

26 November 2018



**RONCALLI
COLLEGE**
Timaru, New Zealand

Dear Parents/Guardian

Your student has expressed an interest in undertaking the Duke of Edinburgh's Hillary Award at Roncalli College.

- The Hillary Award consists of Bronze, Silver, and Gold levels
- You can start the award in the year you turn 14 (Bronze), 15 (Silver), and 16 (Gold).
- The cost of the award at Roncalli College is \$90 for Bronze, \$90 for Silver, and \$120 for Gold level. This includes access to the online record book, the badge and certificate. There are additional costs for completing the Adventurous Journey section at Silver and Gold. Bronze is incorporated into Year 10 Camp Programme.
- Please complete the attached consent form, make payment to the Office, and sign up on the Online Record Book page (onlinerecordbook.org).
- For more information on how to undertake the award at Roncalli College view the website <https://sites.google.com/a/roncalli.school.nz/hillary-award-roncalli-college/>

Overview of Sections

Physical Recreation

Students should select one physical recreation activity that they undertake and regularly log one hour once a week. If they undertake a summer and winter sport they can log both of these.

Skill

There is a comprehensive skills list on the Hillary Award website, with documents that outline what is expected at each level of the award for that particular skill.

Service Students need to undertake unpaid service to others for 1 hour each week for the duration required for the award level. This service cannot be within their own household but must be completed to benefit the wider Roncalli College community.

Adventurous Journey

All Adventurous Journeys (AJ) undertaken through Roncalli College must adhere to the College Safety Management Systems. Your student will be involved in this process through the preparation and training towards the AJ.

An AJ must consist of 4-7 participants with an adult supervisor and an adult assessor (A parent of a candidate cannot be the assessor but can assist with supervision. Please let the College Office know if you are able to).

The typical mode of AJ is tramping but can be mountain biking, kayaking/canoeing, or paddleboarding. The same mode must be undertaken for the entire award level.

As their Qualifying Journey, the students will be expected to plan, implement, and review the entire journey for their group. The preparation and training prior to the AJ enables them to do this.

• Bronze

Preparation and Training, Practice and Qualifying is all done through the Yr 10 PE curriculum and Year 10 Camp

- **Silver**

Preparation and Training: Weekend at Peel Forest and Online Module o Practice Journey:
Typically after NCEA exams o Qualifying Journey: Typically holidays between Term 1-2 or
Term 3-4, or after NCEA exams

- **Gold**

Preparation and Training: Weekend at Peel Forest and Online Module o Practice Journey:
Typically after NCEA exams o Qualifying Journey: Typically holidays between Term 1-2,
Term 3-4, or after NCEA exams

Residential Project

At Gold level the students must also complete a Residential Project. For more information see the Roncalli College Hillary Award website. Usually students undertaking Year 10 Camp Leadership, Marist Youth Leader, Marist Young Neighbours, Outward Bound, or Spirit of Adventure are able to use these experiences.

Online Record Book (ORB)

At Roncalli College the students use the ORB for recording their progress in the award. For detailed instructions on how to use the ORB please reference the website in the first section. The link to the actual ORB to sign up to undertake the award is onlinerecordbook.org

General

Parents cannot be assessors for their student for any of the sections. The ORB calculates log entries at 1 hour each week, 2 hours each fortnight, or 4 hours each 28 days. If there is a break in logging of the sections it deems the section to not be regular.

App

The Participant Activity Log App can be downloaded for free through the iTunes App Store and Google Play Store which makes logging of the award sections much easier.

If you have any questions, please email g.sutherland@roncalli.school.nz.

Yours faithfully



Guy Sutherland
T.I.C. HILLARY AWARD

Parent/guardian Consent Form

This form must be completed for applicants under 18 years of age/the national age of legal responsibility in the country in which you live.

To be completed by the parent/guardian

I, [full name of parent/guardian]

of.....[home address]

Phone (home) (mobile)

Email

am the parent/guardian of.....
[full name of applicant named in application form]

I consent to him/her participating in the Duke of Edinburgh's Hillary Award NZ under the supervision of Roncalli College and to him/her undertaking activities to fulfil the requirements of The Duke of Edinburgh's International Award.

