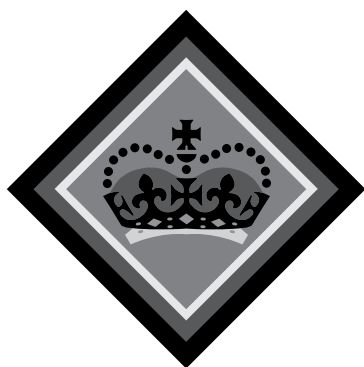


HELPING THEM REACH THE TOP!

The Queen's Scout Award
Information for Leaders and
Commissioners



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INTRODUCTION

The Queen's Scout Award is the culmination of everything that a young person can do in Scouting. This resource is intended to be used in conjunction with The Queen's Scout Award Information for Participants. It will help you offer the support required to Scouts wishing to complete the Queen's Scout Award.

The participants' resource should be freely available to all Explorer Scouts and Scout Network members. It contains:

- information on award requirements
- how it matches the Gold Duke of Edinburgh's Award
- detailed information to help the participant achieve each of the five challenges
- a place for participants to record their progress as well as some extra information on completion of the award.

The Queen's Scout Award Information for Participants can be downloaded from www.scouts.org.uk/qsai

REQUIREMENTS OF THE QUEEN'S SCOUT AWARD

To gain the award young people must:

MEMBERSHIP				
Be aged between 16 and 25 years old and have been a member of Explorer Scouts or the Scout Network or both for at least 18 months (this can include time counted for the Chief Scout's Platinum or Diamond Awards).				
NIGHTS AWAY				
Complete 18 nights away as an Explorer Scout or member of the Scout Network, of which 12 must be camping (this may include nights counted for the Chief Scout's Platinum or Diamond Awards). See the 'Additional Information' section for more information.				
INTERNATIONAL, ENVIRONMENTAL, VALUES LIST				
Complete 2 activities from the list of International, Environment and Values activities (these should be different activities from the Chief Scout's Platinum and Diamond Awards and from two different areas). The list of activities can be found on the next page.				
CHALLENGES				
Hold a Gold Duke of Edinburgh's Award, OR complete the 5 Queen's Scout Award Challenges*				
PRESENTATION				
Make a presentation, to a suitable audience, of your achievements in working towards the Queen's Scout Award.				
*THE 5 QUEEN'S SCOUT AWARD CHALLENGES ARE:				
SKILL	PHYSICAL ACTIVITY	SERVICE	EXPEDITION	RESIDENTIAL
Take up a skill for 6 or 12* months, and show progress and lasting interest. The skill can be an existing interest or something entirely new.	Take up a physical activity for 6 or 12* months, completing an agreed programme by taking part and achieving your objectives.	Provide service to an individual or the community for 12 months. Briefing and training should be given in order to gain the necessary skills. This may include helping with another section of the movement as an Explorer Scout Young Leader or adult volunteer.	Undertake a 4-day and 3-night expedition in open or adventurous country by foot, cycle, horse, canoe, boat or dinghy. The expedition should involve careful preparation, training, responsibility and review.	Undertake a 5-day and 4-night residential project in an unfamiliar environment with people who are not known to you. This project could be environmental work, activity based, service to others or personal training.
All members should complete 12 months in <i>either</i> the skill or the physical activity challenges.				
Explorer Scouts and members of the Scout Network who are not holders of a Silver DofE Award or the Chief Scout's Diamond Award must complete an additional 6 months in either the service or the longer of the skills or physical recreation challenges.				

ADDITIONAL INFORMATION...

NIGHTS AWAY

Camping also includes using other outdoor shelters, such as bivouacs and snow holes, often used while taking part in Scouting activities. Nights away can be counted if they take place with other Explorer Scouts/Scout Network members; while undertaking an award for Explorer Scouts/Scout Network; or while completing an activity contributing directly to the section programme. It also includes any nights away undertaken as a Young Leader/adult volunteer with another section.

WORKING FOR MORE THAN ONE AWARD AT A TIME

An award does not have to be completed before activities can count for the next award. For example, if an Explorer Scout has completed the expedition element of their Chief Scout's Platinum Award but not the rest of their award, they can begin the expedition section of the Chief Scout's Diamond Award.

