1. Use this template as a guide to help you compile a written report.

**BRONZE QUALIFYING ADVENTUROUS JOURNEY (AJ)
REPORT TEMPLATE**

1. The instructions/suggestions can be deleted as you go.
2. Save your completed Report as a PDF, then upload it to your Online Record Book (ORB) with the following naming convention: Billy\_Bloggs\_Qualifying\_AJ\_Report.

|  |  |
| --- | --- |
| **Your Name:** |  |
| **Your Award Centre:** |  |

*Insert a photo or a Google map showing the location*

|  |  |
| --- | --- |
| **Journey Name** | ***Example:*** *Group 2 Great North Walk Coastal Track, Royal National Park, March 2017* |
| **Journey Type** | ***Example****: expedition, exploration* |
| **Mode(s) of Travel** | ***Example****: bushwalking, canoeing* |
| **Dates** | **Start / /** | **Finish / /** |
| **Location Details** |  |
| **Journey Goal / Purpose** | ***Example****: the purpose of this journey is to investigate, and study aboriginal rock art found in Ku-Ring-Gai National Park* |
| **Supervising Organisation** | ***Example****: the name of the school, community group or expedition company who supervised your journey* |
| **Assessor** | ***Example****: the name of the person at your school, community group or expedition company who will be providing the final signoff to your AJ and this AJ Report* |

**Journey Group Members**

|  |  |
| --- | --- |
| **Supervisor name(s)** | *Supervisor(s)* |
| **Group member name(s)** | *group member 1* | *group member 2* | *group member 3* |
| *group member 4* | *group member 5* | *group member 6* | *group member 7* |

*insert photo of group here*

**(L-R)** *group member names*

**Pre-Journey Information**

**Suggested inclusions:**

* A general description of the National Park/Forest & its location
* Outline the skills you acquired during your Preparation and Training and your Practice Journey
* Outline the physical fitness preparation for the Qualifying Journey
* Weather / environmental / timing notes prior to departure (see table below)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Expected weather conditions** | **Expected terrain/environmental conditions** | **Distance(km)** | **Expected time (hrs/mins\*)** |
| **Day 1** |  |  |  |  |
| **Day 2** |  |  |  |  |

\*An average of at least **6 hours of *purposeful effort*** per day is required for Bronze. ***Purposeful effort***means time spent towards accomplishing the purpose of the journey. Time associated with sleeping, cooking and eating is in addition to this time.

**Map/Route Plan**

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| ***Insert images/photos showing:**** *Map Name*
* *Route (including start and finish points) and route summary (eg total distances/times)*
* *Meal stops, check/rendezvous/meeting points, water sites and campsites*
* *The groups progress during the journey*
* *Environmental features and points of interest*
 |

*If possible also include your Route Plan/Navigation Data Table. The Plan/Table assists in navigating, and in recording points of interest and environmental features or track junctions by using grid references. The Plan/Table should be completed for each day/stage of the journey.*

*An example Plan/Table is set out as below. You could also insert an image/photo of the Plan/Table you may have used for your Journey.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total distance**:(km) |  | **Total time:**(hr/min) |  | **Avg. hours per day:** (> 6 hrs) |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Day/Stage | Grid Refs- - - - - - to- - - - - - | Grid Bearing(deg) | Magnetic Bearing(deg) | Distance (km/m) | Height( +/ - m) | Est. time of departure | Est. time of arrival | Actual time taken | Remarks (features/terrain etc…) |
| 1/1 | 123456 - 123456 | 90 | 78 | 3.8 | +55m | 8:45am | 9:45am | 1h 10m | Yabby Creek crossing |
|  |  |  |  |  |  |  |  |  |  |
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**Equipment List**

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| --- | --- |
| **Full equipment list:*** Item 1
* Item 2
* Etc…
 | **Equipment review:*****Example****: comments on equipment taken which was essential, useful, inappropriate or unnecessary, and equipment not taken but which would have been helpful* |

**Clothing List**

|  |  |
| --- | --- |
| **Full clothing list:*** Item 1
* Item 2
* Etc…
 | **Clothing review:*****Example****: too much / too little, essential, useful, inappropriate or unnecessary, clothing performance issues (eg waterproofs, shoes, thermals etc…). What other clothing would have been desirable?* |

**Food List/Menu Plan**

|  |  |
| --- | --- |
| **Food list:** *(include emergency food)** Item 1
* Item 2
* Etc…

**Cooking equipment/utensils list:** * Item 1
* Item 2
* Etc…
 | **Food review:*****Example****: comments on adequacy of rations, ease of preparation, waste/rubbish produced. Was emergency food required? What tasted good and what didn’t you feel like eating, why?**Was your water supply adequate? Were there any water supply issues?* |

*If possible also include a Menu Plan. Such a Menu Plan could be set out as below, or you can insert an image/photo of the Plan you may have used for your Journey.*

|  |  |  |
| --- | --- | --- |
| **Meal** | **Day 1** | **Day 2** |
| **Breakfast** |  |  |
| **Lunch** |  |  |
| **Dinner** |  |  |
| **Snacks** |  |  |
| **Emergency Food** |  |
| **Other** |  |  |

**Description of Journey**

***Note – a minimum ½ page description is expected for each day***

**Day 1**

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| --- |
| ***Suggested inclusions:**** *Observations such as geography, weather, flora, fauna, etc…*
* *Information – historical, geographical, scenic, etc…*
* *Your highlights for the day*
* *Items noted on the trip but not included on the map (new tracks etc…)*
* *Any problems encountered/overcome*
* *Adequacy of campsites, water supply, etc…*
* *Photos / sketches etc…*
 |
| **Expected time** (hr/min) |  | **Actual time taken** (hr/min) |  | ***Timing notes****eg longer than anticipated due to…* |

**Day 2**

|  |
| --- |
| ***Suggested inclusions:**** *Observations such as geography, weather, flora, fauna, etc…*
* *Information – historical, geographical, scenic, etc…*
* *Your highlights for the day*
* *Items noted on the trip but not included on the map (new tracks etc…)*
* *Any problems encountered/overcome*
* *Adequacy of campsites, water supply, etc…*
* *Photos / sketches etc…*
 |
| **Expected time** (hr/min) |  | **Actual time taken** (hr/min) |  | ***Timing notes****eg longer than anticipated due to…* |

**Supporting Evidence**

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| ***Evidence may include:*** *(scans/photos are acceptable)** *Leaflets*
* *Clippings*
* *Entry permits*
* *Sketches*
* *Photos*
* *Etc…*
 |

**Thoughts/Reflections**

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| ***A Bronze Qualifying Journey is a memorable experience and a major achievement. Please record some of your thoughts and reflections of the trip below.******Some questions to help you:**** *Feelings about the trip – such as what you and the group learnt about yourselves and what* *were the highs and lows of the trip? What didn’t you like or enjoy?*
* *What were the most memorable events/things you encountered on your journey?*
* *How did your group work together? What were the benefits and problems?*
* *What did you learn?*
* *What were your proudest achievements during the journey?*
* *What was most challenging about this journey?*
* *What would you do differently next time?*
* *What advice would you give to someone before they went on a similar journey?*
* *Any other matter relating to the trip and its organisation?*
 |

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