

The

DISCOVERY

AWARD

ASSOCIATION

(Scotland)



HANDBOOK



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(Scotland)**

**Operating
Guidelines**

HANDBOOK

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Foreword:

“September **2017** was the 30th anniversary of Discovery Award – thirty years in which the Association has grown from modest beginnings in September 1987 to flourish in a variety of locations throughout the United Kingdom.

The handbook has served us well and our thanks are due to all the pioneers who compiled this comprehensive and valuable addition to the range of promotional literature available.

There is little to be gained by scrapping something which is basically sound, but in the light of experience and usage, some amendments have been made. It is our hope that this new Handbook will see us through many more successful years.

To all who read this book –

information and encouragement

To all who have contributed to this book –

my grateful thanks.”

Chairman
January 2019

INTRODUCTION

Young people in our communities have many opportunities to sample new experiences, develop new skills and meet new people in their progress towards adulthood.

People in the 50+ age range are often less fortunate in this respect and their needs tend all too often to be overlooked.

THE DISCOVERY AWARD is an attempt to redress that imbalance. It is a scheme designed BY older people FOR the older person. In its concept it is very similar to the Duke of Edinburgh's Award.

Its aims also are similar:

- **To allow people to sample new activities**
- **To develop their existing skills**
- **To advance and improve their mental, physical and educational wellbeing**
- **To meet new people and**
- **To find contexts where their confidence, motivation and self-awareness can grow and develop.**

HOW DID IT ALL BEGIN?

The idea was first mooted in 1987, during an activity holiday in the Kinloch Rannoch area, organised for a group of over-50s by Tayside Community Education Service, from its Outdoor Education Centre in Ancrum Road, Dundee. The group taking part sampled a range of activities including canoeing, climbing and abseiling and returned with enhanced enthusiasm. They wanted something more challenging which would call for greater personal commitment.

In September 1987, a pilot group of six women and four men met with a Community Education Worker and the local Adviser for the Duke of Edinburgh's Award to take the idea a stage further. It was that group which then took the initial steps resulting in the creation of THE DISCOVERY AWARD.

The handbook, in its original form, was a reflection of the commitment of this small group of people to their own project. The present update reflects the spread of this philosophy to groups in many parts of the United Kingdom.

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SECTION 1 – *The Discovery Award*

WHAT IS IT?

It is an achievement award offering challenges to individuals in the 50+ age range, presenting them with possible new heights to scale. It enables and encourages people to make choices about their own lives and to increase their contribution to life around them. By meeting a range of new personal challenges, as well as some new people, it offers the possibility and bonus of new and lasting friendships.

WHO WILL BE INTERESTED?

Anyone over 50 years of age. There is no upper age limit and no other restriction.

WHAT ARE ITS MAIN AIMS?

The overall objective is to enable participants to experience the joy, fun and excitement of meeting challenges by:

- Discovering new interests
- Discovering hidden talents
- Rediscovering old or neglected interests or talents
- Discovering new and interesting people
- Discovering the warmth and value of new friendships
- Discovering the sense and joy of achievement
- Discovering what the Award means to them as individuals

WHY 'DISCOVERY'?

Emphasis on discovery and self-discovery is the main theme of the Award. This, together with the commitment of 'service to others', develops the concept that members of all communities have responsibilities for each other.

WHAT DOES THE LOGO REPRESENT?

Three snow-capped mountains feature on the logo, symbolising:

- **the challenge of scaling new heights of personal achievement**
- **the opportunity after reaching these heights, to discover new horizons**
- **the feeling of elation and well-being which comes with the achievement**



The badge is circular, symbolising:

- **the learning process, which has no beginning or end**
- **the four projects of the Award, which must be in place before completion of the circle, indicating the conclusion of the Award activities.**

SECTION 2 – *The Award Structure*

GENERAL FRAMEWORK

The Award circle is composed of four projects, namely:

- **Service in the Community**
- **Hobby / Interest**
- **Recreational Pursuit**
- **Journey of Discovery**

There is a progression through three ascending levels: BRONZE, SILVER and GOLD, similar to the Duke of Edinburgh's Award

NOTE:

ALL ENTRANTS TO THE SCHEME MUST BEGIN AT THE BRONZE LEVEL.

