Spain with their group composition changing at various times.
6. All Adventurous Project proposals must first be approved by the Award Leader (on behalf of the Award Unit) and Adventurous Project proposals must be discussed with the local State/Territory Award Operating Authority to determine their suitability prior to it being undertaken.

| Types of Adventurous Journey being considered in the application; | |
|---|--------------------------------|
| Type of AJ; | Y/N |
| Expedition | |
| Exploration | |
| Adventurous Project | |
| Program Name: | Program Location: |
| Start Date of Program: | Finish Date of Program: |
| Adventurous Journey Type, expedition, explorations or adventurous project? : | |
| Activity(s) being undertaken: | |

| | | |
|---|--|--|
| | | |
| 2 | <p>Undertake preparation and training which is relevant to their planned journeys and skill level. Note: Sufficient and appropriate preparation and training is required at each level of the Award to ensure all journeys undertaken with confidence by the Participants.</p> | <p><i>Please complete the preparation and training table in section 6</i></p> |
| 3 | <p>All members of the group must be involved with the planning and training</p> | <p><i>Provide details in how all participants are involved in the following process;</i></p> <p><i>Planning;</i></p> <p><i>Training;</i></p> |
| 4 | <p>Ensure they discuss and obtain approval from their Award Leader 45 days prior to commencing this Section. This includes preparation and training; all Practice Journeys and the Qualifying Journey. Note: Activities such as a tourist trip or family holiday are not appropriate, as are some school camps see 6.17 for more</p> | <p><i>The completion of this form meets this requirement, this form must be submitted no less than 45 days prior to the first planned activity. All completed form must be submitted by the YouthAdvance EAJP AJ request Application</i></p> |

| | information. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|---|---|-----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 5 | Obtain written parent/guardian consent prior to departing on each journey (if they are under the age of 18). | <p><i>Parents please read the written parent/guardian consent below and sign;</i></p> <p>I give permission for my child, named above to attend the expedition at the venue and dates as specified on the program details section. I accept the arrangements as outlined above. I accept and acknowledge the risks associated with this program. I acknowledge that YouthAdvance has no control over governance over EAJP and therefore YouthAdvace cannot guarantee that the information provided in this document will be executed as communicated and outlined in this document. From this, if the program as specified in this document is modified without notification to and approved by YouthAdvance prior, YouthAdvance will not be held responsible for any lost funds or the AJ being deemed "not approved" by YouthAdvance and or the State Awards Office.</p> <table border="1"> <tr> <td>Parent/Guardians Name</td> <td>Signature</td> <td>Date</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> | Parent/Guardians Name | Signature | Date | | | | | | | | | | | | | | | | | | | | | | | | |
| Parent/Guardians Name | Signature | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Be supervised and also assessed by suitably skilled, experienced and/or qualified Volunteer(s). | <p><i>Is the AJ Provider a child safe organisation Y. / . N. (please circle)</i></p> <p><i>Provide us with a list of the accompanying skilled/experienced and or qualified persons who will be supervising you on this program, these persons MUST also be the persons who accompany you one the program. They must all complete an Assessor Commencement guide.</i></p> <table border="1"> <thead> <tr> <th>Accompanying persons</th> <th>skilled/experienced and or qualified Y/N</th> <th>Has this person signed a ACG Y/N</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table> | Accompanying persons | skilled/experienced and or qualified Y/N | Has this person signed a ACG Y/N | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Ensure there are a minimum of four (4) people in each Adventurous Journey group (with a maximum of seven (7). Groups larger than 7 must be split into smaller sub-groups. Participants must identify themselves with their sub-group for all activities related to the journey. | <p><i>Provide an outline of how the groups are formed, the ratio of Participants to AJ assessors. The Award defines a "group" as an independent self-contained party, that must maintain the group composition through the whole program. This includes traveling together, meal preparation, and overnight elements. Multiple groups on the same program must not be intermixed for the duration of the program. If there are multiple groups on program, provide evidence on how the groups will not intermix for the duration of the program;</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Endeavour to undertake their Adventurous Journey(s) with peer group equals who will make decisions together. | <p><i>How will this element be meet?</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|-----------|--|--|--|
| | <p>canoeing, walking etc). Refer to 6.9 and 6.11 of the Award handbook for more information, and</p> | | |
| | <p>d. require substantial individual effort in the journeying.</p> | <p>Define the substantial individual efforts that you will contribute to the group as a whole, participants cannot just go with the flow; <i>each participant must be able to demonstrate involvement in a role or responsibility that is integral to the group's success.</i></p> | |
| <p>10</p> | <p>Undertake sufficient Practice Journeys to ensure that the Qualifying Journey is safe. At least one Practice Journey is required at each level of the Award.</p> | <p>Provide details of the practice journey;</p> | |
| <p>11</p> | <p>Only utilise simple self-catering accommodation (eg shelters, tents, hostels) and be largely self sufficient throughout the journey.</p> | <p>What sort of accommodation will the participants be using, are they largely self-sufficient?</p> | |

