

(U)659.—Awards—The Duke of Edinburgh's Award Scheme for Boys—Participation
by RN, RM and WRNS

(NP1/N/EDCI 227/64—13 May 1966)

1. The Duke of Edinburgh's Award Scheme for Boys was introduced in 1956 to provide an incentive and opportunity for young people to channel their leisure-time activities towards a specific goal. Not only does this Scheme give young people a sense of achievement on reaching the Award standards, but develops their character, physique and powers of leadership.

Organisation

2. The Award Scheme is not in itself a Youth Organisation; rather it is a service which is offered to Youth Organisations such as schools, clubs, industry, the Police Force and the Armed Forces. It also provides for the boy who does not belong to any organisation and he too, can also attempt the Awards. The Scheme operates overseas as well as in the United Kingdom.

3. The operation of the Scheme is undertaken by a number of existing organisations known as Operating Authorities, of which the Navy Department is one. The administration is conducted by a small central staff in London under a Director. The Director acts as a direct link between the users of the Scheme and His Royal Highness the Duke of Edinburgh. The Award Office is responsible for policy matters and the general supervision and co-ordination of the Scheme. Individual users do not, however, communicate directly with the Award Office but do so through their Operating Authority.

Age Limits

4. The Scheme is for boys from their fourteenth to twentieth birthdays. In the Navy, boys over the age of 15 years may, at the discretion of Commanding Officers, enter directly for the Silver Stage and those over the age of 17 years may enter directly for the Gold.

The upper limits for completing each Stage are as follows:—

Bronze	17th birthday
Silver	18th birthday
Gold	20th birthday

The latest age to start on the Gold Stage is the 19th birthday.

The Scheme

5. The continued success of the Scheme depends on the personal integrity and enthusiasm of those adults who serve it. The Scheme embodies four principal groups of leisure-time activities to which certain standards of achievement have been attached. These standards provide targets to which boys can aspire in three progressive stages and are intended to match the abilities of most boys; they are not set so as to favour the naturally gifted. Nevertheless, they demand consistent effort and perseverance is a key-note of the Scheme. In order to gain an Award a boy must choose one activity from each group and reach the standards laid down. He is then encouraged to widen his interests, rather than to specialise.

The element of competition is specifically excluded from the Scheme. Boys need not fear that they are competing against each other; each boy is encouraged to measure his own ability and progress. At the same time he is developing his own character.

The Operating Authority for the Navy, the Royal Navy, the Royal Marines, Ships and Establishments, and the RN School, Malta is the Navy Department. This is normally the officer who has been directed to act for the Commander-in-Chief, Flag Officer or CGRM. The Command Award Officers (CAOs) communicate directly with the Navy Department. Their enquiries or proposals in connection with the Scheme should be addressed to the Director General of Naval training who has an officer on his staff to act as Liaison Officer between the Award Office in London and the Royal Navy and Royal Marines.

Special Conditions

11. No additional time or staff can be allowed for Award activities. Activities which are duly authorised by Commanding Officers will count as duty. Any activities which are not so authorised, however, cannot be regarded as duty and no entitlement to non-effective benefits will exist if death or injury result from them.

Literature

12. The Director General of Naval Training distributes to CAOs sufficient copies of all printed matter and publications which are supplied by the Award Office without charge. These normally consist of leaflets, pamphlets and posters.

On quotation of this Instruction, CAOs may obtain "Leaders' Handbooks", "Handbooks of Syllabuses" and the "Expedition Guide", directly from the Ministry of Defence (KSP(N)) for issue within their Commands. These publications have to be paid for and care should be taken not to lose or damage them.

Record Books

13. These will be supplied by the Director General of Naval Training on demand. They cost 2s 6d each and have to be paid for individually by young ratings and RM other ranks entering the Scheme. As regards accounting, invoices for stocks obtained by DGNT will be forwarded to the Paymaster of Contingencies, London, authorising payment as a charge to P1 (The Duke of Edinburgh's Award Scheme). Receipts in Supply Officers' Cash Accounts should therefore be brought to account at Code Z for ultimate crediting to the Suspense Head referred to above. The cash account vouchers should bear a reference to the Scheme.

Awards and Badges

14. The following are issued to CAOs by DGNT on demand:—

Certificates	Bronze and Silver Awards.
Badges	Bronze and Silver.

Gold Award certificates and Badges are not issued to CAOs as these are prepared by the Award Office.

Presentation of Bronze and Silver Awards

15. The Awards have a nation-wide significance and it is desirable that Bronze and Silver Awards be presented to young ratings with appropriate ceremony by the Senior Officer present.

Presentation of Gold Award

16. When a young rating or RM other rank has successfully completed all four sections of the Gold Stage, his Commanding Officer is to send his Record Book to the CAO for checking, together with the completed *pro-forma* giving information required by the Award Office. A skeleton *pro-forma* is contained in Annex A to this Instruction. After checking, the CAO will return the Record Book to the rating and send the completed *pro-forma* to DGNT.

The Gold Award Badge will then be sent to the rating's or RM other rank's Commanding Officer for presentation on the first appropriate occasion. The presentation should be made by a notable personage if possible.

Presentations of the Gold Award Certificate are held at ceremonies in London and Edinburgh and are attended by His Royal Highness who presents a number of Certificates personally. Arrangements for attendance at a presentation are made by the

Wearing of Badges

18. Artificer Apprentices and Juniors, RN and RM, are authorised to wear Award Badges whilst serving in training establishments. The embroidered blazer pocket badge of the appropriate Award is to be worn in the same manner as skill badges, viz, by Artificer Apprentices and Juniors, RN on the right cuff (*Uniform Regulations (Ratings)*), Section V paragraphs (6 and 7) and by Juniors, RM on the left forearm (*Uniform Regulations (NCOs and Men)* Section III, paragraph 15). The badge is not to be worn by Artificers and Juniors, RN and RM, after they are drafted from the training establishments.