RECORD of ACHIEVEMENT BOOKS

Each participant has a Record of Achievement Book for each level of the Award tackled. These books are used for recording the activities undertaken and details of subsequent assessment. The books have separate sections for each of the four projects. It is necessary to keep a Diary or Log to support the Record of Achievement details.

(see Section 5 – Assessment)

The last page of the Record of Achievement Book is for use by the Award or Registered Group Co-ordinator, whose responsibility it is to process completed record books. The Co-ordinator must be satisfied that all the conditions and requirements have been met. Her / his signature of the Record Book recognises completion of this part of the Award and authorises the issue and presentation of the Badge and Certificate. Only then can progress to the next level begin.

CERTIFICATES and BADGES

The Award certificates are simple in design. The same format is used for all three levels of Award. Before presentation, each certificate should be inscribed with the recipient's name, ideally by someone skilled in calligraphy, and signed by the Registered Group Co-ordinator.

Badges are distinguished at each level by colour:

- | | |
|---------------|---|
| BRONZE | Dark blue mountains capped by snow, with clouds against a light blue sky. The outer margin and 'THE DISCOVERY AWARD' are depicted in bronze |
| SILVER | As for bronze badge except that the outer margin and the Award name are depicted in silver |
| GOLD | As for the silver badge except that the outer margin and the Award name are depicted in gold. |

INSURANCE COVER –

ARRANGEMENTS FOR PERSONAL ACCIDENT INSURANCE COVER SHOULD BE MADE BY EACH INDIVIDUAL MEMBER IF SUCH COVER IS DESIRED.

SECTION 3 – *Management*

NATIONAL COMMITTEE

The management of The Discovery Award Association (Scotland) is the responsibility of the National Committee. Committee members are elected at the Annual General Meeting held in the spring of each year.

ADMINISTRATION – The Administration of the Award in Scotland is undertaken by The Scottish Committee through the Regional Co-Ordinators.

REGISTERED GROUP

A registered group is a branch of The Discovery Award Association within any geographical area of the United Kingdom.

REGISTERED GROUP CO-ORDINATOR

It is essential that each registered group appoint a co-ordinator from within the group

The co-ordinator should liaise with the National Committee through the Regional Co-Ordinator of the Association on behalf of the registered group and work closely with all Award participants.

PRESENTATION OF AWARDS

Presentations should be organised at local level by the group co-ordinator in conjunction with the registered group members.

SECTION 4 – *The Four Projects*

GENERAL PRINCIPLES

It would clearly be contrary to the spirit of the Award to hedge it round with rigid rules and regulations, although in the interests of consistency and to ensure that the attainment of the Award represents a significant achievement, some standards and guidelines are necessary. The key terms in applying these standards and other requirements of the Award are COMMITMENT on the part of the participant and FLEXIBILITY on the part of the organisers and assessors.

TIME SCALES

These are expanded in greater depth under the appropriate projects, which may be tackled concurrently or consecutively.

Care should be taken to maintain the recommended time for each part of the Award. This allows commitment and involvement to be achieved in full.

Request to increase weekly hours for the purpose of completing a project in a shorter number of weeks has to be discouraged. Concentrated involvement does not allow sufficient time to form relationships. Moreover, fairness to all participants has to be maintained.

The principle of FLEXIBILITY should also be kept in mind when the registered group co-ordinator is supporting participants on Award projects. While participants should be allowed to work at her/his own pace, they should also be encouraged to complete projects within the established time scale.

If extra time is required, a suitable arrangement should be agreed in consultation with the registered group co-ordinator

The over-riding element to be borne in mind by all concerned is that each participant's 'COMPETITION' is with HER/HIMSELF, in the effort to be 'the best she/he can be'.

PROJECT – *Service in the Community*

This part of the Award can take many different forms, often involving contact with people in direct and practical ways. It may involve working with different groups. (See Appendix)

Each participant should look for a project which not only appeals, but also provides a challenge. In this way, the purpose of this part of the Award will be met. This also fosters the concept that members of any community have responsibilities to each other and this concept can be promoted by example.

