REACH THE TOP!

The Queen’s Scout Award
Information for participants

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Third Edition

scouts.org.uk
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INTRODUCTION

The Queen’s Scout Award is the culmination of everything that you do as a young person in Scouting. To complete the award you will need to commit to developing and challenging yourself in many new ways. You will spend time in new places, meet new people and learn new skills. You will develop your communication, organisational and teamwork skills. It is an achievement that you will remember for the rest of your life and is also recognised by many educational establishments and potential employers.

While standards in the Queen’s Scout Award are very high, you get to choose how you will complete it based on your skills, interests and talents. Personal commitment, determination, self-discipline and effort are required, which must be sustained over at least 18 months. In today’s ever busier social climate, with pressures of exams, qualifications, work and apprentice schemes, this achievement is harder than ever, and completion warrants celebration.

Around 500 young people in the UK achieve their Queen’s Scout Award every year. These special people are invited to ‘a day of celebration and achievement’ at Windsor Castle to mark their achievements.

SO HOW DO I BECOME A QUEEN’S SCOUT?

This pack will be a valuable tool for you as you work through each stage of the award. Included are hints and tips, examples of activities that can be undertaken and a structure to create your own Queen’s Scout Award action plan.

We know that participating in the award is challenging, but incredibly rewarding. To help you through there are people from within the Movement as well as outside of Scouting who can provide invaluable help and support as you face these challenges. Read on to find out the challenges you face and who can help you achieve them.
REQUIREMENTS OF THE QUEEN’S SCOUT AWARD

To gain the award you must complete all of the following requirements before your 25th birthday. Further information and guidance on each area of the requirements is provided below and throughout this resource – you should make sure that you read it so that you are clear on the meaning of the requirements.

REGISTRATION
• Register your intention to complete the award at scouts.org.uk/qsa.

Activities (including the membership requirement) can count towards the award from the date of registration and backdated up to a maximum of three months (but not to before your 16th birthday).

MEMBERSHIP
• Award participants must:
  • Be aged between 16 and 25 years old
  • Be a member of Explorer Scouts or Scout Network (or both) for at least 18 months
  • Be a member of Explorer Scouts or Scout Network at the time you complete the award

NIGHTS AWAY
• Complete 18 nights away with Scouting, of which 12 must be camping.

INTERNATIONAL, ENVIRONMENT AND VALUES LIST (IEV)
Complete six activities, two from each topic area.

If you have the Chief Scout’s Platinum Award you should complete four further activities, and if you have the Chief Scout’s Diamond Award you should complete another two. These should be different from the ones already completed for the other awards.

CHALLENGES
Complete the five Queen’s Scout Award Challenges or hold the Gold Duke of Edinburgh’s Award (DofE).

PRESENTATION
Make a presentation covering all elements of your award to a suitable audience, with the aim of inspiring and motivating others to achieve the award.

SIGN-OFF
Once you have completed all of the above requirements, your commissioner needs to approve the award.
## THE FIVE QUEEN’S SCOUT AWARD CHALLENGES

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| Take up a skill for six or 12* months, and show progress and lasting interest. The skill can be an existing interest or something entirely new. | Take up a physical activity for six or 12* months, completing an agreed programme by taking part and achieving your objectives. | Provide service to an individual or the community for 12 months. Briefing and training should be given in order to gain the necessary skills. This may include helping with another section of the Movement as an Explorer Scout Young Leader or adult volunteer. | **Training Framework:** Show that you are competent in the following areas:  
• First aid (covering First Response as a minimum) and emergency procedures  
• Risk assessment/health and safety  
• Navigation and route planning  
• Camp craft, equipment and hygiene  
• Food and cooking  
• Country, highway and water sports codes  
• Observation, recording and presentation  
• Team building  
• Proficiency in mode of travel  
**Practice:** Undertake a minimum three-day, two-night (consecutive) expedition in wild country by foot, cycle, horse, canoe, boat or dinghy.  
**Final:** Undertake a four-day, three-night (consecutive) expedition, with an aim/project in wild country by the method used in your practice. The final expedition must be in a different area to the practice expedition, but ideally with the same team of people. | Undertake a five-day, four-night residential project in an unfamiliar environment with people who are not known to you. This project could be environmental work, activity based, service to others or personal training. In exceptional circumstances, the residential can be done on two occasions, as long as the same activity is completed and the majority of people are unknown to you. |

*All members should complete 12 months in either the skill or the physical activity challenges.*

Award participants who are not holders the Chief Scout’s Diamond Award or Silver DofE must complete an extra six months in either the service or the longer of the skills or physical activity challenges.
ADDITIONAL INFORMATION

Approval by the mentor or person signing off the award should be given prior to each element being undertaken. If you are unsure about whether an activity is appropriate, ask the commissioner who will sign off your award as completed.

NIGHTS AWAY
Camping also includes other outdoor shelters, such as bivouacs and snow holes, often used in scouting activities.

Nights away achieved through activities as part of the QSA or Chief Scout's Awards including the practice and final expedition, residential experience or anything else achieved in completion of an IEV requirement are excluded.

MEMBERSHIP REQUIREMENT
In order to meet the membership requirement for this award you must be an Explorer Scout or Scout Network member at the time that you register for the award, for at least 18 months from this date, and at the time you complete the award.

