

## The Duke of Edinburgh's Hillary Award and Outward Bound

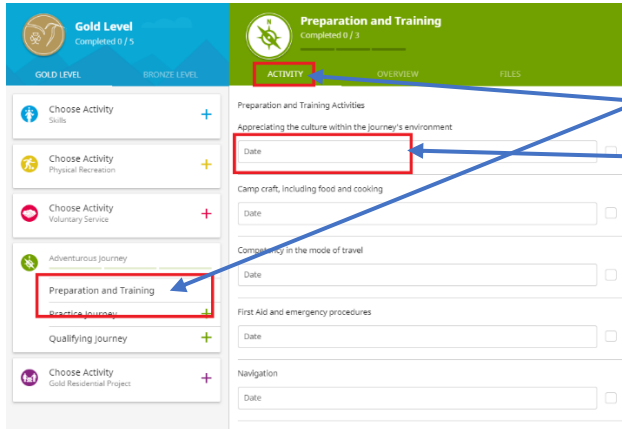
### How to set up an Outward Bound Course in ORB How to upload your Assessment document

**Please note:** You should have set this up in your Online Record Book and have it approved by your Award Leader before you attend your course. Please refer to The Duke of Edinburgh's Hillary Award Outward Bound website page to see what your course can be credited towards.

**How to set this up in your online record book:**

**Preparation and Training:**

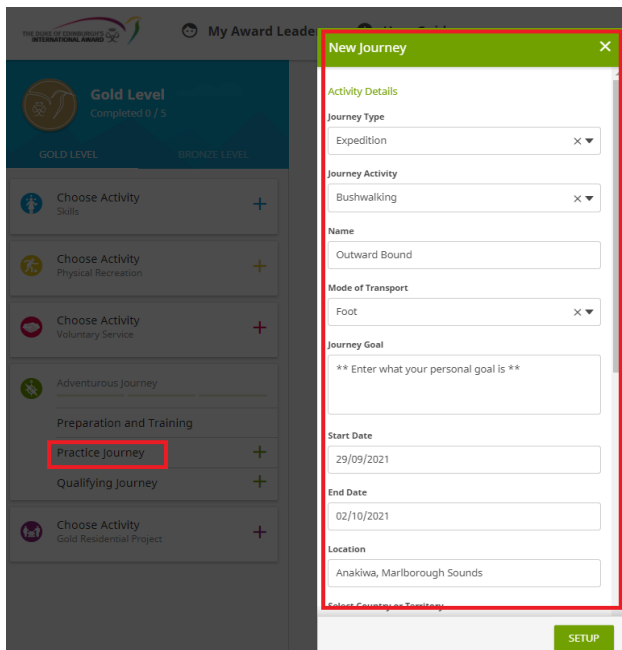
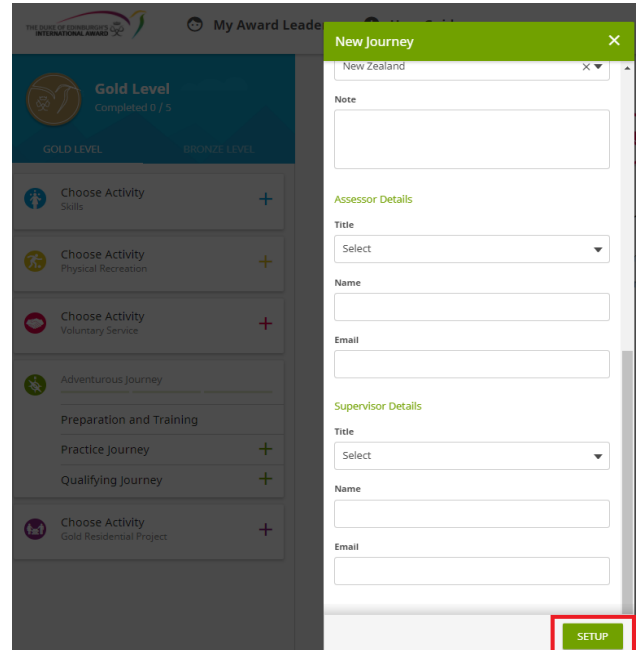
If your course can be credited to the Training section, then set it up as follows:



- Click on Preparation and Training
- Click on Activity
- Enter the start date of your course into each of the 11 Preparation and Training activity date fields.
- Click update

**Practice Journey:**

If your course can be credited to the Practice Journey section, then set it up as follows using days 2 – 5 of your course as start and end dates. Leave the Assessor and Supervisor details blank or use your Award Leader's email address.