| 12 | <p>Ensure the Qualifying Adventurous Journey meets the minimum time requirements for the chosen level of the Award as outlined in the table below. *YA stipulates that both the practice and Qualifying journey meet the following minimum time requirements</p> | <p>Provide an hourly itinerary showing the "purposeful effort" hours (Please do not put see attached document, the hours MUST be layout out below)</p> <div style="text-align: center; margin: 10px 0;"> TIME REQUIREMENTS </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="text-align: left;">Level</th> <th style="text-align: center;">Days</th> <th style="text-align: center;">Nights</th> <th style="text-align: center;">Minimum total hours purposeful* effort</th> <th style="text-align: center;">Minimum average hours purposeful I*effort per day</th> </tr> </thead> <tbody> <tr> <td>Bronze</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">12</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Silver</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">21</td> <td style="text-align: center;">7</td> </tr> <tr> <td>Gold</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">32</td> <td style="text-align: center;">8</td> </tr> </tbody> </table> <p><small>*Purposeful effort means time spent towards accomplishing the purpose or objective of the journey. Time associated with sleeping, cooking and eating is in addition to this time. Note that ALL levels require Participants to undertake sufficient preparation and training to ensure all journeys are safe.</small></p> | Level | Days | Nights | Minimum total hours purposeful* effort | Minimum average hours purposeful I*effort per day | Bronze | 2 | 1 | 12 | 6 | Silver | 3 | 2 | 21 | 7 | Gold | 4 | 3 | 32 | 8 |
|-------------------------------------|--|--|---|---|---------------------|--|---|--------|---|---|----|---|--------|---|---|----|---|------|---|---|----|---|
| Level | Days | Nights | Minimum total hours purposeful* effort | Minimum average hours purposeful I*effort per day | | | | | | | | | | | | | | | | | | |
| Bronze | 2 | 1 | 12 | 6 | | | | | | | | | | | | | | | | | | |
| Silver | 3 | 2 | 21 | 7 | | | | | | | | | | | | | | | | | | |
| Gold | 4 | 3 | 32 | 8 | | | | | | | | | | | | | | | | | | |
| PRACTICE - PROGRAM ITINERY | | | | | | | | | | | | | | | | | | | | | | |
| Time | Day 1 | Day 2 – Bronze Finsh | Day 3 – Silver Finish | Day 4 – Gold Finish | | | | | | | | | | | | | | | | | | |
| 6am | | | | | | | | | | | | | | | | | | | | | | |
| 7am | | | | | | | | | | | | | | | | | | | | | | |
| 8am | | | | | | | | | | | | | | | | | | | | | | |
| 9am | | | | | | | | | | | | | | | | | | | | | | |
| 10am | | | | | | | | | | | | | | | | | | | | | | |
| 11am | | | | | | | | | | | | | | | | | | | | | | |
| 12am | | | | | | | | | | | | | | | | | | | | | | |
| 1pm | | | | | | | | | | | | | | | | | | | | | | |
| 2pm | | | | | | | | | | | | | | | | | | | | | | |
| 3pm | | | | | | | | | | | | | | | | | | | | | | |
| 4pm | | | | | | | | | | | | | | | | | | | | | | |
| 5pm | | | | | | | | | | | | | | | | | | | | | | |
| 6pm | | | | | | | | | | | | | | | | | | | | | | |
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| 9pm | | | | | | | | | | | | | | | | | | | | | | |
| 10pm | | | | | | | | | | | | | | | | | | | | | | |
| | Total Purposeful Hrs for the day Hrs _____ | Total Purposeful Hrs for the day _____ | Total Purposeful Hrs for the day _____ | Total Purposeful Hrs for the day _____ | | | | | | | | | | | | | | | | | | |
| QUALIFYING - PROGRAM ITINERY | | | | | | | | | | | | | | | | | | | | | | |
| Time | If Back to back - Rest Day Y/N | Day 1 | Day 2 – Bronze Finsh | Day 3 – Silver Finish | Day 4 – Gold Finish | | | | | | | | | | | | | | | | | |
| 6am | | | | | | | | | | | | | | | | | | | | | | |
| 7am | | | | | | | | | | | | | | | | | | | | | | |
| 8am | | | | | | | | | | | | | | | | | | | | | | |