Ideally you should be a member throughout the period from registration to completion of the award. However, it is accepted that you may take a break from working towards the award (for example if moving to go to university) and restart it at a later date. In this circumstance you could also have a break in your membership (but any activities undertaken during this time cannot count towards your award).

It is important to note that the completion of the award is defined as the time the final requirement (the presentation) is signed off. If you are aged 18 or over on this date you must be a Network member, and your form must be signed off by the County Scout Network Commissioner. This is the case even if you completed the majority of the award while an Explorer Scout.

WORKING FOR MORE THAN ONE AWARD AT A TIME
An award does not have to be completed before activities can count for the next award. For example, if you have completed the expedition element of your Chief Scout's Diamond Award but not the rest of the award, you can begin the expedition section of the Queen's Scout Award as long as you are over the age of 16 and have registered for the Queen's Scout Award.

CHALLENGES - TIME COMMITMENT
The minimum time requirements for each section are expressed in months, during which you need to undertake a regular commitment averaging at least an hour a week.

TAKING A BREAK OR CHANGING ACTIVITIES
If you want to change activities during an award, this is possible, although on one occasion only. It is also possible to take a break from an activity and then to restart from where you stopped. This could happen during a period of school, college or university exams.

MAKING THE AWARD ACCESSIBLE
The Queen's Scout Award is based on personal best effort rather than fixed standards, and should be available to all members of Explorer Scouts and the Scout Network. This may mean that for some individuals, the requirements of the award need to be adapted to ensure that they face the same degree of challenge as other participants.

Where additional needs have to be taken into account, it is acceptable to adjust some of the activities to make them more accessible. You should work with your mentor to discuss any adaptations, and make sure that any adaptations have been approved by the commissioner who will sign off your award.

For more information on how to include someone with additional needs in Scouting, visit scouts.org.uk/diversity. There is lots of information, including the factsheet Successfully Including Scouts with Special Needs (FS250061). You can also email programme@scouts.org.uk with specific queries.
INTERNATIONAL, ENVIRONMENT AND VALUES LIST

AREA 1: INTERNATIONAL

- Complete your Explorer Belt, or be a mentor to an Explorer Belt Team.
- Take an active part in a project with an international aid organisation, such as UNESCO. Present your experience to your Unit/relevant audience.
- Take an active part in a camp in another country, for instance, a jamboree or moot.
- Present your experience to your Unit/relevant audience.
- Take an active part in an international camp in the United Kingdom in a role other than participant.
- Take part in a project at a campsite abroad, for example, as part of a Euro-Steps project or Camp America.
- Organise a series of six evening programmes for your Unit on an international theme agreed with your mentor.
- Organise a series of six evening programmes for another section on an international theme agreed with your mentor.
- Complete the Scouts of the World Award.
- Complete any activity of a similar nature agreed beforehand, and registered with your mentor.

AREA 2: ENVIRONMENT

- Take an active part in an environmental project with another organisation. Present your experience to your Unit/relevant audience.
- Take an active part in an environmental project in your local community. Discuss your experience with your mentor/present your experience to your Unit/relevant audience.
- Choose a current environmental issue to research, and then present your findings to your Unit.
- Complete an environmental impact assessment of an activity the Unit/Network is undertaking and act on your findings.
- Organise a series of six evening programmes for your Unit on an environmental theme agreed with your mentor.
- Organise a series of six evening programmes for another section on an environmental theme agreed with your mentor.
- Complete the Scouts of the World Award.
- Complete any activity of a similar nature agreed beforehand, and registered with your mentor.

AREA 3: VALUES

- Choose a current issue to research, such as health or crime, and then present your findings to your Unit.
- Take an active part in a project examining your own faith, for example a retreat. Discuss your experience with your mentor/present your experience to your Unit/relevant audience.
- Take an active part in a project examining a faith other than your own.
- Take a regular leading part in activities at your place of worship.
- Organise a series of six evening programmes for your Unit on a values theme agreed with your mentor.
- Organise a series of six evening programmes for another section on a values theme agreed with your mentor.
- Complete the Scouts of the World Award.
- Complete any activity of a similar nature agreed beforehand, and registered with your mentor.

NOTE:

Six activities should be completed in total. If you have the Chief Scout’s Platinum Award you should complete four further activities, and if you have the Chief Scout’s Diamond Award you should complete another two. These should be different from the ones already completed for the other awards. An activity cannot count for this requirement if it is being used for any other requirement of the award (e.g. taking part in an international camp cannot be used for both residential and an international requirement).
THE FIVE CHALLENGES

In addition to the other requirements, there are five challenges that you need to complete for the Queen’s Scout Award:

1. Take up a skill for 6 or 12 months*
2. Take up a physical activity for 6 or 12 months*
3. Provide service/Volunteering for 12 months
4. Complete a four-day, three-night expedition
5. Complete a five-day, four-night residential

*All members should complete 12 months in either the skill or the physical activity challenges.

Explorer Scouts and members of the Scout Network who are not holders of the Chief Scout’s Diamond Award or Silver DofE must also complete an extra 6 months in either the service or the longer of the skills or physical recreation challenges.

Here are some handy tips and hints on what activities you can choose to use as part of the five challenges, a template action plan and some case studies from Queen’s Scouts.

