



# Award Centre Registration Guide

## STEP 1 - ONLINE REGISTRATION

Complete our online Registration [FORM](#)

## STEP 2 - ONLINE RECORD BOOK

You will need to register for a new account on the Online Record Book (ORB). The ORB is where you will log all the hours you undertake for each activity. For instructions on how to sign-up, click [HERE](#).

## STEP 3 - WORK OUT YOUR ACTIVITIES

There are 3 sections that you need to set up. You can have up to 3 activities per section. Use our [Award Plan](#) to help guide this process.

**Physical recreation** – an activity where you sweat.

**Skill section** – this can be something you already do or something you have wanted to try.

**Service section** – community service is an important component to the award.

One of the sections is a “major” section and the other 2 are “minor” sections. You choose which section. You only need to complete a major section in the first level that you complete.

Bronze: major section is an additional 13 hours

If you need some inspiration, have a look at the following links:

Skills – [Skills Ideas](#)

Service – [Service Ideas](#)

Physical recreation – [Physical Rec Ideas](#)

## STEP 4 - ASSESSOR SETUP

Your assessor is the person who will sign off your activity logs and complete an assessor report for you when you have finished the hours for the section. This is usually a teacher/coach/supervisor for each of your chosen activities.

Your assessor needs to have some experience in the activity as well as a valid **Working With Children Check** number. Unfortunately, a family member cannot be your assessor.

You need to contact your assessor and check if they are happy to be involved with your award and then email them the [Volunteer Commencement Guide FORM](#) to complete for you. You can find this on our website along with a [Assessor Road Map](#) to help your assessor understand their role.

## PLEASE EMAIL COMPLETED ASSESSOR COMMENCEMENT GUIDE (ACG)

TO: [awardleader@ausoutdooredu.com](mailto:awardleader@ausoutdooredu.com)

### STEP 5 - ORB ACTIVITY SETUP AND LOGGING HOURS



Time to set up each activity with the activity details, assessor details and a goal. Ensure your goal is S.M.A.R.T and also detailed – check out [how to create S.M.A.R.T goals](#).

**Note: If your assessor hasn't completed their form when you complete Step 4, we will reject your activity until they have completed the form.**

**If your goal is not S.M.A.R.T, we will reject your activity until you revise it.**

Press Setup and it will be sent to Australian Outdoor Education for approval.

Once your activity is approved you will then be able to log hours.

Ensure you log the hours you do (i.e. if you practice for 2 hours, log 2 hours even though the ORB will only recognise 1 of the hours).

**Put detail in your logs and don't cut and paste them.** Explain what you did in that practice session. If your logs are not detailed enough, your award may be rejected by the NSW Award Office.

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Your primary contact at Australian Outdoor Education will be your Award Leader for all activity/ORB/sign off and paperwork related questions; [awardleader@ausoutdooredu.com](mailto:awardleader@ausoutdooredu.com)

For Adventurous Journeys and/or equipment hire – please speak to our Adventurous Journey Coordinator at; [ajcoordinator@ausoutdooredu.com](mailto:ajcoordinator@ausoutdooredu.com)