AWARD STANDARDS

The awards are based on personal best effort and not on fixed standards. Therefore, the quality of the personal effort is much more important than the quality of the content, which will vary according to ability, age and other factors.

TAKING A BREAK OR CHANGING ACTIVITIES

If they want to change activities during an award, this is possible, although on one occasion only. It is also possible to take a break from an activity and then to restart from where they stopped. This could happen, for example; during a period of school, college or university exams.

SPECIAL NEEDS

You need to be aware of any members with special needs and tailor the activities that they undertake to suit. Factsheet *Successfully including the Scout with Special Needs* (FS250061) includes lots of information on how to include someone with special needs in Scouting which can be applied to the award (available from www.scouts.org.uk/infocentre).

INTERNATIONAL, ENVIRONMENTAL AND VALUES LIST

AREA 1: INTERNATIONAL

- Complete your International Friendship Partnership Award
- Complete your Explorer Belt
- Take an active part in a project with an overseas aid organisation, such as UNESCO
- Take an active part in a camp in another country, for instance, a Jamboree or Moot
- Take an active part in an International Camp in the United Kingdom
- Take part in a project at a campsite abroad, for example, as part of a community project in Africa or International Camp Staff Programme
- Take part in a foreign exchange project
- Organise a series of programmes for your Unit/Network on an international theme
- Organise a series of programmes for another section on an international theme
- Complete any activity of a similar nature agreed beforehand with your leadership team

AREA 2: ENVIRONMENT

- Complete your Environment Partnership Award
- Assist some Cub Scouts or Scouts in gaining their Global Conservation Activity Badge
- Take an active part in an environmental project with another organisation
- Take an active part in an environmental project in your local community
- Choose a current environmental issue to research, and then present your findings to your Unit/Network
- Complete an environmental project and make a formal report of your findings
- Complete an environmental impact assessment of an activity the Unit/Network is undertaking and act on your findings
- Organise a series of programmes for your Unit/Network on an environmental theme
- Organise a series of programmes for another section on an environmental theme
- Complete any activity of a similar nature agreed beforehand with your leadership team

AREA 3: VALUES

- Complete your Faith Partnership Award
- Take a regular part in activities at your place of worship
- Take an active part in a project examining your own faith, for example a retreat
- Take an active part in a project examining a faith other than your own
- Plan and carry out an act of worship for your Unit/Network or another group in Scouting
- Choose a current issue to research, such as health or crime, and then present your findings to your Unit/Network
- Assist some Cub Scouts or Scouts in gaining their World Faiths Activity Badge
- Organise a series of programmes for your Unit/Network on a values theme
- Organise a series of programmes for another section on a values theme
- Complete any activity of a similar nature agreed beforehand with your leadership team

NOTE:

Although there is only one list of activities for the Chief Scout's Platinum, Diamond Award and Queen's Scout Award, the level of skill and commitment required for the Queen's Scout Award should be appropriately higher than for the other two awards, linked to the age and experience of the Explorer Scout or Scout Network member. The activities that you complete from the list should be different for each award that you undertake. An activity can also count for this requirement if it is being completed for another requirement of the award. For example, completing an environmental project during the Queen's Scout Award expedition would also count for this requirement.

WHO SHOULD BE SUPPORTING THE PARTICIPANTS?

We all should. Participants may begin the award during their time in Explorer Scouts or in Scout Network, so leaders and commissioners in both sections have their part to play in supporting individuals through the award. Many Counties and Districts also have an adviser in post for the Duke of Edinburgh's Award, who will be able to support the participant with the award challenges.

The Scout Information Centre and the Programme Team at Gilwell Park are also available to help by telephone or email

The Scout Information Centre

Tel: 0845 300 1818

Email: info.centre@scouts.org.uk

The Programme Team

Tel: 0845 300 1818

Email: programme@scouts.org.uk

Below we have listed some tasks that Districts/Counties/Areas/Regions might like to consider.