1. SKILL

To complete this challenge you need to take up a non-physical skill, and show progress and lasting interest. The skill can be an existing interest or something entirely new!

A list of some suggested skills can be found below and a more comprehensive list can be found at www.scouts.org.uk/qsa.

Once you have chosen a skill to undertake and progress, you can use the programme planner to help you set some objectives. The template can also be found at www.scouts.org.uk/qsa.

Don’t forget to check out Policy, Organisation and Rules (POR) to make sure any activity that you choose conforms to The Scout Association’s rules. Find these at www.scouts.org.uk/por.

EXAMPLES OF SKILLS:
- Learn how to play a musical instrument
- Learn to drive
- Wood turning
- Cookery
- Photography

CASE STUDY - SKILL

Completing the skill requirement for my Queen’s Scout Award provided the perfect opportunity to get my teeth into something I had been interested in for some time, but which I initially knew nothing about: learning how to create and maintain websites.

Over the course of the 12 months, I progressed from being a complete beginner to designing and building a website from scratch. Two years on, I am still maintaining the website, using these initial skills, but also finding new challenges to keep everything running smoothly and providing additional features. The site has proved to be a great resource for our Scout Group; from sharing photos, news and events, to recruiting new members. When first starting out, I had very little idea where to begin, or what would be involved. Some quick initial research online revealed a wealth of detailed information, advice and tutorials.

Armed with a basic understanding, I discussed what I wanted to achieve with a couple of friends and contacts who I knew had some experience in the area. Their early advice was invaluable in pointing me in the right direction; confirming what would be required, sharing helpful resources, and offering their own hard learned hints and tricks.

As my skills developed and I encountered more specific technical issues I stumbled upon an online community of Scouts. Through their site, they give tireless support: offering advice, discussion and guidance on web design and technical support to the less technically minded, in addition to tutorials, templates, and free web hosting.

As with all of the activities that I undertook, I also had a great deal of support from the people in my Scout Group throughout, who were always enthusiastic in giving feedback and suggestions for features they would like to see.

Through the skills that I have gained in completing this award, I have subsequently become involved in some interesting web projects at university, through which I have made great friends. As I am now interested in pursuing a career in IT, the skills I have learned have become a real asset as well as a new hobby.

Amanda Hudson
Queen’s Scout Award holder
2. PHYSICAL ACTIVITY

To complete this challenge you need to take up a physical activity, completing an agreed programme by taking part and achieving your objectives. The activity can be an existing interest or something entirely new.

A list of some suggested activities can be found below and a more comprehensive list can be found at www.scouts.org.uk/qsa.

Once you have chosen an activity to undertake you need to agree the programme, using the programme planner to help you set some objectives. The template can also be found at www.scouts.org.uk/qsa.

Don’t forget to check out Policy, Organisation and Rules (POR) to make sure any activity that you choose conforms to the Association’s rules. You will find these at www.scouts.org.uk/por.

EXAMPLES OF PHYSICAL ACTIVITY:

- Cycling
- Kayaking
- Football
- Martial arts
- Dance.

CASE STUDY – PHYSICAL ACTIVITY

When I was deciding what activity to undertake, I had just joined the local Scout Network. Their plans to complete the physical activity challenge by canoeing were well advanced, so I decided to join them. I have always enjoyed canoeing, and from an early age I used to watch my dad canoeing on canals and rivers helping out with the Venture Unit. The plan was to canoe the Ardèche in France in open-top Canadian canoes.

Once I had joined the group, we started training. There were eight of us in total. In order to complete the challenge safely, we all had to gain our 2* BCU qualification and be at a 3* level. We would train at weekends on local canals and rivers. I also decided to join a local weekly paddling club to get in extra training and boost my confidence.

The eight of us embarked on a practice run down the River Wye over a bank holiday weekend. Along the river we had guiding support from various instructors who helped us to improve on our technique.

After that weekend we completed a couple of other evenings’ training on lakes and then we were finally awarded our 2* BCU qualification.

The plans had come together for the rest of the trip and soon enough the day had come to take on the challenge.

It was a brilliant experience but hard work. The water level was extremely low which meant that through many of the rapids we had to get out of the boats to push and drag them along!

We were supported by the leaders of the Explorer Unit and Network. The Water Activities Adviser was on hand to help out with questions and training, and other leaders were able to offer us training and time to practise. Also, my instructors and friends at the paddling club were always encouraging me to practise at weekends with them at the Stratford Weir.

The progression through the 12 months was hard work but definitely worth it. If I had not taken on the extra training at the local paddling club then I would not have had the confidence and experience to take on the challenge. I was also able to learn extra techniques that have helped me since the trip.

Completing the training and expedition has given me a huge amount of confidence, which I have used within my personal development and within my career. Without the confidence I have gained, I would not be able to progress through my chosen career of finance and accountancy.

I’ve learned that you need to work hard to achieve things and it has driven me to complete my AAT Accountancy qualification and to want to carry on with additional studies towards completing ACCA qualification.

Samantha Slingsby
Queen’s Scout Award holder
3. SERVICE

To complete this challenge you need to provide service to an individual or the community. Briefing and training should be given in order to gain the necessary skills. This may include helping with another section of the Movement as an Explorer Scout Young Leader or adult volunteer.

