

Royal Canadian Air Cadets Guide to The Duke of Edinburgh's Award



It's EASY to earn your Duke of Edinburgh's Award as an Air Cadet! This guide is designed to help you achieve your Bronze, Silver, and Gold Awards. First thing's first, you need to register with your Duke of Edinburgh's Award Divisional Office to receive your Participant's Record Book. Next, start logging activities you do as an Air Cadet that count toward earning your award! It's that EASY! www.dukeofed.org

The Duke of Edinburgh's Award requirements

	Service	Skill	Physical Recreation	Adventurous Journey
Bronze (Age 14)	15 hours over 6 months, service should be distributed over the time frame.	Follow a skills program for a minimum of 6 months . Activity may be changed once during this period.	30 hours over 15 weeks, no more than 2 hours can qualify in one week.	Practice Trip Day trip Qualifying Trip 1 night, 2 days
Silver (Age 15)	30 hours over 6 months (with Bronze) 45 hours over 12 months (direct entry), service should be distributed over the time frame.	6 months with Bronze, 12 months direct entrants. Activity may be changed once during this period.	40 hours over 20 weeks, no more than 2 hours can qualify in one week.	Practice Trip 1 night Qualifying Trip 2 nights, 3 days
Gold (Age 16)	60 hours over 12 months (with Silver) 90 hours over 18 months (direct entry), service should be distributed over the time frame.	12 months with Silver, 18 months direct entrants. Activity may be changed once during this period.	50 hours over 25 weeks, no more than 2 hours can qualify in one week.	Practice Trip #1 1 night Practice Trip #2 Day trip (direct entry) Qualifying Trip 3 nights, 4 days



Residential Project – This project can be completed at any level of the Award but is required in order to complete the Gold level. This should consist of voluntary service or training away from home over a period of not less than **5 consecutive days and 4 nights**; see page 28 of your Participant's Record Book for more details.

Participant's Record Book

Take some time to get familiar with your Participant's Record Book. It contains valuable information about program requirements and will be used to document your progress throughout the Bronze, Silver and Gold Awards.

The Adventurous Journey Report

The adventurous journey report is an important aspect in earning your award. Ensure you read pages 21 & 22 in your record book for all the details. Here are some extra tips that will help you:

- Be neat and organized, this will help you save time.
- Include photos from your journey as they help tell your story.
- Your report should read like a diary and should tell the story of your adventure. You should have an entry for each day that describes the events that took place.
- Include the number of hours per day and distance traveled.
- Be sure to include the purpose of your trip.
- Include a copy of your map with the route highlighted and your route card.
- Include your personal and group equipment list.
- Include a copy of your menu.
- Ensure you have a concluding statement. (e.g. what did you like? What would you do differently?)
- Put your report together **soon** after you return from your trip; this way it will be fresh in your mind and you will have it complete!

Who can be Your Assessor?

A qualified assessor is any adult who is knowledgeable and experienced in the activity to be evaluated such as a leader, coach, or instructor. They must be prepared to work with you throughout the activity and be able to note challenge and improvement. Your parents / guardians should **not** be used as your assessors.

Submitting Award Applications

After completing the requirements for an award level, submit the completed application form and checklist, together with your Participant's Record Book and adventurous journey report to

Suite 406, P.O.Box 124 207 Queens Quay West Toronto, ON M5J 1A7
Telephone: (416) 203-2282 / 1-800-929-3853 Fax: (416) 203-0676
E-mail: duke@dukeofed.org

Hand-written submissions must be neat and readable. Include photos, certificates and any other documents that support your application. Putting your work into a binder is a great idea!

What is a Route Card?

What: A route card contains simply written directions for moving from one location to another. A route card must be completed for all practice and qualifying journeys.

Why: The route card is an important part of safely planning and carrying out the journey.

When: The route card should be completed prior to the journey.

Who: A copy of the route card should be left at home with an emergency contact. You should also carry your own copy with you at all times during the journey. A final copy of your route card must be submitted with your award application.