Requirements and conditions

1. I understand that the participant cannot participate in the Award until this form has been completed including parent/guardian consent) and returned to the relevant Award Operator with the applicable registration fee, and has then been accepted by the Award Unit.
2. I consent to the Award Unit and any other individuals, including volunteers*, who are involved in or assist in organising the Award, and hired transportation drivers, transporting the participant for the purpose of participating in activities or functions related to the Award, as required. I understand that the Award Unit will notify me in advance of when and where such travel will occur.
3. I understand that certain activities are considered high-risk and that high-risk activities may not be covered by the insurance arrangements of the Award Operator. I understand that the responsibility for all risks arising from the participant's participation in the Award is placed solely upon the participant.
4. I authorise employees, officers or agents of the Award Unit and any other individuals who participate in, are involved in or assist in organising the Award, in the event of any accident, injury, illness or loss suffered by the participant whilst participating in, or travelling to and from, any activities or functions related to the Award, to obtain any necessary medical assistance or treatment including, but not limited to, engaging any doctors, nurses or hospital accommodation.
5. I consent to pay all such doctors, nurses or hospital accommodation fees and expenses incurred on behalf of the participant as a result of any such accident, injury, illness or loss suffered by the participant whilst participating in, or travelling to and from, any activities or functions related to the Award.
6. I consent to and understand that photographs may be taken of the participant participating in certain activities related to the Award and such photographs may be used for promotional purposes

provided an appropriate release form has been signed by both the participant and their parent/guardian.

7. I have read and understood the different levels and requirements of the Award as set out in the Outline of the Award (page 5 of this form).

8. I understand every participant must participate in the Award through an Award Unit who has the discretion to accept or reject participants and proposed activities to be undertaken as part of the Award.

9. I understand that the participant cannot commence any particular section of the Award until I have satisfied myself that any volunteer nominated by the participant, who is not an employee of the Award Unit, is suitably experienced and/or qualified to instruct/supervise/assess that section of the Award; and until any relevant volunteers have completed and returned required documentation to the Award Unit.

10. I understand that upon acceptance into the Award by the Award Unit, the participant will receive a Record Book or gain access to the Online Record Book (ORB). The participant will read the requirements of the Award contained in the Record Book or ORB prior to starting activities in relation to the Award. I understand that the Award Unit has the discretion to determine whether the Award requirements have been met and therefore whether a Bronze, Silver or Gold Award should be issued. I understand that the Award Operator may provide participants with limited insurance in respect of personal accident and public liability insurance starting upon acceptance into the Award by the Award Unit, but that the responsibility for obtaining and maintaining personal accident cover lies with the participant/and their parent/guardian.

11. I understand that: a. a participant must not drive a motor vehicle or transport other participants participating in activities related to the Award unless the participant holds an appropriate and valid driving licence and there is appropriate third party insurance in place to cover any person injured as a consequence of the participant's driving; and b. a participant must not be driven by any individual who is not involved in or assisting in organising the Award for the purposes of participating in the Award unless the individual holds an appropriate and valid driving licence and there is appropriate third party insurance in place to cover any person injured as a consequence of the individual's driving.

12. I understand that participants are required to comply with the Award requirements contained in the Record Book or ORB, the policies and standards of behaviour of the relevant Award Operator (as amended from time to time) and requirements of the Award Unit in relation to emergency plans, assessment of activities and the conduct of Adventurous Journeys related to the Award, and understand that the Award Unit may withdraw its approval to the participant's participation in the Award if they do not comply.

13. I consent to the provision of any personal information that I have provided (including participant data) to the Award Unit and Award Operator. I consent to this information being treated in accordance with the provisions of the privacy policy of the relevant Award Operator (as amended from time to time), the National Privacy Principles contained in the Data Protection Act (UK) 1998 (or any locally equivalent policy or act), and any other privacy legislation, standards, guidelines or instructions binding on them under privacy legislation.

14. The Award Operators are committed to respecting your privacy. Personal information is collected on this form for the purpose of participating in the Award. Participants who do not provide this information to us cannot participate in the Award (note that this does not apply to non-provision of participant data). We may also use your personal information to send you information about other Award activities or events which we believe may be of interest to you. We may disclose this information to other local or international organisations and service providers who assist us in the operation and administration of the Award. If you would like to contact us or access your personal information, please write to the Award Operator. You may also contact the Award Operator to request a copy of their privacy policy.

Please ✓ if accepted:

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I have read, understood and agree to comply with, the requirements and conditions of the participant's participation in the Award, as described above or on the website of my Award Operator.

Parent/guardian signatureDate.....

Roncalli College agrees to accept the above mentioned as a participant of the Award according to the requirements and conditions as described above or on the website of Award Operator.

Signed on behalf of the Award Unit:

Co-ordinator Name:

SignatureDate

Please return the completed form and registration fee payment to the College Office.

*For the purposes of the Award, and therefore this document, a 'volunteer' means anyone over the age of 18 who assists with the Award, either in a paid or unpaid capacity. This includes all co-ordinators, Award Leaders, Assessors and supervisors.