A list of some suggestions for service (including The Scout Association) can be found below and at www.scouts.org.uk/qa.

Once you have chosen an organisation to work with you need to agree the programme, using the programme planner to help you set some objectives. The template can also be found at www.scouts.org.uk/qa.

EXAMPLES OF A SERVICE:
- Working in a charity shop
- Young Leader or adult volunteer
- Environmental conservation projects
- Part of a service crew at a campsite or activity centre
- Helping people with additional needs
- Volunteering in a library.

CASE STUDY - SERVICE

For the service element of my Queen’s Scout Award I have been helping at my Group’s Cub Scout Pack. When I started helping two years ago, I was aware that the Group could do with an extra pair of hands, so I offered to help. By doing this I was also offered the opportunity to take part in the Young Leaders’ Scheme, becoming a Young Leader in the process.

The Cubs meet for an hour and a half on a Monday evening. Typically we will begin the evening with the leader doing the Grand Howl, and Flag Break. The other Young Leader and I will then do a uniform inspection with the Cubs, and the winning Six for that week choose the game they’re going to play. The Cubs have chosen a list of badges they want to complete together, so for the main part of the evening we will complete an activity which will go towards the completion of one of their chosen badges.

Taking the Cubs away camping for the first time was the best and most rewarding thing I’ve done with them in two years. I was able to pass on the skills that I have learned throughout my time in Scouting, from pitching a tent to activity skills, and watch them put them into use over the course of the weekend.

The most challenging part of doing my service with Cubs was being able to balance my time effectively, however over the course of two years I’ve been able to organise myself so there’s time for schoolwork, exams, a social life, Cubs and my other Scouting commitments.

I’ve learned different leadership styles, and what works most effectively in different situations.

Dannie Barrett
Queen’s Scout Award holder
4. EXPEDITION

To complete this challenge you need to undertake a four-day, three-night expedition in wild country by foot, cycle, horse, canoe, boat or dinghy. The expedition should involve careful preparation, training, responsibility and review.

Wild country is defined as an area remote from habitation; this does not necessarily have to be mountainous terrain.

Within this section there are five simple steps that you should follow:

1. PREPARATION

This activity should be completed as a team of between four and seven people (eight if you’ve chosen to travel by tandem canoe or bike). The team must be made up of members from either Explorer Scouts or Scout Network, however all team members do not need to be working towards their Queen’s Scout Award.

You need to research what you want to do, who you’re going to do it with, how you’re going to travel and what your project is going to be, then agree it with your leader/assessor.

A list of some suggested projects for expeditions can be found at www.scouts.org.uk/qsa.

Examples of expedition projects are:

• A study of footpath erosion and the effect on the landscape
• Looking at the history of dry stone walling
• Finding the source of a river
• Conducting a study of local trees and how they change across an area
• A study of the construction of footpaths, bridleways, stiles and the upkeep of way markers
• Looking at the history, development and upkeep of the canal system
• Explore an historic place made famous in a film or television programme and document the scenery
• Investigate old forts or battlement sites and discover how they developed in design over the years
• Investigate the maintenance of footpaths and hedgerows

You can use the programme planner to help you set some objectives. The template programme planner can also be found at www.scouts.org.uk/qsa.

2. TRAINING

You will need to make sure you’re trained and achieve the required competencies. These can be signed off prior to or following the practice expedition, but must be signed off before you start your final expedition.

Show that you are competent in the following areas:

• First aid and emergency procedures (to cover First Response as a minimum)
• Risk assessment/health and safety
• Navigation and route planning
• Camp craft, equipment and hygiene
• Food and cooking
• Country, highway and water sports codes
• Observation, recording and presentation
• Team building
• Proficiency in mode of travel

There is no checklist or set standard of competency for each of these areas – it is up to the assessor to make a judgement based on their own expertise, the young people involved, and the plans for the expedition. Essentially the assessor/mentor needs to be comfortable that your team will be able to deal with the challenges of your expedition when in wild country where help from a leadership team may not be immediately available.

3. PRACTICE EXPEDITION

You must complete a practice expedition in advance of your final expedition. This should meet the requirements of the final expedition, with the following exceptions:

• Three days, two nights (consecutive) in duration as a minimum
• Take place in a different location to the final expedition
• No project is needed for the practice. The aim of the expedition is to practise

The practice and final expeditions should ideally be completed with the same team of people, however this is not essential.
4. FINAL EXPEDITION

This is the best bit – actually doing it. This must be in a different area to your practice expedition and ideally with the same team. The Explorer Belt expedition cannot count for the expedition section of your Queen’s Scout Award or Gold DofE.

The expedition must:
- Be four days, three nights in duration
- Take place in wild country
- Include a minimum of eight hours of activity per day, four hours of which must be journeying

Participants should camp at a different site each night and complete a project during the expedition.

5. REPORTING BACK ON YOUR PROJECT

You will need to prepare and give a report back on your aims and experiences, including the completion of your project.

Think about how you want to present your project: it could be a talk, video diary, scrapbook, written report or any other method that you choose. However you choose to do it your whole team should work together, and you should make sure that you show how you worked towards and met the plans and objectives that you agreed with your leader/assessor in step one.

Once you have completed all of these five steps your assessor will be able to sign off your completed expedition section.