Royal Canadian Air Cadets Training equivalencies for The Duke of Edinburgh's Award



Mandatory and complementary training equivalencies for The Duke of Edinburgh's Award

Physical Recreation	Date	Hours	Date	Hours	Date	Hours	Date	Hours
	M105.01		M204.01		M304.02		M404.02	
	C105.01		M204.05		C304.01		M405.01	
	C105.02		C204.01		M305.01		M408.03	
	C105.03		M205.01		M308.01		M504.01	
	M108.01		M208.01		M308.02			
	M108.02		M208.02		C308.01			
	M108.03		C208.01		C308.02			
	M108.04		C208.02		C311.01			
	M108.05		C211.02		C311.02			
	M108.06		C211.03					
	M108.07		C211.04					
	M108.08		C290.05					
	M108.09							
	M108.10							
M108.11								
C108.01								
C108.CA								



Take the **challenge** Relève le défi
Live the **achievement** À toi de jouer

All of the above classes will count as physical recreation time toward any level of your D of E Award. Transpose the date and number of hours (e.g. 0.5 hrs) you spend participating in physical recreation into your Participant's Record Book. Make sure you have a qualified assessor who can evaluate your physical recreation progress.

Service	Date	Hours	Date	Hours	Date	Hours	Date	Hours
	M102.01		M202.01		M302.01		M402.01	
	C102.01				M309.07		M409.05	
	C102.02				C309.03		C409.02	
	C120.03				C309.06		C409.03	
						C409.05		
						C409.06		
						502 PC		
						503 PC		

All of these classes count as community service time toward any level of your D of E Award. Log the amount of time you spend in each of these classes in your Participant's Record Book.

Here are some examples of community service that could count towards your D of E Award: community parades, food drives, fundraising, community clean-ups, youth leadership, and assisting veterans or local charities.

Here is a list of skills to choose from that you can obtain in the Air Cadet Program. Ensure you have a qualified assessor at your unit who can note improvement in your chosen skill. **NOTE:** Biathlon is a sport; however, you can choose to use the shooting portion of the sport as your skill.

Skills	Aircraft maintenance	Coaching a sports team	Ground school
	Aircrew survival	Drill	Instructional techniques
	Aviation studies	Effective speaking	Marksmanship
	Biathlon (shooting)	Flying	Model building
	Chess	First aid	Music training
	Canoeing	Flag party	Orienteering / map and compass
	Camp craft	Gliding	Officiating and refereeing

Aviation studies - you may use the air cadet mandatory training program to complete aviation studies as your skill, providing the program is structured so aviation training (e.g. navigation, airmanship) is evenly distributed over the duration of your skill. You may also choose to study aviation in addition to your cadet training, ensuring you show improvement in your knowledge.

Royal Canadian Air Cadets

Training equivalencies for The Duke of Edinburgh's Award

Equivalencies for adventurous journey preliminary training



Preliminary Training	Bronze	Silver	Gold
Safety Precautions and Emergency Planning	Leave your route card with a responsible adult, identify potential hazards on the route, review weather conditions, and have a means of communication in the event of an emergency.	Bronze requirements plus M190.04 or M290.02.	Bronze and Silver requirements plus a risk assessment and emergency plan.
First Aid	Knowledge of wilderness first aid principles C190.02 or C390.12.		
Map Reading	M390.03, M390.04, C390.01, and C390.04.	Review Bronze skills plus ensure you are comfortable with planning a route and completing a route card using a map and compass.	Review Bronze and Silver map skills.
Compass Work	M390.01, M390.05, and C390.05.	Review Bronze skills plus ensure you are comfortable with planning a route and completing a route card using a map and compass.	Review Bronze and Silver compass skills.
Wilderness Code of Behaviour	Understand and discuss the Wilderness Code of Behaviour outlined on pages 18-20 in your Participant's Record Book.		
Cooking (menu planning and meal preparations)	Plan a menu, understand methods of cooking (stove or open fire), and know safety requirements for outdoor cooking.	Review Bronze plus M490.02.	Review Bronze and Silver requirements plus learn nutritional needs for adventurous journeys.
Knowledge of Equipment	Generate an equipment list, understand appropriate clothing, have knowledge of sleeping equipment, know how to pack for the specific method of travel, plus M190.01, M190.02.	Review Bronze skills.	Review Bronze and Silver skills.
Site Selection	Select a campsite for your qualifying journey taking into account wilderness ethics, park / land use regulations and the Wilderness Code of Behaviour.		

