

How to sign off an Award (Award authorisation)

Once all Sections have been signed-off under Section Authorisation you will need to authorise the entire Award (the participant will first need to submit their Award for sign-off). Once again you will have the option of revising it or approving it. At this point, if you have checked the individual Sections, you should not need to check to make sure that everything is complete. However, you can check these by clicking on the participant's ID number and reviewing the individual section. If one of the sections was not completed correctly you need to revise that section by clicking on **Revise**.

Award Authorisation Search Jessica Zanetti
Virtual Award Centre - National Office

Registration 2 | Activity Approval | Section Authorisation | Adventurous Journey | **Award Authorisation 1** | Unassigned Participants | Undelivered Emails 1

ID	First Name	Last Name	Previous Level	Current Level	Date Submitted to Award Office Authorisation	Weeks Completed / Required	Note	Action
1398839	Tommy	Williamson	---	BRONZE SILVER GOLD	25/05/2022	52 / 52		Approve Revise

20 per page

You can then choose which Section to revise and provide an explanation as to why you are revising this.

Revise Award?

Note

Assessor report is missing for your swimming.

Which section do you want to return to 'In Progress'?

Physical Recreation

Skills

Voluntary Service

Gold Residential Project

Adventurous Journey

If you are happy with the participant's Award you can **Approve** it. When you click on approve the Award is then sent to The Duke of Edinburgh's Hillary Award National Office for final sign-off. Once approved by the National Office a certificate and badge will be sent to you at your Award Unit to

present to the participant as well as a digital copy of these to the participant. If, for whatever reason, the Award is not approved, the Award will be returned to the participant (you will receive an email letting you know why the Award was not signed off). You will also be able to see the reason under the participant's History Log.

Award returned to participant for revision



ORB@OnlineRecordBook.org
To Jessica

Reply Reply All Forward

Thu 26/05/2022 9:03 AM

Kia ora Jessica :

This is to inform you that **Tommy Williamson's** Bronze Level Award was not signed-off as complete. The reason for this is: **Missing an Assessor report for the Skills Section.** .

We have revised the Award to **Tommy Williamson** with a note explaining what they need to do. You can see the note to **Tommy Williamson** under their History tab. If you have any questions about this please get in touch with us on 0800 69 29 27 or info@dofehillary.org.nz.

Ngā mihi,

The National Office Award Team

This is an automated email, please do not respond directly to this email address. If you have any problems with this email please email us at info@dofehillary.org.nz. This email is intended only for the person to whom it is addressed. If you are not the intended recipient you must not use, disclose, copy, or print this email, and must delete it immediately from your email system.

Tommy Williamson (PN001507811)

Participants / History

Search



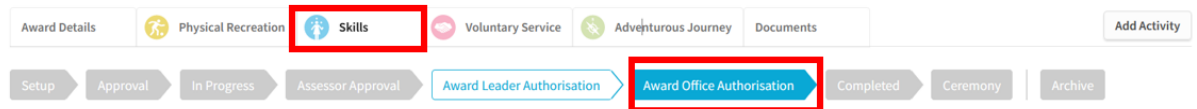
UTC Time	Date / Time	Description
25/05/2022 9:04 pm	26/05/2022 9:04 am	Jessica did not sign off the Audio Production (Skills) activity with a note: Missing an Assessor report for the Skills Section. Please ask your Assessor to complete the form.
25/05/2022 9:04 pm	26/05/2022 9:04 am	Jessica did not sign off the Bronze Level award of participant Tommy Williamson with a note: Missing an Assessor report for the Skills Section. Please ask your Assessor to complete the form.
25/05/2022 9:03 pm	26/05/2022 9:03 am	Jessica has returned the Bronze Level award of participant " Tommy Williamson " with a note: " Missing an Assessor report for the Skills Section. "
25/05/2022 8:58 pm	26/05/2022 8:58 am	Award Leader Stage- Jessica signed off the Bronze Level award of participant " Tommy Williamson ".

If the National Office approves the Award you and the participant will get an email saying that the participant has successfully completed the Award level. The email to the participant will contain a link through which they can register for the next level of the Award.

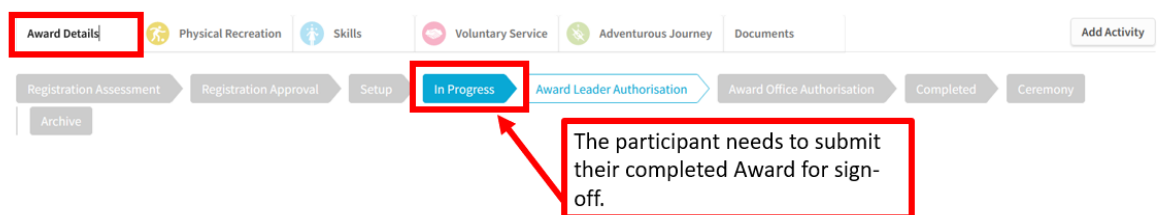
A participant, so long as they meet the minimum age requirements (15 for Silver and 16 for Gold), can be working on two levels of the Award concurrently. They can then work on any Section that they have completed in the previous level at the next level (e.g. if they had completed Physical Recreation and Voluntary Service Sections at Bronze, but still have to finish the Skills and Adventurous Journey Sections they could start working on Physical Recreation and Voluntary Service Sections at Silver). To do this you will need to invite them to register for the next level through the Online Record Book. Instructions on how to do this can be found on [our website here](#).

Troubleshooting

- If a participant's completed Award is not on your To Do List for Award Authorisation this will be because the participant either has not submitted it to you for Award Authorisation or they have not completed all the Sections of the Award. If you look through a participant's Award all Sections should be at **Award Office Authorisation**.



If all sections are at Award Office Authorisation, the participant needs to submit their completed Award to the Award Leader. Under Award Details the Award should be at **Award Leader Authorisation**. If it is on **In Progress** then ask the participant to submit their Award for signoff.



- If an Award is not signed off by the National Office the main reasons for this are:
 - Missing Assessor reports (there needs to be an Assessor report for every Section. If there are more than one activity under a Section e.g., Physical Recreation then there needs to be an Assessor report for each activity.
 - Award Leader writing Assessor reports for all activities and Sections.
 - Award Leader overriding the Section resulting in missing Assessor reports or time requirements not being met.
 - Wrong type of activity done for a Section e.g., a physical activity like dance or a sport used for the Skills Section.
 - The participant logs not reflecting the activity listed or the logs not describing what the participant did each time.
 - A range of different activities listed under one activity e.g., the activity chosen for the Physical Recreation Section is netball, but the logs talk about the participant ding basketball, running, swimming and yoga as well as netball.

Further Reading

The [International Handbook for Award Leaders](#)

Chapter 2 Award Framework and Requirements

- 2.5 Participant age requirements
- 2.6 Starting another Award level

Chapter 4 Getting Started

- 4.10 Authorisation of an Award