- Promote the Queen's Scout Award
- Provide Explorer Scouts and members of Scout Network with the resource *The Queen's Scout Award Information for Participants*
- Encourage progression through the award
- Support the participants when selecting their challenges
- Support the participants in drawing up action plans
- Recommend appropriate training where required
- Run training session where needed

- Follow up requests for specific information liaising with the County Advisers for the Duke of Edinburgh's Award and other organisations where appropriate
- Keep records of individuals progress and details with the Queen's Scout Award Coordinator
- Ensure that Certificate Request forms are dealt with efficiently
- Ensure the request for the Queen's Scout Award Certificate has been signed by the appropriate commissioner before being sent to The Queen's Scout Award Administrator
- Maintain records of Queen's Scout Award holders in the District/County/Area/Region
- Ensure information regarding National Presentations and the parade at Windsor is received by all those who are eligible
- Ensure that certificates are presented at a suitable occasion for those not attending a national presentation

It is likely that many of these tasks will be carried out by the Explorer Scout Leader and/or Scout Network Leader but it is up to the District or County/Area/Regional teams to decide on who is best placed to undertake these tasks and these then need to be incorporated into their role descriptions upon appointment or review.

THE 9 STEP PROCESS

YOU HAVE A POTENTIAL QUEEN'S SCOUT AWARD PARTICIPANT - WHAT SHOULD YOU DO?

STEP 1

Duke of Edinburgh's Award

Make sure that the participant knows that if they register for a Gold DofE programme they will be able to achieve both awards as a buy one get one free offer! Register the participant for the DofE through your County Duke of Edinburgh's Award Adviser (if in England) or your Country Office (if in Scotland, Wales or Northern Ireland), and also give them *The Queen's Scout Award Information for Participants* pack to read so that they understand as much as possible.

For more information on the DofE speak to your District/County Duke of Edinburgh's Award Adviser (if in England) or your Country Office (if in Scotland, Wales or Northern Ireland) or visit the website www.dofe.org

STEP 2

Challenges and timescales

Meet up with the participant once they have had a chance to read about the awards and receive their *DofE Record Pack*. Hopefully they will have an idea of what they would like to do for each of the challenges/sections, and have decided which ones they would like to start with. Some participants will launch into all challenges/sections of the award at once, while others, perhaps with jobs, family, exams etc might choose to approach one at a time.

You can find lists of activity ideas for each challenge to help participants which are available from www.scouts.org.uk/qsa

STEP 3

Participants' Action Plans

Support the participants in creating an action plan for their chosen activities. This will help them to keep their plans structured and not forget anything.

The participant should start by defining their goal, thinking about the steps they need to take to achieve the goal and regularly review their progress as they go along, perhaps adding new steps.

FOR EXAMPLE:

Goal

I want to become an Assistant Cub Scout Leader for the service element of my award

Tasks

1. Contact the District Commissioner to ask which Pack I may be able to help in.
2. Contact the Cub Scout Leader and arrange to meet up and fill in the paperwork.
3. Start helping.
4. Undertake the training required by the role and by the DofE programme and Queen's Scout Award.
5. Keep a record of the initial meeting/briefing, training, and time spent at Cubs. It may also be helpful to get some photos and keep a diary for the presentation later, at the end of the award.

Review

After task one is completed the participant reviews their action plan and finds that they need to add and change some steps. As well as meeting the Cub Scout Leader they will meet the Group Scout Leader; they will go through the paperwork, including talking about the role and training requirements. This will be the initial briefing. They will then need to complete the paperwork and submit it, as well as meeting with the Appointments Advisory Committee. They may be able to start helping, if they already had a Criminal Records Check as a Scout Network member. They then amend their action plan and commence with task two.

You can support the participant in completing their action plan by encouraging them to make their steps more specific, such as including times and dates. You may be able to help them to think about the steps that they will need to complete. If there are several participants working towards the same goal, for example for their expedition, it may be helpful to facilitate a meeting between them. This means they can make their action plans for this goal together. If things are not going according to plan, you may need to support the participant in coming up with a new set of steps, or, if necessary, a new goal.

You can find programme planners for each challenge to help the participant identify what actions they need to undertake and meet their goals.

These are available from www.scouts.org.uk/qsa

STEP 4

Support during the award

As the participants progresses through their DofE programme, check in with them regularly, either in person, by phone or email to see how they are getting on and offer them encouragement and support. Also support them in reviewing action plans and making subsequent ones as they begin each new challenge. If they need help with a particular contact, or require some specific training, you can help them to get in touch or to access it. While the DofE is down to personal best effort and individual skills and experience, we can all do with a little support or a guiding hand here and there. As they complete each challenge, congratulate them and help to check that they have kept adequate records and have enough information for their presentation.

