


How to approve an activity

Once a participant has set up an activity (see [How to set up your account and activities](#)) this will then come to you to approve or revise (it will show up on your **To Do List** under **Activity Approval**). What you should be looking at is:

- The activity chosen is suitable for that Section of the Award (if you are unsure of something please contact the National Office on 0800 69 29 27). Key things to look for is that they have not chosen a Physical Recreation activity (e.g. dance, karate, yoga) for their Skills Section; that the activity they have chosen is not a school subject (e.g. P.E. for the Physical Recreation Section) and that, for the Voluntary Service Section, they are volunteering for a suitable organisation or person (they cannot volunteer for a for-profit organisation or business, help out a family member or do something that they, or somebody else, would normally be paid for).
- The participant has chosen a suitable Assessor (for more information on the role of the Assessor or refer to our website - <https://dofehillary.org.nz/Assessors>).
- The participant has chosen a realistic goal to work towards. For example, “playing the piano to a certain standard and performing at the school's music concert” instead of “playing the piano regularly”. More information around the setting of goals can be found on our website - <https://dofehillary.org.nz/Goals>

Activity Approval

Search Jessica Archive 

Registration **Activity Approval 1** Section Authorisation Adventurous Journey Award Authorisation 1 Unassigned Participants

Physical Recreation Skills **Voluntary Service 1** Adventurous Journeys Gold Residential Project

ID	First Name	Last Name	Level	Activity Type	Activity	Goal	Action
PN000556861	Jessica - T	Testing- Jessica	SILVER	Animal Welfare	Walking Dog of Elderly / Disabled Person	To help my elderly neighbour by walking their dog once a week.	Approve Revise

- If you are happy with the Activity, goal and Assessor you can **Approve** the activity. If you are not satisfied with the Activity or want the participant to edit their goal or Assessor, then you will need to **Revise** the activity. When you click **Revise** you will be able to tell the participant why you are revising the activity and what they need to change or edit. *N.B. So long as the activity is on your To Do List the participant is unable to edit any of the information. This means that you will need to revise the activity in order for them to be able to make any changes.*

Revise Item?

Note

Please change your Assessor to someone who is suitably qualified in your chosen activity. An Assessor is unable to be a family member.

Dismiss

Revise

Participants can add up to three activities per Section (instructions on how to do this can be [found here](#)). This is to allow for seasonal sports to be counted or for participants to change their activities as needed. However, if they are doing two activities concurrently only one hour per week will be credited towards their Award Section. Participants must also get an Assessor's report for every activity that they do. Participants should be regularly logging their activities. However, some Award Units are finding that asking a Gold Participant to encourage Bronze and Silver participants to log by emailing or contacting them on a regular basis (this can be used for the Service Section for the Gold participant) can help motivate participants to record their logs more regularly.

The Adventurous Journey Section consists of three components at Bronze, Silver and Gold. These are:

1. Preparation and Training (learning skills to do with the outdoors – navigation, first aid, route planning, risk management etc.).
2. Practice Journey – this is where they put into practice what they learnt in the Preparation and Training (and usually involves more input from the Assessor)
3. Qualifying Journey - the journey they are assessed on (the Assessor is still present, but the group should be leading the trip more independently).

The process of approving the Practice or Qualifying Journey is the same as other sections of the Award (the Preparation and Training does not need to be approved just signed off). What you should be looking for is:

- The activity chosen is suitable for the Adventurous Journey Section (any questions please contact us at info@dofehillary.org.nz or 0800 69 29 27)
- The Adventurous Journey Section is either through your Award Unit (using your safety management systems) or through one of our Activity Providers (AP) a list of these can be found [on our website](#).
- It is not a family trip and the participant is undertaking the journey in a group of 4-7 of their peers.

Further Reading

[International Handbook for Award Leaders](#)

Chapter 2 Award Framework and requirements

- 2.3 Setting section 'SMART' goals

Chapter 4 Getting Started

- 4.3 Planning and preparing for an activity
- 4.5 Logging activities
- 4.6 Changing activities

Chapter 5 Voluntary Service Section

- 5.5 Requirements
- 5.7 Types of activity

Chapter 6 Skills Section

- 6.5 Requirements
- 6.7 Types of activity

Chapter 7 Physical Recreation

- 7.5 Requirements
- 7.7 Types of activity

Chapter 8 Adventurous Journey Section

- 8.8 The Adventurous Journey 15 requirements
- 8.10 Preparation and training
- 8.12 Practice Journeys
- 8.13 Qualifying Journeys and Assessment

Award website– [Adventurous Journey](#)

[New Zealand Specific Addition to the Adventurous Journey Section](#)

Award website – [ORB Tips for the Adventurous Journey for participants and Award Leaders](#)

[Mountain Safety Council](#)