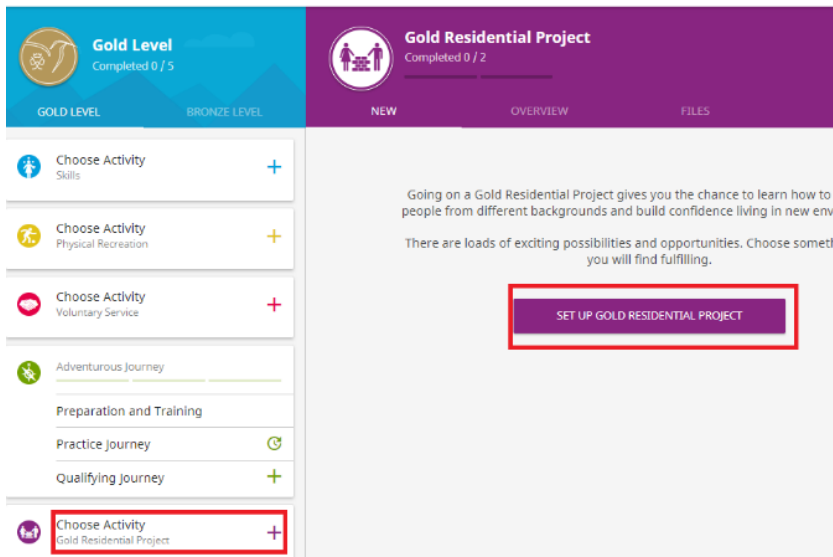
## Qualifying Journey:

If your Outward Bound course can be credited to the Qualifying Journey section then set it up as follows:  
Repeat the steps above for the Qualifying Journey using days 6 - 10 of the course as start date and end date.

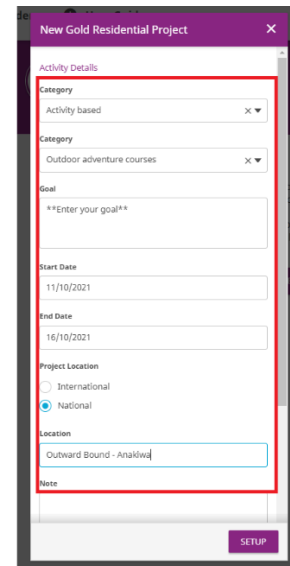
## Residential Project:

If your Outward Bound course can be credited to the Residential Project section (Gold Level Only) then set it up as follows using days 11 – 16 as the start date and end date. Please use your Award Leader's email address for the assessor details but make sure you follow the sign off request instructions below.

1.



2.



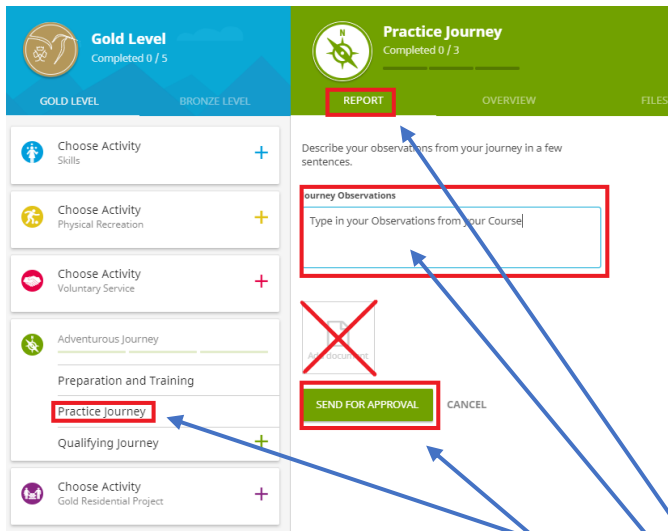
## After your Course:

Well done! After completing your course make sure it is accredited on ORB.