CASE STUDY – EXPEDITION

My expedition started months before my final trip: I had chosen to do my expedition on a bike and so I needed to get familiar with my bike as well as finding a team to work with on this challenge.

As the months progressed my cycling skills increased and my stamina when cycling with loaded panniers was also developing. I found a team of three others from local Networks in my County.

Once we had a team we arranged to meet and start the planning process. We found a supervisor and started making decisions, the main ones being where and when: we decided on Dartmoor in July.

We then started planning our routes, and made sure that we all found the time to get a practice expedition completed. July finally came and we were off, some in a minibus with all the kit and the others on a flight south. We all met at a local Scout hut for our pre-expedition checks and then started off on our four-day venture.

We thought it would be an easy first day, and then the first challenge: a puncture resulted in one of the group coming off his bike and us needing to do repairs on the bike with him at the side of the road. Luckily we were prepared and before long were off again.

During the expedition we travelled the length and breadth of Dartmoor seeing huge expanses of the national park as well as making stops to assess the leisure uses of the area.

Our final night was one to remember. We had a great dinner and loads of chat, reflecting on the week we had enjoyed together. The final day was one of the most demanding, and seeing the minibus waiting at the last car park was a relief to us all. We met with our supervisor and assessor, had a debrief and then started the long drive back home.

The journey home and the following days and weeks of returning to work were great – we were buzzing. The hard work didn’t finish there, but the fun continued. We had to prepare our report, which we did for some of the Explorer Units in our area telling the story of our journey.

Aditya Zaidi
Queen’s Scout Award holder
5. RESIDENTIAL

To complete this challenge you need to complete a five-day, four-night residential project in an unfamiliar environment with people who are not known to you. This project could be environmental work, activity based, service to others or personal training. Under exceptional circumstances this can be undertaken over no more than two occasions, but must be the same activity.

A list of some suggested activities can be found below and a more comprehensive list can be found on www.scouts.org.uk/qsa.

Once you have chosen the residential experience you need to agree the programme. You can use the programme planner to help you set some objectives. The template programme planner can also be found at www.scouts.org.uk/qsa.

SOME EXAMPLES OF RESIDENTIAL PROJECTS

- National Trust work weeks
- International camp service teams (IST)
- Camp service team
- Tall ships team (Ocean Youth Trust)

Being a Unit member at a Scout jamboree or moot cannot count towards this element as your fellow participants are known to you prior to the event. Attending these events as IST can count towards the award.
For my Queen's Scout residential I was lucky enough to be selected to join a group of 12 students from around the Scottish Highlands on a trip doing voluntary work in The Gambia, West Africa.

The purpose of the trip was to go out and install a new computer suite in a skills and learning centre used by local young people, in the town of Bakau, near the capital Banjul. Not an easy task, but thankfully the local authority's IT staff provided a very valuable pre-trip training weekend on the key things we needed to know and joined us on the trip, just in case.

The new suite was to be the latest addition to the centre which, with the newly-donated computers, would allow it to offer computing classes where previously it had only manual typewriters. When we arrived, the suite was just a dusty room but we had a week to get it ready. However, we were not alone, and when we arrived we were greeted by 12 young Gambians who had been selected to work alongside us for the residential. They were some of the most kind and welcoming people I have ever met.

For the next few days, there were the Gambians and the Scots, all working as one, wrestling with metres of network cabling, then fitting the computers themselves.

Finally, after all our time installing, the moment of truth had arrived – would it all work? To the great relief of everyone involved it did.

At the end of the week, unbeknown to us, it was time for the computer suite's official opening, which to our surprise also attracted some dignitaries, including the Gambian Secretary of State for Young People. We were even interviewed on Gambia State TV. The Secretary of State cut the ribbon to mark the new computer suite officially open – it was a great time for everyone.

During our week we were also privileged to be invited to visit a Gambian state hospital and school, both of which were eye-opening experiences and made me realise just how much we all take for granted every day.

Before I knew it the week was at an end, but no one wanted to leave – we had all fallen in love with The Gambia. Today though, along with the mountain of photographs, the memory lives on and I have the opportunity to talk about my residential challenge at job interviews and really to anyone who will listen. It was a truly unforgettable experience and an opportunity for me to meet people and make friends in a way I never thought possible.

David Morton
Queen's Scout Award holder
PRESENTATION OF ACHIEVEMENTS

Finally, you need to make a presentation of your achievements in working towards the Queen’s Scout Award.

A suitable audience should include a mixture of your peers including: Explorer Scouts and Scout Network members; Scouts (in order to show them what they can achieve); parents and leaders; and the commissioner who will sign off your award.

Before you start designing your presentation you should answer the following three questions:

1. What do you want your audience to do as a result of your presentation?
2. What information does your audience need to know?
3. What does your audience need to feel?

There are many methods of delivery that you can choose from when planning your presentation, and these range from: standing in front of your audience and telling them your achievements; producing and presenting a PowerPoint presentation; planning a presentation in which you can involve the audience and more.

The method that you use is up to you, but it should be the method that will best portray the message you want to put across to your audience and one that you feel comfortable in delivering.

There are some key things to include in your presentation:

- Photos of you undertaking the activities chosen for the challenges
  These will back up your message as they are evidence that you have completed the challenges.
- Your feelings
  Tell your audience if you really enjoyed a certain part or if you found something really challenging. This will allow your audience to connect with you and makes the presentation much less formal.
- Questions
  Build in some time at the end to allow any member of the audience to find out a little bit more about your achievements.