NOTE: ATTENTION SHOULD BE DRAWN TO ANY 'CODE OF PRACTICE' PERTAINING TO VOLUNTARY SERVICE

TIME SCALES

Bronze Award	24 to 30 hours over a 12 week period
Silver Award	48 to 60 hours over a 26 week period
Gold Award	100 to 120 hours over a 52 week period

All above should be completed with a regular and consistent commitment wherever possible

This estimate is to be regarded as a guideline, since each activity will have to be carried out at times designed to suit the particular participant, the registered group and the type of activity involved. Any doubts in this area should be discussed with the registered group co-ordinator.

ASSESSMENT

SEE SECTION 5

PROJECT – Hobby / Interest

Participants should be encouraged to pursue a hobby/interest which is primarily practical, cultural or social rather than physical. Little emphasis should be placed on the attainment of fixed standards. The main aim of this part of the Award should be the demonstration of genuine effort, the discovery of hidden or unknown talents and the personal satisfaction of achievement and progress.

Existing hobbies/interests may be further developed as well as the pursuit of those which are new. In this event, the same principle should apply. Previous experience must also be considered when setting an acceptable level of attainment.

TIME SCALES

Bronze Award	50 to 60 hours over a 26 week period
Silver Award	100 to 120 hours over a 52 week period
Gold Award	150 to 180 hours over a 78 week period

All above should be completed with a regular and consistent commitment wherever possible.

This estimate is to be regarded as a guideline, since each activity will have to be carried out at times designed to suit the particular participant, the registered group and the type of activity involved. Any doubts in this area should be discussed with the registered group co-ordinator.

ASSESSMENT

SEE SECTION 5

PROJECT – Recreational Pursuit

The main emphasis on this part of the Award should be on activities within the category of physical recreation. Each participant should be encouraged to take up a physical pursuit in line with her/his personal interests and abilities. Special needs should offer no handicap, (if necessary, seek medical advice).

TIME SCALES

Bronze Award 24 to 30 hours over a 12 week period

Silver Award 50 to 60 hours over a 26 week period

Gold Award 50 to 60 hours over a 26 week period

All the above should be completed with a regular and consistent commitment wherever possible

This estimate is to be regarded as a guideline, since each activity will have to be carried out at times designed to suit the particular participant, the registered group co-ordinator and the type of activity involved. Any doubts in this area should be discussed with the registered group co-ordinator.

It will be noted that, in this project, the time scales for the Silver and Gold Awards are the same. This is because some of the recreational activities are affected by seasonal restrictions.

ASSESSMENT

SEE SECTION 5

PROJECT – Journey of Discovery.

This part of the Award, at any level, should only be undertaken after prior consultation with the registered group co-ordinator.

No matter the type of Journey undertaken at each level of the Award, the aim of the participant should be to extend and explore her/his own capabilities. The Journey of Discovery must be clearly defined and have purpose.

This should necessitate the following elements:

- * **advance planning**
- * **adequate training**
- * **essential preparation**
- * **research**

These four elements should be implemented before the Journey of Discovery is completed for assessment

NOTE:

IF THE JOURNEY TO BE PURSUED IS ONE OF A PHYSICAL / WALKING / CYCLING NATURE, THEN SAFETY GUIDELINES, TOGETHER WITH OFFICIAL CODES OF PRACTICE, MUST BE FOLLOWED.

Throughout, an essential aspect will be the recording of necessary details for the various stages involved.

THE ULTIMATE REWARD TO BE GAINED FROM THE JOURNEY OF DISCOVERY AT ANY LEVEL, SHOULD BE THE SENSE OF ACHIEVEMENT EXPERIENCED ON COMPLETION.

TIME SCALES as of April 2008

Because this aspect of the Award can be undertaken in many ways, it is essential that the time scales should be appropriate to each particular type of Journey. Good sense and a measure of flexibility must be a major consideration.

Bronze Award adequate preparation for the four elements involved over a minimum period of 6 weeks, followed by the implementation of the designated Journey of Discovery.
If it is to be a physical journey it should involve 6 hours planned activity each day for two consecutive days.

Silver Award adequate preparation for the four elements involved over a minimum period of 9 weeks, followed by the implementation of the designated Journey of Discovery.
If it is to be a physical journey it should involve 6 hours planned activity each day for 4 consecutive days or divided into 2 sets of 2 consecutive days.

Gold Award adequate preparation for the four elements involved over a minimum period of 12 weeks, followed by the implementation of the designated Journey of Discovery.
If it is to be a physical journey it should involve 6 days or split into three sets of 2 days with 6 hours of planned activity on each day.