SECTION 6 – PREPARATION AND TRAINING

1. It is worth emphasising that an Adventurous Journey, by its nature, contains an element of risk. It is important that this risk is properly identified, assessed and managed to reduce the likelihood of an accident or emergency occurring, and decrease the consequences if an accident or emergency occurs. The key to this is the proper preparation and training of the Participants so that they can safely undertake their Practice Journey and then their more independent Qualifying Journey. The safety of all those taking part is a priority.
2. Training is required to enable Participants to safely undertake their chosen or agreed upon journey, unless they are already highly skilled in the necessary techniques. More commonly, Participants will need considerable preparation and training to plan and safely execute an independent journey.
3. Any preparation and training of Participants is to be conducted by a suitably experienced and/or qualified person. Consideration needs to be given to any relevant State/Territory legislation, adventure activity standards and/or industry guidelines.
4. After training, the Assessor must be satisfied that the group is able to competently carry out their Practice Journey in a safe and self-reliant manner and the following competencies will require signoff and/or training, (relevant to the type of journey or environment, prior to the Practice Journey):

Please provide evidence that the following will be completed in the Preparation and Training, this may include a schedule for the day, resources used, a completed risk assessment, websites viewed, manuals, briefs.

| Preparation and Training Requirements | | |
|---|-----------------------|------------------------------|
| Element | Evidence supplied Y/N | In which document (attached) |
| understanding of the Adventurous Journey planned to be undertaken. | | |
| first aid and emergency procedures (relevant to the type of journey or environment). | | |
| safety and safe practice | | |
| route planning and navigation (use of maps, compass/navigation aids or street/urban directories). | | |
| campcraft/accommodation and hygiene. | | |
| team work, problem solving and leadership training. | | |
| meal planning, preparation of food and cooking. | | |
| environmental awareness and care. | | |
| necessary equipment and how to use it. | | |
| technical skills in the mode of travel eg. bike tyre repairs or knots. | | |
| observation and recording skills. | | |

Completion and Submission

Once completed please submit this form via the following Link [EAJP AJ request Application](#) Ensure you complete the E-Form in its entirety and make payment, failure to complete the E-Form or make payment can delay your application from being processed in a timely fashion (7 work days).

If you have any questions, please contact the YouthAdvance National Office

YouthAdvance Australia An Open Award Centre For The Duke of Edinburgh's International Award - Australia

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