There is no requirement for a formal assessment but you are likely to get asked a variety of questions. The commissioner will contact you to discuss your achievements. This should be very informal and will give you the chance to self-assess your achievements.

THE SIGN-OFF PROCESS

Now that you have successfully completed all of the requirements of the Queen’s Scout Award and given your presentation, your commissioner needs to approve the award.

If you are an Explorer Scout your award must be approved by the Assistant County Commissioner (Explorers). If you are a Scout Network member your award must be approved by the County Scout Network Commissioner. In the event that these roles are vacant the County Commissioner should sign off.

In Scotland the award is signed off by the District Explorer Scout Commissioner or the District Commissioner.

As these are the people who approve your award, it is good practice to invite them to your presentation so that they can clearly see your achievements.

Fill in the Queen’s Scout Award certificate request form, and pass it to your commissioner to sign and process. A copy can be found at the end of this resource.

Note: this form will be replaced by functionality within Compass in due course. Once your County is using Compass this form will no longer be accepted.
The Queen’s Scout Award and the Gold DofE programme have been tailored so that they are very similar. This means that as long as you are registered for a Gold DofE programme when you start to work towards the Queen’s Scout Award, ensuring that the activities that you undertake are suitable for both awards and records are kept up to date, you could achieve a Gold DofE along with your Queen’s Scout Award.

If you intend to do this make sure that you plan to cover the requirements for both awards. In particular there are additional DofE requirements and assessment rules for the expedition section to be aware of.

Both awards comprise a period of time spent developing skills, physical activity and volunteering, as well as training for and carrying out a four-day expedition in wild country and also undertaking a residential experience with people you have not met before. The Queen’s Scout Award additionally requires development in International, Environment and Values activities, nights away, and membership of The Scout Association as an Explorer Scout or Scout Network member.

The minimum requirements of a Gold DofE:

<table>
<thead>
<tr>
<th>VOLUNTEERING</th>
<th>PHYSICAL</th>
<th>SKILLS</th>
<th>EXPEDITION</th>
<th>RESIDENTIAL</th>
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<tbody>
<tr>
<td>12 months</td>
<td>One section for 12 months and the other section for six months</td>
<td>Plan, train for and complete a four-day, three-night expedition</td>
<td>Undertake a shared activity in a residential setting away from home for five days and four nights</td>
<td></td>
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</table>

Direct entrants* must undertake a further six months in either the volunteering or the longer of the physical or skills sections.

The minimum time requirements for each section are expressed in months, during which you need to undertake a regular commitment averaging at least an hour a week. You have until your 25th birthday to complete the DofE programme, but it takes at least 18 months to complete a Gold DofE programme for direct entrants.*

* A direct entrant is someone who is starting their Gold DofE without completing a Silver DofE.

Any problems should be referred to the Scout County/Area/Region DofE Adviser or to the DofE Manager (dofe@scouts.org.uk).

More information:
For more information on DofE:
- Speak to your County/Area/Region DofE Adviser
- Visit www.scouts.org.uk/dofe
- Visit www.dofe.org
- The DofE Handbook for Leaders
- The Expedition Handbook
- DofE Support Pack for Leaders
- Welcome Pack
- Explore + More leaflet

Most of the printed resources are available from the DofE shop at www.dofe.org.
WHO CAN HELP?

Completing the Queen’s Scout Award (and the Duke of Edinburgh’s Award) is a personal challenge but you shouldn’t feel like you’re on your own.

There are people out there in your Scout Districts and Counties, Areas or Regions who will be happy and able to help you along the way.

YOUR MENTOR

You should be assigned a mentor after you have registered your interest in completing the Queen’s Scout Award. Your mentor would usually be your Section Leader, but it may be another adult in Scouting with relevant skills and experience. Your mentor can help you with:

• Progressing through the award
• Selecting your challenges
• Drawing up action plans
• Identifying if you need training, and how you might be able to access it
• Liaising with the County Advisers for the Duke of Edinburgh’s Award and other organisations where appropriate

ASSESSORS

Assessors are the people who sign off each section of your award. It is very likely that you will have a number of different assessors, for the different sections. Assessors should be people who have particular skill, experience or qualifications in the area that you have chosen to complete. They don’t need to be members of Scouting. Examples include: tennis coach, driving instructor, teacher, volunteer manager, etc. As well as signing off sections of your award, your assessor may be able to help you with:

• Accessing specific training opportunities
• Passing on their skills and knowledge
• Making sure that the challenge you have set yourself is realistic

RELEVANT COMMISSIONER

Once you have completed your award and all sections are signed off, the relevant commissioner signs the certificate request form to confirm that they are happy for you to be awarded the Queen’s Scout Award. More information on who the relevant commissioner is can be found on page 14. Your commissioner may also be able to help you with:

• Clarifying whether your plans for particular sections of the award meet their expectations of the requirement
• Deciding on or arranging when and where your certificate and badge are presented

QUEEN’S SCOUT CO-ORDINATOR

The Queen’s Scout Co-ordinator is responsible for effective communication about the Queen’s Scout Award in your County, Area or Region. When you complete your award they will be sent your certificate and badge. They can help you with:

• Contacting relevant people in your local area, for example the Assistant County Commissioner (Activities)
• Ensuring that the request for the Queen’s Scout Award certificate has been completed correctly and signed by the right people before it is sent to UK Headquarters
• Finding out who else has registered their interest in completing the Queen’s Scout Award in your local area, for example if you need to find other people to do your expedition with
THE CELEBRATIONS

Well done, you’ve successfully completed your Queen’s Scout Award!