One area that they may need particular support for is the expedition, for which they will require adequate training, and they may need support in arranging a DofE Accredited Expedition Assessor (if they are doing the Gold DofE as well) and a supervisor with the relevant activity permit.

STEP 5

The extra bits

Most active members of the Explorer Scout and Scout Network sections will have no problem completing the extra bits of the Queen's Scout Award, but they may need to be reminded to keep a record of this using the allocated space of the Queen's Scout Award Certificate Request Form which can also be found in *Reach the Top: The Queen's Scout Award Information for Participants*.

The extra bits

- Be aged between 16 and 25 years old and a member of Explorer Scouts or the Scout Network or both for at least 18 months. (This can include time counted for the Chief Scout's Platinum or Diamond Awards.)
- Complete 18 nights away as an Explorer Scout or member of the Scout Network, of which 12 must be camping. (This may include nights counted for the Chief Scout's Platinum or Diamond Awards.)
- Complete two activities from the list of International, Environment and Values activities, on page 5. (These should be different activities from the Chief Scout's Platinum and Diamond Awards and from two different areas.)

STEP 6

Presentation of Achievements

The participant is now coming to the end of their award and will be looking forward to celebrating its completion. They now need to complete a presentation, to a suitable audience, of their achievements. They may decide to do this as part of an Explorer Scout or Scout Network event, or may do it as a stand-alone event. They may do it on the same evening as other participants or separately. It is a good idea to invite guests along - the participants' parents and others who have supported them through the award, the Commissioner who will be signing off completion of the award, representatives from organisations where they have completed the different challenges for example. The presentation should involve some effort. Some ideas might be a DVD video diary taken throughout the award, photographs on display and an interactive talk, a PowerPoint presentation with some interesting objects collected during the residential for example.

The presentation should tell the audience what the participant did for each part of the award and how they felt about it. It should also be fun! Some participants may find that they have a natural flair for this type of thing, while others will dread this more than any other aspect and will need a little more support.

STEP 7

Signing off the award

WHO DOES IT?

Completion of the Queen's Scout Award is signed off by:

Explorer Scouts – the District Explorer Scout Commissioner (DESC).

Scout Network – the County/Area Scout Network Commissioner (CSNC/ASNC) or the Assistant Regional Commissioner for Scout Network (ARC).

In the event that these roles are vacant the responsibility will, by default, fall to the line manager. So, for Explorer Scouts this will be the District Commissioner (DC) and for Scout Network this will be the County Commissioner (CC), Area Commissioner (AC) or Regional Commissioner (RC) for Scotland.

The commissioner needs to sign the completed Queen's Scout Award Certificate Request form. If the participant has completed a Gold DofE at the same time as the Queen's Scout Award and is using the same activities for the challenges you need to wait until they have had their Duke of Edinburgh's Award record book approved and back in your hands before the relevant commissioner signs off the Queen's Scout Award.

The Queen's Scout Award Certificate Request form is available in:

- *The Queen's Scout Award Information for Participants*
www.scouts.org.uk/qsa
- Online at www.scouts.org.uk/explorers and www.scouts.org.uk/network

There is no requirement for a formal assessment of the participant's achievements, but as a responsible commissioner you should ensure that the participants have carried out their own assessment of the personal effort involved in gaining the award. The assessment should be linked back to the action plans drawn up with the participant when they commenced the award.

The Queen's Scout Award is based upon self-assessment coupled with support/consultation with the relevant leader/commissioner and is based on personal effort.

The personal assessment should look at effort involved, knowledge gained and any changes that they believe have occurred in their attitude and opinions etc. Participants should be encouraged to think about the following items:

- What characteristics did I use when working in a team?
- What leadership skills have I learnt or improved upon, and was I able to apply them in the work that I carried out?
- How can I use the experiences gained in everyday life?
- What did I achieve?
- What personal commitment and disciplines have I gained?

When talking through the award with the participant, always question effectively. Use questions that are open and cannot be answered 'yes' or 'no'. Don't ask leading questions and keep the questions positive even when approaching challenging areas.

Some good examples are below:

- How do you believe gaining the award has changed your experiences in Scouting?
- How do you think the award has improved your focus?
- What was the most enjoyable section of the award and why?
- What was the least enjoyable part of the award and why?
- What made you decide to undertake the award?

