

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. 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 send the EAJP AJ Request Application to the EAJP for completion of section 1 (**Green Sections**) Once the EAJP completes their sections (**Green Sections**) the EAJP returns the document to the participant who then completes section 2 (**Blue Sections**). Once both sections are completed the EAJP can then be submitted to YouthAdvance via the following [link](#)

ALL AJ's MUST NOT BE BOOKED with an external provider until this document has been completed and approved by YouthAdvance. Please see our Terms and Conditions.

We aim to keep the initial Award registration fees financially achievable as possible for all participants. For those who choose to undertake their AJ's external to YouthAdvance the EAJP RA will incur a **\$55.00 administration fee payable** per program*.

***NOTE: If there are multiple participants seeking to be approved under the same application (i.e. a group application), please ensure that a copy of the blue section is separately completed for each participant. Be aware that in the case of an application for a Qualifying AJ, only participants that have participated on the same Practice Journey may submit and be assessed under a group application. ***

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 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](#)

SECTION 1A - 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 1B - 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

4	<p>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>	<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>		
5	<p>Endeavour to undertake their Adventurous Journey(s) with peer group equals who will make decisions together.</p>	<p>How will this element be met?</p>		
6	<p>Ensure both the Practice and Qualifying Journeys are undertaken only on land and/or water (in or on water) in an unfamiliar and challenging environment and:</p>	<p>Define how the planned route is in an unfamiliar environment;</p>		

	Only utilise simple self-catering accommodation (eg shelters, tents, hostels) and be largely self sufficient throughout the journey.	What sort of accommodation will the participants be using, are they largely self-sufficient?																																																																	
	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>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-bottom: 10px;"> 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 *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>*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.</p>	Level	Days	Nights	Minimum total hours purposeful* effort	Minimum average hours purposeful *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 *effort per day																																																															
Bronze	2	1	12	6																																																															
Silver	3	2	21	7																																																															
Gold	4	3	32	8																																																															
		<p style="text-align: center; background-color: #cccccc; margin: 0;">PRACTICE - PROGRAM ITINERY</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Time</th> <th style="text-align: center;">Day 1</th> <th style="text-align: center;">Day 2 – Bronze Finsh</th> <th style="text-align: center;">Day 3 – Silver Finish</th> <th style="text-align: center;">Day 4 – Gold Finish</th> </tr> </thead> <tbody> <tr><td>6am</td><td></td><td></td><td></td><td></td></tr> <tr><td>7am</td><td></td><td></td><td></td><td></td></tr> <tr><td>8am</td><td></td><td></td><td></td><td></td></tr> <tr><td>9am</td><td></td><td></td><td></td><td></td></tr> <tr><td>10am</td><td></td><td></td><td></td><td></td></tr> <tr><td>11am</td><td></td><td></td><td></td><td></td></tr> <tr><td>12am</td><td></td><td></td><td></td><td></td></tr> <tr><td>1pm</td><td></td><td></td><td></td><td></td></tr> <tr><td>2pm</td><td></td><td></td><td></td><td></td></tr> <tr><td>3pm</td><td></td><td></td><td></td><td></td></tr> <tr><td>4pm</td><td></td><td></td><td></td><td></td></tr> <tr><td>5pm</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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				
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				
		7pm				
		8pm				
		9pm				
		10pm				
		Total Purposeful Hrs for the day	Total Purposeful Hrs for the day	Total Purposeful Hrs for the day	Total Purposeful Hrs for the day	
		Hrs _____	_____	_____	_____	
QUALIFYING - PROGRAM ITINERY						
		Time	If Back to back - Rest Day Y/N	Day 1	Day 2 – Bronze Finish	Day 3 – Silver Finish
		6am				
		7am				
		8am				
		9am				
		10am				
		11am				
		12am				
		1pm				
		2pm				
		3pm				
		4pm				
		5pm				
		6pm				
		7pm				
		8pm				
		9pm				
		10pm				
				Total Purposeful Hrs for the day	Total Purposeful Hrs for the day	Total Purposeful Hrs for the day
				_____	_____	_____
13	upon completion of the Qualifying Journey a Journey Report is to be submitted or presented to the Assessor. Note a log is required for both Practice and Qualifying Journeys.	Please ensure during your program debriefs that you inform the Participants that YouthAdvance requires a AJ report of both their Practice and Qualifying AJ. The Awards AJ Report template which can be found here https://dukeofed.com.au/resource/nsw-award-written-aj-report-templates/				
14	Undertake activities substantially in their own time. This means that whilst some activity may take place within school,	Provide details on how this activity is being undertaken in ones own time;				
					
					
					

	university or work hours, most of it should occur outside of these scheduled times, noting that Award Leaders should take into consideration all of the participants Award activities and not determined "substantial" on a activity basis. See the Award Handbook Glossary for definition of Substantial.	
--	--	--

SECTION 1D – Preparation and Training

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.

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.		

****NOTE:** If there are multiple participants seeking to be approved under the same application (i.e. a group application), please ensure that a copy of this page is separately completed for each participant. Be aware that in the case of an application for a Qualifying AJ, only participants that have participated on the same Practice Journey may submit and be assessed under a group application.**

SECTION 2A - 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 2B – Participants Practice AJ – (only required if this is a Qualifying AJ)																		
1	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.	Provide details of the practice journey; Location of Practice AJ: Terrain Type: Climate Conditions: Difficulty: Duration: Please attached the program maps, route plan and your AJ Report or contact details for the organisation you who coordinated your AJ for you. Documents attached supplied as part of this application are as followed <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Documents</th> <th style="width: 30%;">Attached Y / N</th> </tr> </thead> <tbody> <tr> <td>Map</td> <td></td> </tr> <tr> <td>Route Plan</td> <td></td> </tr> <tr> <td>Practice AJ Report</td> <td></td> </tr> <tr> <td colspan="2">Notes,</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"> </td> </tr> </tbody> </table>	Documents	Attached Y / N	Map		Route Plan		Practice AJ Report		Notes,							
Documents	Attached Y / N																	
Map																		
Route Plan																		
Practice AJ Report																		
Notes,																		
SECTION 2C – Parental / Guardian Consent																		
1	Obtain written parent/guardian consent prior to departing on each journey (if they are under the age of 18).	<i>Parents please read the written parent/guardian consent below and sign;</i> 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. <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Parent/Guardians Name</th> <th style="width: 20%;">Signature</th> <th style="width: 20%;">Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Parent/Guardians Name	Signature	Date													
Parent/Guardians Name	Signature	Date																

Completion and Submission

*The completion of this form meets this requirement, this form must be submitted no less than 15 days prior to the first planned activity. **Note: Activities such as a tourist trip or family holiday are not appropriate, as are some school camps see 6.17 for more information.***

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**

p: 02 8005 1192
s: 0147 163 871 (Satellite Phone - Emergency Only Calls)
e: info@youthadvance.com.au
o: Suite 18 13U / 175 Lower Gibbs Street, Chatswood NSW 2069