

## **Brief History and Logo**

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HRH Duke of Edinburgh (Prince Philip), together with Dr. Kurt Hahn, a famous educationalist, and Lord Hunt, leader of the first team to conquer Mount Everest, founded The Duke of Edinburgh's Award in the U.K. in 1956. It is designed as an introduction to worthwhile leisure time activities, as a challenge to the individual to personal achievement and as a guide for those people and organizations who would like to help the development of their younger fellow citizens.

The Hong Kong Award for Young People (AYP), formerly known as The Duke of Edinburgh's Award, established in 1961, is a member of The International Award Association. AYP is honoured to have the former Hong Kong Governor or the Chief Executive of HKSAR to be our Patron and present Gold Award certificates over the years. The prestigious Presentations have no doubt given due recognition to our Award recipients as well as volunteers.



The Global Bird sign was adopted as the logo of AYP. It embodies the universal values, international applicability and a sense of belonging to the world community of the Award. The bird flying upwards symbolizes its personal values, self-improvement, excellence, confidence and pride.

## **Operation of the Award**

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The Award in Hong Kong is administered by the Award Council, which is licensed by The International Award Foundation. Members of the Award Council are appointed by the Chief Executive of The Hong Kong Special Administrative Region. The functions of Award Council are:

- To operate and promote the Award in Hong Kong and be responsible for the overall policy and maintenance of standards.
- To be responsible for public relations and publicity of the Award Scheme in Hong Kong and abroad and to maintain contact with the National Award Operators in other countries.
- To arrange financial support for the development and administration of the Award in Hong Kong.
- To license qualified organizations and groups as Operating Authorities.
- To confer Gold Award and make arrangement for their presentation.
- To review and revise the programmes as necessary
- To liaise with the International Award Foundation Secretariat.
- To co-ordinate the Award programmes to ensure the best use of manpower resources, equipment and facilities.

The Award Council welcomes all groups or organizations aimed at nurturing young people to join as Operating Authority and implement the Award. Operating Authorities must understand the spirit of the Award Scheme and safeguard its aims and standards. Operating Authorities have to establish the necessary administrative framework to ensure the functioning and continuity of the Scheme.

Operating Authority is responsible for the implementation of the Award Scheme. Its responsibilities include:

- To publicize the Scheme, to advise, guide and assist young

people within the age bracket to join the Scheme.

- To provide young people with record books and other Award literature.
- To recruit volunteers, to appoint instructors and assessors.
- To keep and update records of participants, volunteers and instructors.
- To organize Award activities, training and assessment.
- To organize talks to young people who are interested in the Award Scheme, let them have basic understanding of the Award Scheme.
- To ensure the safety and well-being of the participants, arrange insurance coverage if necessary.
- To obtain parental consent for those participants who are under the age of 18.
- To approve the activity plan for Bronze and Silver levels and be responsible for such assessments (autonomous OAs are responsible for Gold level assessment as well), to ensure the operation of the Scheme in their unit meet the requirements stated in the Award Handbook, and that the standards of the Award are upheld at all times.
- To authorize the Bronze and Silver Awards.
- To submit to the Award Office the statistical return half-yearly.
- To establish User Units if necessary.
- To provide guidance and assistance to the User Units to make sure the smooth running of the Award Scheme and participants fulfill the Award requirements.
- To recommend modifications on the Scheme to the COC as may be required from time to time to suit the local situation.
- To liaise with the Award Office and other OAs/UUs in the running of courses.

To assist the implementation of the Award by the Operating Authority / User Unit, the Award headquarters provides the following services / resources to support:

- Assist the User Units in the implementation of the Award in

early stages.