Specific activities undertaken

- What did you do?
- Why did you choose the activities you did?
- Where (and how) did the activities take place?
- Could you outline the planning that you undertook?
- Did you delegate tasks? How?

Skills, knowledge and experience gained

- What new skills have you learnt?

- What have you personally gained from the experience?
- What things would you do differently now?
- What aspects provided the most challenge? Why?
- How did you feel about taking responsibility?

Future application

- How do these factors relate to everyday life?
- How can you apply the lessons learnt to future life?
- Apart from skills, what different attitudes do you think you might apply in the future?
- How would you plan for future activities?
- How would you feel about taking responsibility in the future?

Failure to achieve the award is not possible if the participant has been supported from day one, and ensured that their own personal action plans are completed realistically. Remember that the award is based on personal best effort and personal growth.

An informal interview or discussion will give you or the relevant commissioner the opportunity to find out what the participant has been involved in, what they feel their achievements have been and what sort of future opportunities they wish to undertake in Scouting. It may also be a reflection of the quality of the award within the County/Area. It must be stressed that it is not intended as a means to 'grill' the participants.

The informal interview or discussion will allow the prospective awardees to think through the activities undertaken during the award and assist them in identifying the life-skills acquired from the award. More importantly it will help them understand what these skills mean and how they can be used in the future; their career, further education, Scouting and social life.

A successful informal interview/discussion is one where both parties feel relaxed and comfortable, which in turn enables a purposeful two-way conversation to take place. Not everything will be appropriate to your particular discussions, but we have provided you with a checklist of things, which you may consider, and of course, feel free to add your own!

TASKS	THINGS TO CONSIDER	ACTIONS
Background on the participant	<ul style="list-style-type: none"> • Name of the participant • Do I know anything about them? (family, education, job) • What have they been involved in? • Any special achievements or considerations? 	<ul style="list-style-type: none"> • Contact Explorer Scout Leader to find out more information (if necessary) • Contact the Scout Network Leader or Chair to find out more information (if necessary)
The informal interview/discussion	<ul style="list-style-type: none"> • Date, time and venue • Purpose of the meeting • Atmosphere • Heating/lighting/ventilation • Position of furniture <p>(Face to face can imply confrontation, and tables can form barriers. Sitting side by side is friendlier)</p> <ul style="list-style-type: none"> • Time available • Pattern of conversation and questions 	<ul style="list-style-type: none"> • Invite the participants to the venue on the date specified and make sure that they are able to attend this date and time • Ask for copies of action plans/record cards/log books • Will there be unnecessary interruptions? Turn off your mobile phone! • Refreshments available

Once the Queen's Scout certificate request form has been completed and been approved by the relevant commissioner it needs to be sent to:

The Queen's Scout Award Administrator

Gilwell Park
Chingford
London
E4 7QW

If you are in Scotland your Queen's Scout Award certificate request form needs to be sent to:

Scottish Scout Headquarters

Fordell Firs
Hillend
Dunfermline
Fife
KY11 7HQ

A photocopy of the Duke of Edinburgh's Award certificate will need to be sent with the Queen's Scout Award request form.

The County/Area/Region Queen's Scout Award Coordinator would normally send this off.

STEP 8

The Celebrations

The participant can choose whether to be presented with their award at a local or national presentation. This is their choice. Many Counties hold local award ceremonies where the participant can be congratulated on their award locally even if they have chosen to receive it nationally – if there isn't one in your County, perhaps it is an idea you can take forward – all the Chief Scout's Awards could be presented as well as the Queen's Scout Award.

If the participants have decided to be presented with their Queen's Scout Award nationally then they will be invited to the Queen's Scout Reception nearer the time. The Queen's Scout Reception takes place annually at a prestigious venue.

The participant can also join the National Scout Service and Parade at Windsor Castle on the Sunday nearest to St George's Day, which is well worth encouraging them to attend.

STEP 9

The Media

The participant may be shy and need encouragement to contact the local press themselves, so get in touch with your local Media Development Manager to get your Queen's Scout into the press. The Media Development Manager will know the best places to approach and will have local press contacts. If you don't have one, then the job will fall to you – don't be shy, help those Queen's Scouts speak out about their achievements and show the world how great our Scouts are.