Note: The above table is intended to be a guide, enabling cadets to receive credit for preliminary training using the mandatory cadet program. This guide may also be used by leaders to develop supplementary training sessions using the Cadet Program instructional guides.

The Adventurous Journey, What Counts?

A practice journey and qualifying journey will need to be completed outside of mandatory cadet training. It may be possible to complete your Bronze and Silver practice trips during a unit aircrew survival weekend, providing you:

- Assist in preparing a meal each day.
- Are able to test equipment that will be used on the qualifying trip.
- Can be allocated time to practice using the mode of travel to be used on your qualifying trip in order to test personal equipment (there is no required distance for the practice journey, use half the distance of the qualifying trip as a general guide.)
- Create a route card prior to the trip outlining the route that will be traveled.

Adventurous Journey Opportunities in Pacific Region

If you are a member of a cadet unit that is not able to provide the opportunity for you to complete your adventurous journey, ask your leader contact to the Duke of Edinburgh's Award Office (BC/Yukon Division). The Award Office in conjunction with Pacific Region is committed to providing all cadets with the opportunity to participate in an adventurous journey and to ensure that cadets do not have obstacles preventing them from achieving all three levels of The D of E Award. It is still your responsibility to complete the required training prior to the expedition, and participate in all aspects of planning and organizing your adventurous journeys.



Summer Training Program, What can Qualify?	
Service	Any activities designed to benefit the community such as community parades, fundraisers. Community clean-ups, and community concerts.
Physical Recreation	Any time allocated to physical fitness including activities such as tabloids, team sports, hiking, swimming, and drill. If you choose to use drill as your skill you cannot use it as physical recreation.
Skill	Any activity that will complement and advance your skill progress. For example a cadet that chooses drill as their skill can use drill team commander, drill team member, drill classes, flag party member, and parade position.



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Residential Project Opportunities
Any summer training course offered in the Air Cadet Program
International Air Cadet Exchange / Oshkosh Trip
National Cadet Biathlon Championships
National Cadet Air Rifle Marksmanship Championships

Information for The Duke of Edinburgh's Award Cadet Leader

EXAMPLE

PHYSICAL RECREATION (refer to pages 26 - 27 for full information)

THIS SECTION TO BE COMPLETED BY THE PARTICIPANT

Activities - List of physical rec. activities: Biathlon and Volleyball

Date Started: 09/25/2009 Date Completed: 02/26/2010
MM/DD/YYYY MM/DD/YYYY

Number of weeks: 22

Number of hours: 30

THE FOLLOWING SECTION IS TO BE FILLED OUT BY THE PARTICIPANT'S ASSESSOR OR OTHER PERSON IN CHARGE.
 Assessor's Report (Give details of general performance, commitment and improvement made):
 Cadet Smith was a member of the unit volleyball and biathlon teams.
 She always attended practices and worked well with others. Cadet Smith showed significant improvement in her skiing abilities and continues to work on improving her endurance.

Name of Assessor (Please print): Captain Sarah Bloggins

Qualification or Experience: Biathlon NCCP Gold Certification

Address: PO Box 5000 Str Main Shearwater, NS B0J 3A0

Telephone: (902) 720-1234

Email: sarah.bloggins@cadets.gc.ca

It is certified that this participant has shown an improvement in performance and has acquired a knowledge of rules, safety precautions and an appreciation of hazards involved.

Date: 03/01/2010 Signature: Sarah Bloggins, Capt
MM/DD/YYYY

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Responsibilities of the Cadet D of E Leader

- Ensure that a renewal form is sent annually to your D of E Award Divisional Office if required by your division.
- Mentor cadets in all aspects of the award, ensuring their chosen activities (e.g. skill, service) meet award criteria.
- Help the cadets stay organized.
- Attend cadet's planning meetings in a mentor capacity.
- Help the cadet find a qualified assessor to supervise their adventurous journey (if there is no one available at your unit, contact your Detachment Award Officer and make arrangements for the cadet).
- Review cadet's Participant's Record Book, complete the submission checklist and sign the award application prior to submitting the award for review.
- Plan Bronze award ceremonies and Silver pin presentations.

To the left is an example of how an assessor might fill out the cadet's Participant's Record Book. Ensure the assessor's qualifications and experience is relevant to the cadet's chosen activity.