NOTE:

All Journeys of a physical/walking/cycling nature MUST follow SAFETY GUIDELINES and official CODES OF PRACTICE.

ASSESSMENT

SEE SECTION 5

BRONZE AWARD

Service in the Community	24 to 30 hours over 12 weeks
Hobby / Interest	50 to 60 hours over 26 weeks
Recreational Pursuit	24 to 30 hours over 12 weeks
Journey of Discovery	Adequate preparation for the four elements involved over a minimum period of 6 weeks, followed by the implementation of the designated Journey of Discovery.

If it is to be a physical journey it should involve 6 hours planned activity each day for two consecutive days.

SILVER AWARD

Service in the Community	48 to 60 hours over 26 weeks
Hobby / Interest	100 to 120 hours over 52 weeks
Recreational Pursuit	50 to 60 hours over 26 weeks
Journey of Discovery	Adequate preparation for the four elements involved over a minimum period of 9 weeks, followed by the implementation of the designated Journey of Discovery.

If it is to be a physical journey it should involve 6 hours planned activity each day for 4 consecutive days or divided into 2 sets of 2 consecutive days

GOLD AWARD

Service in the Community	100 to 120 hours over 52 weeks
Hobby / Interest	150 to 180 hours over 78 weeks
Recreational Pursuit	50 to 60 hours over 26 weeks
Discovery Challenge	Adequate preparation for the four elements involved over a minimum period of 12 weeks, followed by the implementation of the designated Journey of Discovery

If it is to be a physical journey it should involve 6 hours planned activity each day for 6 days or split into three sets of 2 days with 6 hours of planned activity on each day.

SECTION 5 – *Assessment*

The Assessor should be someone knowledgeable or experienced in the type of activity pursued by the participant. Any training should preferably not be carried out by the final Assessor. Each participant has to be assessed as an individual. The assessor should be seeking to discover the best that each individual can give.

The Record of Achievement Book should be completed by the assessors of each project, before passing to the registered Group Co-ordinator or the Regional Co-ordinator for final authorisation of the Award.

In keeping with this, an individual log or diary is also necessary to support the Record of Achievement details. Such a log can be illustrated in a variety of ways after consultation with the registered Group Co-ordinator or the Regional Co-ordinator.

Assessors should be identified before participants begin the relevant project. Awareness of the aims and objectives to be undertaken is essential. If difficulty is experienced in identifying an assessor, consult with the registered Group Co-ordinator or Regional Co-ordinator.

APPENDIX – Examples of Activities (undertaken by various groups)

SERVICE in the COMMUNITY:

Fund Raising
Hospital/Home visiting
First Aid Training
Neighbourhood Watch
Rehabilitation Support Groups
Animal/Bird Protection
R.V.S.
Voluntary Associations
Conservation Projects
Assisting with a Club/Organisation

Volunteering within Education –

Pre-school, primary or secondary sectors,
Basic adult education and special needs sectors

HOBBY/INTEREST:

Painting
Researching Projects

Craft Activities – such as;-

Tapestry, sewing, pottery, patchwork,
quilting, upholstery, embroidery, knitting
woodwork.

Gardening
Family History Research
Wine Making
Sign Language
Drama
Foreign Languages
Calligraphy
Bird Watching
D.I.Y.
Floral Art
Dancing

Some of the above may be undertaken as educational modules.

APPENDIX – *Continued*

RECREATIONAL PURSUITS:

Swimming	Tennis
Archery	Netball
Bowling	Gardening
Walking	Cycling
Jogging	Keep Fit
Skiing	Badminton
Dancing	Orienteering

Again, some of the above may be undertaken as educational modules.

and finally...

JOURNEY OF DISCOVERY:

Cycling Tour
 Island Journey
 Walking Expedition
 Journey Abroad – with a purpose
 Exploring by Car or Public Transport.

Study of:

Castles, cathedrals, museums, theatres
 Rivers, philately, coins, flora and fauna
 Libraries and ancient monuments.

Folklore of an area
 Coin Collecting
 Local History
 Family History Research

NOTE:

Any physical journeys in this section of the Award MUST conform with recognised SAFETY REGULATIONS and GUIDELINES.