Now it’s time to celebrate your achievements.

PRESENTATION
Your Queen’s Scout Award Co-ordinator will receive your certificate along with your badge.

Your presentation should be made to you by your County/Area/Scottish District Commissioner or someone they nominate at an appropriate occasion.

A DAY OF CELEBRATION AND ACHIEVEMENT – NATIONAL SCOUT SERVICE AND PARADE OF QUEEN’S SCOUTS, WINDSOR
Each year, HM The Queen allows The Scout Association to hold an event within Windsor Castle which gives the opportunity to recognise the achievement and contribution of many of our members. The date of the parade is always close to that of St George’s Day (23 April). Full details can be found at www.scouts.org.uk/windsor.

If you wish to attend the parade and service you need to communicate this information on your certificate request form, to ensure that you get an invitation.

QUEEN’S SCOUT WORKING PARTY
You are now also eligible to join the Queen’s Scout Working Party (QSWP), which is a National Scout Active Support Unit in place to support the running of major national Scout Association events. These events are many and varied and the list inevitably alters each year. Priority is given to the national Scouting events, however, there are occasions when we are asked to assist with high-profile non-Scout events. If you would like to know more please visit www.qswp.org.uk.
USING YOUR QUEEN’S SCOUT AWARD

TELLING THE MEDIA

Now that you have completed your Queen’s Scout Award we all need to shout about it. We don’t expect you to do it on your own so your local Media Development Managers (MDMs) or Assistant Regional Commissioner (Communications) (ARC (Comms)) are there to help you. They will know the best places to get your stories heard and your achievements seen.

Your MDM/ARC (Comms) will have a press release template and will make direct contact with you to find out about the challenging activities that you have completed to achieve the award.

If you do not know who your MDM/ARC (Comms) is, speak with your Explorer Scout or Scout Network Leader or Commissioner, who will advise you.

BOOSTING YOUR CV

Achieving your Queen’s Scout Award is definitely something you should highlight on your CV. The award is widely recognised and well regarded by tutors and employers. Including it in your CV demonstrates to a potential employer that you are committed, motivated and possess leadership skills. It will help you stand out from the crowd.

Instead of simply stating ‘I have my Queen’s Scout Award’ on your CV you could write: ‘I have successfully completed the highest award in Scouting, the culmination of many years of progressive learning.’ This demonstrates the amount of work and commitment entailed.

Don’t forget to include it in your personal statement on your UCAS application form.

For more information about how you can use your Scouting experiences to boost your CV and improve your chances when applying for higher education or jobs, take a look at Get Ahead: Scouting and employability: A guide for Explorers and Network members. scouts.org.uk/getahead.

Scouting provides a number of skills. Here are just a few people who have used it in their life.

‘I’ve learned leadership skills and how to work with people from different walks of life, which helps me outside of Scouts too.’

Colin

‘I’m able to lead a group, be confident, and present to people.’

Joanna

‘I’ve got management and people skills – lots of things that employers are looking for.’

Kevin

‘When you’ve got Scouting on your CV it demonstrates commitment and loyalty, and shows that you can work as part of a team.’

Muhammad
FURTHER CONTACTS

Although you should seek advice and guidance locally in the first instance, you may find the following national contacts useful.

**YOUTH SUPPORT GROUP AT UK HEADQUARTERS**

Responsible for the content of the Queen’s Scout Award, and how it fits into the wider context of the youth programme, this team can advise on a range of matters, including:

- Queries on Award requirements or suitable activities
- Providing details of your relevant commissioner who can support you through the award

For an easy way to find all of the relevant information regarding activities check out the A–Z list of activities at [www.scouts.org.uk/a-z](http://www.scouts.org.uk/a-z)

Tel: 020 8433 7100  
Fax: 020 8433 7103  
Email: programme@scouts.org.uk  
    international@scouts.org.uk  
    activities@scouts.org.uk

**Country HQs:** can support with providing local contacts and with the administration of the award.

**Scotland**  
Tel: 01383 419073  
Email: shq@scouts-scotland.org.uk

**Wales**  
Tel: 01446 795277  
Email: admin@scoutswales.org.uk

**Northern Ireland**  
Tel: 028 90 492829  
Email: info@scoutsni.org

**Scout DofE Manager:** provides support for the DofE from a Scouting perspective.  
Tel: 020 8433 7100  
Email: dofe@scouts.org.uk  
[www.scouts.org.uk/dofe](http://www.scouts.org.uk/dofe)

**Safety in Scouting:** a useful webpage containing links to all of the necessary resources and factsheets regarding safety.  
[www.scouts.org.uk/safety](http://www.scouts.org.uk/safety)

**NHS Travel Health:** provides health advice for travellers including travel vaccinations, travel insurance, practical advice and how to obtain medical treatment abroad.  
[www.nhs.uk/LiveWell/TravelHealth](http://www.nhs.uk/LiveWell/TravelHealth)