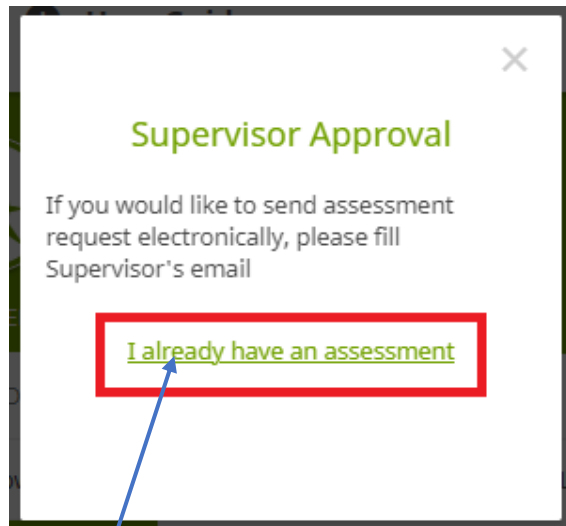
- Scan or photograph the certificate you received on day 21 of your course.
- Upload the pdf or jpeg (10MB maximum) as your assessor report to the relevant sections on your ORB record. See screenshots on next two pages as an example on how to do this and if you need clarification, please refer to The Duke of Edinburgh's Hillary Award Outward Bound website page.

# Practice and Qualifying Journey:

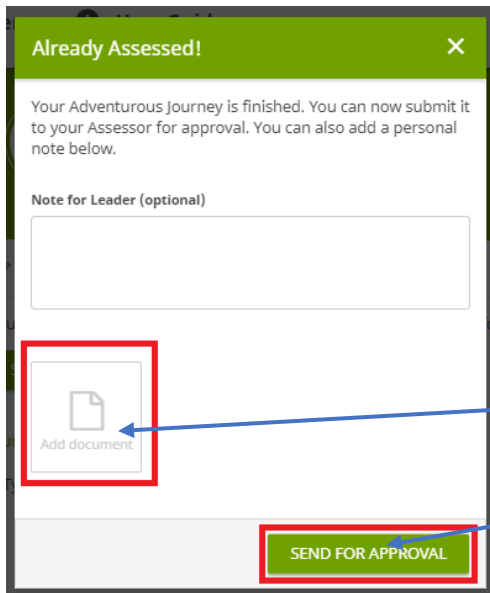
1.



2.



3.



1. Select Practice or Qualifying Journey
  - Select Report
  - Type in your observation from your course
  - Click Send for Approval
2. In the pop-up window select "I already have an assessment".
3. Add a note for your Award Leader
  - Click Add document
  - Add your jpeg of your certificate
  - Click Send for approval.

# Residential Project:

1.

**Gold Residential Project**  
Completed 1 / 2

REPORT OVERVIEW FILES

Describe your observations from your Gold Residential Project in a few sentences.

**Journey Observations**  
Type in your observations based on your goal

Add document

SEND FOR APPROVAL

2.

This activity has no Assessor. You must set assessors details before sending it for approval.

I already have an assessment

3.

**Already Assessed!**

Your Activity is finished. You can now submit it to your Assessor for approval. You can also add a personal note below.

Note for Leader (optional)

Add document

SEND FOR APPROVAL

1. Select Gold Residential Project
  - Select Report
  - Type in your observation from your course
  - Click Send for Approval
2. In the pop-up window select I already have an assessment.
3. Add a note for your Award Leader
  - Click Add document
  - Add your jpeg of your certificate
  - Click Send for approval.