- Provide induction training for User Unit Leaders.
- Arrange orientation talks for new participants.
- Purchase Group Personal Accident Insurance for participants and instructors. They are insured when they take part in activities for attainment of the Awards.
- Transfer participants to overseas to continue the Award Programme.
- AYP Programme Fund is opened to applications for subsidized Award activities organized by OAs/UUs
- Rental of promotional materials (eg display boards, banners).
- Arrange Gold and Silver Award Presentation Ceremony.
- Certificates and medals are provided free of charge to awardees.
- Provide OAs/UUs the Award printed matters free of charge, including posters, annual reports, leaflets, training materials etc.

## **Steps to attain the Award**

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The following briefly described the 9 normal steps and details to take note for a participant from joining AYP till completing the Award:

### **1. Enquiry**

AYP is a self challenging, voluntary extra curricular programme, hence interested participants should learn about the details of AYP before joining to decide whether the activity is suitable for them. Participants may find useful information in AYP website, or may visit the Award Office / Operating Authorities to learn more about the Award Programme. Some Operating Authorities may have specific recruitment targets for the programme, participants should gather more information and choose the most appropriate Operating Authority for them.

### **2. Enrollment**

To begin your AYP journey, participants should purchase a record book through an Operating Authority. All Award activities should be recorded on the record book in order to be recognized. Only activities undertaken after the enrollment can count towards the Award. Participants would be requested to provide personal information for enrollment, should there be any changes to the information given, participants are required to inform their Operating Authority as soon as possible, so that they could be reached when needed.

### **3. Selection of Activities**

Participant could freely choose any activities according to their own abilities and interests base on the guidelines given in the AYP Handbook. Except the Expedition Section, participants could freely choose to plan their Award activities for assessment to fulfil the requirements of the Sections. Participants may also choose the same activity for different levels (e.g. choosing Karate for both the Bronze and Silver Level), yet improvement should be shown in the advanced level.

### **4. Invitation of Instructors**

Participants have to invite instructors to provide guidance to their selected activities, for activities organized by an individual body/ institution, the instructor of the activity could be the instructor of the participant. Please inform the User Unit before the start of an activity; while for activities undertaken by the participant individually, instructors would be approved by the User Units. The assessment of activities will be taken by experienced and knowledgeable seniors. In general, the assessor for Bronze/Silver Award activities will be the assessed instructor, therefore, participants should invite their instructor for their assessment before the start of their activity; the assessor of Gold Award level would be appointed by the respective Section Panel.

### **5. Approval of Activities**

After inviting suitable instructors for assessing the progress of

Bronze and Silver activities, participants may need to report their definite plan of actions to leaders of their Operating Authorities / User Units. There is no set syllabus or common standard to achieve. Participants should set individually challenging, realistic and achievable goals for the activities they are interested in within the time frame of the Award and should taken account the starting ability of themselves. For Gold Award Level activities, participants need to present their plan to the Section Panels at least 1 month before the starting date. Activities record will only be recognised after the approval from the Operating Authorities / User Units / Section Panels.

**6. Progress your activities as scheduled**

Participants should progress the selected activities as scheduled and keep contact with the assessor to evaluate the progress of the activity and individual performance.

**7. Record of Activities**

Participants should keep record of the progress and details of the activities undertaken for assessors and Operating Authorities review after completing the activity.

**8. Endorsement**

Upon completion of the Award activities, participants should ask their instructors and assessors to endorse on the record book to certify the progress and performance of their participation. Gold award participants shall meet the Section Panels to prove their activity record, where Section Panels will endorse for certification.

## **9. Attain the Award**

Participant fulfilling the requirements for each Level would be awarded a certificate and a pin. The Bronze Award Presentation will be held by the Operating Authorities, participants should follow the instructions from their respective Operating Authorities to attain the Bronze Award; Silver Award Presentation will be held by the Award Office, and the Silver Awards will be presented by celebrities. Participants are required to complete the Notification of Attainment of Silver Award before the deadline of each presentation ceremony (Some Operating Authorities may have special arrangements for their participants). Gold Awards will be presented by the Chief Executive of the Hong Kong Special Administrative Region; participants are required to complete the Notification of Attainment of Gold Award and hand in their record books before the deadline of each presentation ceremony.