**Where to Stay in Europe:** an online resource for finding campsites and Scout/Guide centres across Europe.  
[www.rovernet.eu/eurovers](http://www.rovernet.eu/eurovers)

**Globe Trekker:** an interactive online tool to learn about other people’s experiences during visits abroad and to provide feedback on your Explorer Belt on your return.  
[www.scouts.org.uk/globetrekker](http://www.scouts.org.uk/globetrekker)

**Unity (Scout Insurance Services):** provides bespoke insurance solutions to The Scout Association and Scout Groups, Districts and Counties.  
[www.scoutinsurance.co.uk](http://www.scoutinsurance.co.uk)

**Scout Shops:** supply equipment for expeditions and explorations.  
Tel: 01903 766921  
[www.scouts.org.uk/shop](http://www.scouts.org.uk/shop)
QUEEN’S SCOUT AWARD – CERTIFICATE REQUEST FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Name: 

Registration Date:

BE A MEMBER OF THE EXPLORER SCOUTS, THE SCOUT NETWORK, OR A COMBINATION THEREOF FOR AT LEAST 18 MONTHS

Section: 
Start date: 
Finish date: 

COMPLETE 18 NIGHTS AWAY WITH PEERS, 12 OF WHICH MUST BE CAMPING

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COMPLETE SIX ACTIVITIES FROM THE INTERNATIONAL, ENVIRONMENT AND VALUES LIST. THESE ARE CUMULATIVE FROM THE CHIEF SCOUT’S PLATINUM/DIAMOND AWARDS

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BE A MEMBER OF THE EXPLORER SCOUTS, THE SCOUT NETWORK, OR A COMBINATION THEREOF FOR AT LEAST 18 MONTHS

Section: 
Start date: 
Finish date: 

COMPLETE 18 NIGHTS AWAY WITH PEERS, 12 OF WHICH MUST BE CAMPING

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COMPLETE THE FIVE QUEEN’S SCOUT AWARD CHALLENGES OR HOLD THE GOLD DofE

☐ QSA Challenges
Please complete the Queen’s Scout Award Challenges form

☐ DofE
Please send a screen shot from eDofE stating that you have completed

Date completed:
YOUR DETAILS

PLEASE COMPLETE IN BLOCK CAPITALS

Name: ............................................................................................................
Address: ........................................................................................................
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Postcode: .........................................................................................................
Phone: ...........................................................................................................
Mobile: ...........................................................................................................
Email: ..............................................................................................................
Date of birth: .................................................................................................
Membership number: ....................................................................................

YOUR DECLARATION

I have successfully completed the requirements for the Queen’s Scout Award

Signed: .......................................................................................................... 
Date: .............................................................................................................

Commissioner’s approval

I am satisfied that .........................................................................................
has successfully completed the requirements for the Queen’s Scout Award

Name: ...........................................................................................................
Role: .............................................................................................................
Signed: ........................................................................................................
Date: .............................................................................................................
Membership number: ....................................................................................

YOUR SCOUTING DETAILS:

Please tick one of the following:

□ Explorer Scout

□ Scout Network

Scout District/County/Area/Region: ............................................................
..................................................................................................................

I would like to attend ‘a day of celebration and achievement’ at Windsor Castle.

Once the Queen’s Scout Award certificate request form has been completed and approved, it will be sent to the Queen’s Scout Award Administrator at UKHQ by the commissioner.

The commissioner will send it to:

The Queen’s Scout Award Administrator
The Scout Association
Gilwell Park
Chingford
London
E4 7QW

If you are in Scotland/Wales/Northern Ireland your Queen’s Scout Award certificate request form should be sent to:

Scouts Scotland
Scottish Scout HQ
Fordell Firs
Hillend
Dunfermline
Fife
KY11 7HQ

Scouts Wales
Welsh Scout Council
The Old School
Wine Street
Llantwit Major
CF61 1RZ

Northern Ireland Scout Headquarters
109 Old Milltown Road
Belfast
BT8 7SP
Northern Ireland
QUEEN’S SCOUT AWARD

CHALLENGES

Name: ................................................................. .................................................................

SKILL
Start date: .................................................................
Finish date: .................................................................
Skill: .................................................................
Objectives: .................................................................
Assessor: .................................................................
Signed: .................................................................

PHYSICAL ACTIVITY
Start date: .................................................................
Finish date: .................................................................
Activity: .................................................................
Objectives: .................................................................
Assessor: .................................................................
Signed: .................................................................

SERVICE
Start date: .................................................................
Finish date: .................................................................
Service description: .................................................................
Objectives: .................................................................
Assessor: .................................................................
Signed: .................................................................

EXpedition
Method of travel: .................................................................
Competencies achieved date: .................................................................
Practice expedition dates: .................................................................
Practice expedition location: .................................................................
Qualifying expedition dates: .................................................................
Qualifying expedition location: .................................................................
Qualifying expedition purpose/project: .................................................................
Assessor: .................................................................
Signed: .................................................................

ResIDENTIAL PROJECT
Start date: .................................................................
Finish date: .................................................................
Project undertaken: .................................................................
Objectives: .................................................................
Assessor: .................................................................
Signed: .................................................................

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