



**Duke of Edinburgh's Award**  
**Romsey Baptist Church Open Award Centre**  
Romsey Baptist Church, Bell Street, Romsey, SO51 8GW



Dear Participant,

I have recently had a number of questions about what Activities are appropriate for the Award, what they will cost and in particular what are the requirements for the Physical Recreation Section. I would therefore like to try and answer these questions in this letter and I am also happy to be contacted in person or by email if you have any further questions.

Please note that full details about the Award can be obtained from the Award website (links from the Church website) and from the Award Handbook (available for less than £6 from the group leaders)

### **Choosing an Activity**

It is up to you to find an activity which you wish to do in your own personal time: maybe something you are already doing or something you are interested in. You must then find an assessor/supervisor and decide how long you want to do each Section:

Always check what you are planning to do is correct for that Section. The Award is very firm on what activities fall into which Sections and thus they cannot be used for another Section. For specific advice speak to your Group Leader. Ensure you discuss your choice with a Group Leader before starting an activity to ensure the activity and your objectives are suitable particularly if you are considering doing a new (unlisted) activity.

The Sections and the activities are listed in your Activities Log, on the website and in the Programmes file held by the Group.

### **Starting and completing Activities**

- Record Book - You need to fill in the title and the start date of the activity in the correct section of your Record Book.
- Activity Log - After every session on that activity ask your assessor/supervisor to sign and date the appropriate Activities Log.
- Completing Sections - When you have done that activity over the required times ('Timescales') and met your agreed aims with your assessor then they should fill in their comments and sign the appropriate section of your Record Book.

### **Choosing an Instructor (may be called an Assessor / Supervisor / Coach etc)**

You have to find an Instructor for the Activity you wish to undertake, you must ensure:

- **They are safe to work with**  
you need to satisfy yourselves that the Activity / Club is appropriately regulated and insured. It should also be fully compliant with Child Protection Legislation where relevant.  
(Sometimes the Award Leader may also wish to check)
- **They know their subject**  
you need to ensure the Instructor has the appropriate qualifications for the Activity and Award Level.
- **You agree your aims and goals before you start**  
you need to ensure the club / Instructor are aware that you are doing the Activity for the Award. If you wish to go for a target/aim e.g. looking for a specific qualification in that activity etc, then this would be agreed with your assessor/supervisor/instructor before you start. We can provide you with a standard letter to Instructors to help them understand their role in the Award process.

## **Cost of Activity**

The cost depends on what you are planning to do some, like attending the gym, will be expensive and some will be cheaper. It is your choice on how much you want to spend on that activity.

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## **Frequently Asked Questions**

### **Can't find the Activity Listed?**

- Check the Section, training for activities like Lifesaving, First aid etc can only come under the Service Section and not the Skills Section.
- Check the name (e.g. shooting is actually under the name Marksmanship, Pool is under Billiards etc)
- If your subject is not listed then it maybe its a New Activity (see below) which you would need direct permission from your Leader to use

### **Activity not listed? (New Activity)**

If you have checked that the programme is not listed anywhere then you would need to speak to your Leader or Operating Authority to discuss using the new activity.

You MUST have permission before you start a New (unlisted) Activity from your Leader or Operating Authority.

You may need to write a programme with any additional input/checks from an experienced/skilled person.

### **Locating an Activity?**

Find out in your local area whether this activity can be done. If it can't, then it might involve you looking further away or searching for another activity. Part of the challenge of the Award is finding a local opportunity.

### **Timescales for an Activity?**

Look in your Record Book (page 6) for the timescales on how long you want to do that Section and you decide which ones you wish to do shorter or longer.

Please don't plan to do all the work over just a few days/weeks, that is not what the Award is about. We want you to commit yourself to that activity regularly e.g. an hour a week over the required number of months.

## **The Physical Recreation Section**

### **Aim**

To encourage participation and improvement in physical activity.

### **The Principles**

This Section offers a wide range of programmes in the belief that:

- involvement in some form of enjoyable physical activity is essential for physical well-being
- a lasting sense of achievement and satisfaction is derived from meeting
- a physical challenge

- sports are enjoyable in themselves and can lead to the establishment of a lasting active lifestyle
- young people should have the opportunity to make a choice, then discuss and agree a personal programme of participation and achievement

### **Benefits to Young People**

The Physical Recreation Section should provide opportunities to:

- enjoy keeping fit by choosing an activity which is in itself enjoyable, and which leads to the establishment of a lasting, active lifestyle
- improve fitness by taking part in a physical activity on a regular basis
- discover new abilities
- raise self-esteem through improvement of performance and reaching the minimum requirements
- extend personal goals by involvement and sustained interest
- set and respond to a challenge by extending physical fitness and performance
- experience a sense of achievement from meeting a physical challenge

### **Requirements**

Assessed participation in an activity and achievement of individual progress.

- achievement should be measured by regular participation and improvement in personal performance over the minimum period of months
- each participant should discuss and agree their programme with their instructor or assessor, including the content and appropriate goals. A means of measuring performance and/or progress could be the attainment of a national governing body award or standard
- participation should be undertaken in accordance with any national governing body safety requirements and, where possible, through clubs or organisations approved by the relevant governing body

### **The Process**

- **INITIAL BRIEFING:** The period of involvement should start with an initial briefing with an appropriate instructor/assessor.
- **MONITORING PROGRESS:** Goals and progress should be monitored throughout the duration of the Section and adapted accordingly.
- **FINAL REVIEW:** When the activity, progress (evidence of standards gained etc) and quality of experience are reviewed. Prior to both the assessor and participant completing the Record Book.

### **Initial Briefing**

The initial briefing should help the participant confirm that they have made the right choice and clarify the commitment. Through discussion between the participant and instructor, assessor or mentor the briefing may cover the following areas:

- discuss the choice, the commitment required and the potential benefits
- discuss and agree an individual programme, incorporating goals and ambitions
- establish a system for support and monitoring and agree the process for evaluation and assessment
- where possible, the progress and performance should be measured against the relevant national governing body standard

### **Monitoring Progress**

The participant should meet with their instructor or assessor at regular intervals to discuss progress. The instructor or assessor should:

- help to resolve any issues
- encourage reflection on performance and learning from experience
- reaffirm goals and discuss expectations for the next phase
- note national governing body awards or standards attained, where appropriate, and review performance against these
- review the choice of activity if necessary

### **Final Review**

Instruction and assessment should be undertaken by those who hold the appropriate governing body or professional qualifications. They should also be acceptable to the Operating Authority, relate easily and effectively to young people and have the necessary expertise and enthusiasm to guide and encourage participants in their efforts.

The instructor and the assessor may be the same person, but in some cases independent assessment may be desirable.

To provide a 'benchmark' for monitoring and assessing progress, participants should be encouraged to attain or work towards national governing body awards or standards where available.

Assessment is a continuing process throughout the period of participation and the following areas could be considered when undertaking the final review:

- effort
- application
- technique
- skill
- tactics
- improvement in fitness and achievement
- knowledge of the relevant rules and safety regulations
- quality of experience

On completion of the review, the participant's Record Book should be completed and signed by the assessor with the participant adding their own comments if they wish.

### **New Programmes**

Participants can develop their own programme to meet the principles of the Section, provided that the activity:

- has a national governing body which is recognised by UK Sport, the British Sports Trust or the relevant home country sports council
- has Operating Authority approval
- Operating Authorities have overall responsibility for monitoring the quality of the participant's experience and their safety. As such, they may have additional guidelines and safety requirements relating to particular activities.

**kind regards**  
**Geoff Cooper**