



How to – Collect and Present Journey Logs and Reports

Journey Logs

- ! It is a requirement that participants keep a Log for both Practice and Qualifying Adventurous Journeys.
- ! A Log is comprised of field notes/records, route plans, photos, sketches, etc created prior and during the Journey.
- ! Please refer to 6.12 in The Duke of Ed's Handbook for a list of recommended inclusions for the Journey Log.

Prior and During your Practice and Qualifying AJs:

- ☞ Take and collect journey notes on terrain, weather, suitability of equipment, route plans, maps, photos, etc

Post Practice AJ:

- ☞ Assemble these notes and pics, etc into a Practice Journey Log and submit for approval.
- ☞ *Post Qualifying AJ* - Include these Log notes, pics, etc in the Journey Report (see below)

Journey Reports

- ! It is a requirement that participants create and submit a Report for the Qualifying Journey.
- ! Please refer to 6.12 in The Duke of Ed's Handbook for recommended inclusions for the Journey Report.
- ! We request and recommend that Reports are presented using the templates below. This is particularly advised for Gold Reports. Please also check with your Award Leader for other requirements they may have.

Bronze

Silver

Gold

Prior and During your Qualifying AJ:

- ☞ Take and collect a journey Log

Post Qualifying AJ:

- ☞ Create a Qualifying Journey Report (remember to include things from your journey Log) and submit for approval.

How to – Submit your Log and Report for Somerset Assessor Approval

Submitting your Log/Report for Somerset Assessor review and approval

- ! www.campsomerset.com.au/submit-journey-report.html
- ! **OR** www.campsomerset.com.au > Click 'DUKE OF ED' > Click 'Need Assessor Sign-Off?'
- ☞ Complete the fields.
- ☞ Upload your Log/Report - it needs to be converted to PDF format as a single document and needs to be less than 2MB.

Assessor Approved?

- ! *After you've received your Approval email*
- ☞ Follow the instructions set out within the email.
- ☞ The approval email you receive replaces the 'Assessor Summary Sheet' normally signed by the Assessor.
- ☞ When you go to submit the Adventurous Journey section on the ORB, elect Option A, upload a copy of the approval email or elect Option B if your Award Leader has acknowledged they have been supplied a copy.
- ! *Have not yet been approved?*
- ☞ You must make any suggested changes that you may have been emailed from us, and then resubmit via the online form.
- ☞ Or please call or email to check that we have in-fact received your submission.

Please Note

- ! You do not need to submit your Log/Report to us. This can be submitted to your Award Leader. Please check with them if you are unsure which is the best option.
- ! During School Holidays, waiting periods can be up to two weeks. Please be patient and give us a call if there is a concern. A thank you message pops up on screen after you submit, and you will receive a confirmation email.